

Miamisburg City Schools Student & Parent Handbook

2021-22

Miamisburg Elementary Schools



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MISSION STATEMENT

The Miamisburg City School District will foster a positive, nurturing, and safe environment to inspire and support ongoing learning and the development of individuals as productive members of society.

**DISTRICT ROSTER
MIAMISBURG CITY SCHOOLS
2020-21 SCHOOL YEAR**

BOARD OF EDUCATION

- Ann Niess, President — 937-681-4327
- Chris Amsler, Vice President — 937-866-7457
- Sharon Angel, Member — 937-866-7393
- Tim Lewis, Member — 937-469-1052
- Dale Toadvine, Member — 937-859-7386

ADMINISTRATION, 937-866-3381

- Laura Blessing..... Superintendent
- Steve Homan Assistant Superintendent/Director, Human Resources
- Tina Hageman Treasurer
- Amy Dobson Director, Elementary Education
- Scott Gilbert Director, Business
- Katy Lucas Director, Student Services
- Stacie Moore Director, Secondary Education
- Cathy Gilkison..... Attendance Officer
- Sally Royer..... School Social Worker
- Rich Baker..... Maintenance Supervisor
- Ravella Lawson..... Nutrition Services Supervisor
- Mechael Reed..... Transportation Supervisor

STUDENT SERVICES, 937-866-4347

- Sarah Buzek..... Special Education Supervisor
- Nicole Johnson..... Special Education Supervisor
- Brittani Lipinski Special Education Supervisor
- Barbara Barry Psychologist
- Shelby Kerwin..... Psychologist
- Jason Kibby..... Psychologist
- Courtney Rupp..... Psychologist
- Mary Jo Downer..... Social Worker
- Jim Montavonn..... Social Worker
- Brooke Moore Social Worker
- Brad Myers..... Social Worker

ATTENDANCE

The District believes there is a direct correlation between a student’s academic success and attendance. Frequent absences from school disrupt the educational process and as a result, the benefit of regular classroom instruction is diminished.

Absence Calls

If a student must be absent from school, the parent or guardian will call the school involved on the day of the absence, to notify the office and explain the nature of the absence and its duration. If a call is not received, school personnel will call a parent/guardian at home or at work to confirm that the parent/guardian is aware of the child’s absence. A call may be generated through the use of an automated calling system. Upon returning to school, the student needs to provide a note stating the reason for the absence.

Make-up Work

When a student knows he or she is going to be out from school they will be required to use the “out of school make-up work form” to inform the teachers of his or her absence. If teachers are able to get the work together prior to the student being out, students can take the work with them. If teachers are not able to gather the work ahead of time, the student will be presented with the work upon their return. Some work may be given prior to departure while other work may still need to be completed upon returning to school. There may be some work which, due to its nature, may not be able to be made up. When this issue arises, an alternative assignment may be given in place of the classroom work. The number of consecutive days of absences, excused and unexcused, plus one day, equals the time allocated for make-up of missed work. The obligations for approaching his/her teacher for make-up tests, quizzes, assignments and homework is the student’s or parent’s. Failure to complete make-up work in the prescribed number of days or within the period of time mutually agreed upon by the teacher and student (in special cases) will result in the loss of credit for the make-up work.

Excused/Authorized Absences

Excused/authorized absences will be defined as an absence from school or a scheduled class due to one of the following reasons:

- A. personal illness;
- B. illness in the immediate family;
- C. quarantine of the home;
- D. death of a relative;
- E. observance of recognized religious holidays*;
- F. emergency or set of circumstances which in the judgment of the Superintendent constitutes a good and sufficient cause for absence from school;
- G. medical or dental appointment;
- H. college visitation.

*Absences for religious holidays will not affect a student’s perfect attendance record.

Unexcused/Unauthorized Absences

Unexcused/unauthorized absences are defined as those student absences not meeting the criteria for excused/authorized absences. Some examples of unexcused/unauthorized absences are:

- A. shopping;
- B. oversleeping;
- C. missing bus/ride;
- D. non-school athletic events;
- E. haircuts or hair appointments;
- F. individual student trips;
- G. vacation;
- H. hunting;
- I. fishing.

Parental permission shall not make an absence excused/authorized if it does not meet the above criteria. Unexcused/unauthorized absences will be treated as truancy from school at the discretion of the school principal and district attendance officer. Monthly meetings are held with the attendance officer to review attendance at each building. Pre-warning letters may be issued to seek corrective action in addition to detention.

Emergency or Extraordinary Circumstances Absence

The Superintendent may excuse a student from school in an emergency or in extraordinary circumstances for a good and sufficient cause. An example of an extraordinary circumstance would be when a family must leave the country for a short

period of time to handle legal or medical matters in the other country. A parent requesting this type of excuse must provide a written request to the Superintendent, including the following information: the duration of time the student will be out, the plan to make-up work while out, and the reason the student must accompany the family. Each student may only be granted one extraordinary circumstances absence in their academic career.

Compulsory Education Law

School attendance law defines two categories of truancy for absences that are not legitimate (excused or authorized). A student who misses, without legitimate excuse, 30 or more consecutive school hours, 42 or more hours in one month, or 72 or more hours in a year is legally defined as habitually truant. As required under the Compulsory Education Law House Bill 410 of State of Ohio ORC 3321.191, the attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice the district may take any appropriate action as outlined in board policy as an intervention strategy.

Tardy to School/Early Dismissal

All students arriving late to school will be considered tardy. All such students will report to the secretary or principal immediately upon entering the building. **Parents must come to the office and sign their child in to school.** They will receive an admit slip and their tardiness will be recorded before they are sent to class. **Tardiness is an interruption to class. In the event tardiness to school becomes an ongoing issue, three unexcused tardiness will count for one day of unexcused absence. Chronically tardy students will be referred to the District’s Attendance Officer. We encourage students to arrive on time daily.** Students are permitted to leave the building early if they have a note from the parent and are authorized by the principal. Sending notes in advance and requesting student work allows the teacher and student to prepare for the early dismissal. If teachers are able to get the work together prior to the student being out, students can take the work with them. If teachers are not able to gather the work ahead of time, the student will be presented with the work upon their return. **All students must be signed out in the office by parent or authorized adult.** Do not go directly to your child’s room to pick-up your child. You must stop in the office first and your child will be called to come to the office for release. **Both early dismissal and tardiness WILL affect perfect attendance.** Any absence less than ½ day will be counted as either a tardy to school or as an early dismissal (times are adjusted accordingly for kindergarten half-day sessions) will follow the procedures described above.

SCHOOL CLOSINGS AND DELAYS

A decision to cancel school or delay the starting time for at least one hour will be made in a timely fashion, based on student safety and will be made public by using local television and radio stations, the district website (www.miamisburgcityschools.org) and we may use an automated calling system. During severe weather, please use these communication channels for announcements concerning school closings or delayed openings.

- | | | | | |
|-------------|------------------|---------------|---------------|----------------|
| Television: | - WDTN (TV2) | - WHIO (TV7) | - WKEF (TV22) | - WRGT (TV45) |
| Radio: | - WHIO (1290 AM) | - WMUB (88.5) | - WYSO(91.3) | - WROU (92.1) |
| | - WHIO (95.7) | - WHKO (99.1) | - WLQT (99.9) | - WMMX (107.7) |

Online: Visit the district website, www.miamisburgcityschools.org, or follow us on Twitter @burgschools.

One Call Now

This system may be used by the superintendent and/or principal in case of emergency or to notify families of important events. It is critical that phone numbers be kept current in all building offices. The number that is called by One Call Now is the phone number that parents/guardians provide during registration. Additional numbers can be added through the school website, but the primary contact number must be kept current at your school(s).

School Times

All elementary schools follow the same daily time schedule for first through fifth grade: 9:05 a.m. to 3:45 p.m. This is also the schedule for students participating in the Full Day Kindergarten pilot program.

- Morning Kindergarten 9:05-11:45 a.m.
- Afternoon Kindergarten 1:05-3:45 p.m.

Plan B for Half-Day Kindergarten*

On days Miamisburg City School District is on a two-hour delay, half-day kindergarten and preschool classes will follow “Plan B”:

- **Plan B Morning Kindergarten 11:05 a.m.-12:45 p.m.**

The student’s normal bus will pick up two hours later than usual at the normal bus stop. The student’s normal bus will drop off one hour later than usual at the normal bus stop. *****Please note that no breakfast will be served on school days operating on a two-hour delay.**

- **Plan B Afternoon Kindergarten 2:05 p.m.-3:45 p.m.**

The student’s normal bus will pick up one hour later than usual at the normal bus stop. The student’s normal bus will drop off at the usual time at the normal bus stop.

*** Please note this DOES NOT apply to student participating in the Full Day Kindergarten pilot who will follow the same two-hour delay schedule as 1st through 5th graders.**

Emergency Early Dismissal

The Miamisburg City School District makes every effort to keep students at school until normal dismissal times. Occasionally, unsafe conditions have developed necessitating the closing of school before the regular dismissal time. Parents must complete the emergency dismissal plan form, which is included in the first day of school packet. After completing the form, please review the plan with your child so that if/when an emergency occurs, he/she will know what is expected. **Emergency dismissal plan form must be updated by the parent or legal guardian, in the office if any changes occur during the school year. Please note that students riding the school bus will be dropped off at their regular stop and emergency dismissal plans should begin from this location.**

FOOD SERVICE

Miamisburg is proud of our food service department. In each of our K-5 buildings, both breakfast and lunch are served beginning the first day of school. Menus are posted on the district website, www.miamisburgcityschools.org. With the automated lunch system, you may put money on your child’s account weekly or monthly and it will be debited each time he or she goes through the line to buy either breakfast or lunch. Balances/charges are carried over from end of year to the beginning of the next school year. This will continue until they leave the district. **Applications for the free and reduced lunch program are available in the office and online.** A specific part of the application called “School Instructional Fee Waiver Adult Consent” must be completed and signed to allow communication between school departments. Pay Schools Central is the online program used to electronically download money to the student account.

Breakfast

One of the simplest ways to help students perform better in school is to encourage them to fuel up in the morning with a good breakfast! Much of the research completed over the last few years demonstrates that a well-balanced breakfast pays off in the classroom. Better concentration, more enthusiastic participation, and higher scores on tests, improved attendance, and fewer visits to the doctor have all been attributed to a healthy breakfast. Mornings can be hectic at home and often students are not hungry first thing in the morning. We can help by serving nutritious, kid-tested favorites for breakfast! Breakfast will be served in the cafeteria. Children are to go through the cafeteria line just as they do for lunch. Please note: no breakfast will be served on school days operating on a two-hour delay. Students with reduced lunches will qualify for free breakfast.

Lunch

Lunch is served daily. Each student will be allotted at least 20 minutes for lunch. Students are not to bring any type of soda as their beverage for lunch. Parents may join their child/children for lunch, but are not permitted to provide food to any child/children other than their own. We encourage parents to come and participate in a school lunch with their child/children. Applications for the free and reduced lunch program are available in the office and online.

Birthday Treats

Classroom teachers enjoy recognizing children on their special days in special ways. Families wishing to send something to school with their child for him/her to share with classmates should provide an alternative to food treat (pencils or erasers for classmates, donation of game or book to be used by the class, etc.) Birthday treats are not permitted. Federal laws prohibit items other than those defined within the law as approved foods and smart snacks to be served during school hours. Should you wish to celebrate special occasions it is important that this be coordinated with the classroom teacher in advance. When delivering items to the school they need to be dropped off in the office. The staff will deliver them to the classroom at an appropriate time. Balloons and vases of flowers are not permitted.

Students with Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the district. Substitutions to regular school meals provided by the district are made for students who are unable to eat regular school meals due to a qualifying dietary need when the need is certified by the student’s physician.

Lunch Charge Procedures

Miamisburg City School District Nutrition Services Department is self-supporting. Nutrition Services is funded only from federal reimbursements and student payments to cover all operating expenses and fees. By federal law, the Nutrition Services Department must meet or exceed expenditures. The Nutrition Services Department meal charge procedure goals are:

1. To treat all students with dignity in the serving line regarding meal accounts;
2. To establish a consistent department procedure regarding meal charges, and the collection of charges;
3. To encourage parents to assume responsibility for meal payments and to promote student self-responsibility;
4. To support situations with district staff, district business policies, students and parents to the maximum extent possible.

Students and staff in the Miamisburg City School District may prepay breakfast/lunches utilizing our point-of-sale lunch account system in our school cafeterias or by setting up an account on www.payschoolscentral.com and making online payments to their account. Breakfast/Lunches may be pre-paid daily, weekly, monthly, or even annually. Online payments may be made by setting up an account on www.payschoolscentral.com where you can make deposits using a credit/debit card, monitor accounts, and even set up low balance reminders. Even if you choose not to make online deposits, setting up an account at www.payschoolscentral.com will allow parents to monitor spending, and set up low balance reminders. Parents may also download the free mobile phone app at www.payschoolscentral.com for additional convenience.

The Miamisburg City School district recognizes, on occasion, students may forget to bring meal money to school. To ensure that students are provided something to eat, but also to promote responsible behavior and minimize the fiscal burden to the Child Nutrition Services Department, the District will enforce the following policies by grade level:

- **ELEMENTARY & MIDDLE SCHOOLS (Grades K-8)** are allowed three (3) complete breakfast and three (3) complete lunch charges. However, the charging of any and all ala carte items is prohibited.
- **HIGH SCHOOL (Grades 9-12)** are allowed to charge two (2) complete breakfast and two complete lunch meals. However, the charging of any and all ala carte items is prohibited.
- **ADULTS** will not be allowed to charge any meals or a la carte items causing their meal account to go into a deficit balance.

For newly enrolled students there is a five (5)-day grace period during which new students may receive breakfast/lunch. This allows for the processing of meal eligibility applications.

Unpaid Balance Procedure

When a student account reaches a \$5.00 unpaid balance to their account the parents/guardians will be notified via One Call Now that the meal account has a negative balance. One Call Now notification calls will be made weekly until the charges are paid in full.

Refunds for withdrawn, and graduating students require a written request for a refund of any money remaining in their account. This written request is to be submitted to the Miamisburg City School District Nutrition Services department. This written request can be emailed to our Nutrition Services department to Mrs. Ravella Lawson (rlawson@miamisburg.k12.oh.us) or Mrs. Julie Smith (jsmith@miammsburg.k12.oh.us), can be dropped off the district Nutrition Service office (Memorial Building), 540 Park Avenue, Miamisburg, Ohio or mailed to the Nutrition Services department. Students who are graduating at the end of the year will be given the option to transfer to a sibling’s account with a written request.

Unclaimed Funds must be requested within one full year. Unclaimed funds will then become the property of the Miamisburg City School District Nutrition Services Program.

OFFICE PROCEDURES

Student Registration

Students must attend school in the district in which their parents or guardians reside. When registering, parents must present their child’s original birth certificate, social security card, custody papers (if applicable), proof of residence (lease agreement or utility bill) and a record of immunizations. The law permits only a parent or guardian to register a student. Therefore we request that the parent bring a photo I.D. at the time of registration as well.

Immunization

The minimum of immunization requirements include:

- Diphtheria, Pertussis (Whooping Cough), Tetanus (DPT-5 doses)
- Measles, Mumps, Rubella (MMR-2 doses)
- Polio (4 doses)
- Hepatitis B (3 doses)
- Varicella (chicken pox) vaccine, or proof of having the chicken pox virus (2 doses)

Student Withdrawal

To withdraw a student, it is important to notify the school prior to the last day of attendance. A parent needs to come to the office and sign withdrawal forms. It will be helpful to know the name and address of the new school which your child will be attending. Records can only be released with the written permission of the parent/guardian. Official records are subsequently mailed to the new school.

Visitors to the School

Please do visit! A call 24 hours in advance will ensure that you will be able to visit with the appropriate staff member. Please note that *Public Law 2917.211* requires that all parents and visitors entering the building must **report immediately to the office** for a visitor's pass. Due to safety precautions guests are asked to drop off items such as birthday treats or forgotten items to the office and staff will see that things are delivered to the classroom at an appropriate time. Visitors are not permitted on the playground or indoor recess areas. Maintaining a safe school environment is always our goal. Please help us achieve this goal by following our district's procedures;

1. When you arrive at a building, please identify yourself and the purpose of your visit.
2. Sign your students in and out of the building. Students will be called to the office once you have arrived.
3. If you are volunteering, you must wear a visitor ID badge.
4. Notify the office in advance if you are planning a visit.
5. Communicate in advance with the teachers to set up any conferences.

We appreciate your patience when you arrive at the building and it takes a few more minutes to communicate with the secretary prior to your entrance. Your cooperation will help us keep our schools a safe environment for your child.

Volunteer Parent Program

All elementary schools in Miamisburg have a Volunteer Program. Persons interested in becoming a volunteer are encouraged to call the school office. Volunteers are a big help to the staff. Please note that toddlers and preschoolers will not be allowed to accompany their volunteering parents during this time due to liability reasons. PTAs/PTOs also offer opportunities to be involved with your child's school. Please contact the school office to obtain contact information.

Telephone

Student use of the office phone is limited to emergencies only. Students are not permitted to accept phone messages during the day.

E-mail Guidelines for Parents

E-mail may be a fast and convenient way for you to send messages, but this is not always the case for many of our teachers. Some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly with parents.

For these reasons, please remember if you choose to send an e-mail message to one of our staff members, you may not get an immediate reply. If e-mails are not answered or acknowledged, please call the school to confirm receipt of the original e-mail. Staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal conference. Your e-mail address is on file with the school when you register your child as well as during the beginning of the school year when you are provided the opportunity to update all contact information.

Please remember, when using e-mail:

1. The student Information Card indicates the e-mail address(es) you wish for staff to use to contact you. In the event that your e-mail account changes during the school year please notify the school to update the address.
2. Please send only non-vital messages by e-mail. For example, do not use e-mail to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message during the school day. Instead, communication such as this should be put in writing or handled via telephone.

3. Your child’s academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child’s teacher. An e-mail message on these matters may not be the most appropriate way to discuss these matters.
4. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed via phone or personal contact.
5. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
6. For all medical or health concerns, please contact your child’s school nurse by phone.

The school district maintains e-mail accounts for teachers to facilitate parent/teacher communication and internal staff communication. The district reserves the right to block or filter e-mail messages to staff that are not directly related to district business or to the district’s educational mission.

Lost Items

All lost items turned into the office will be placed in the lost and found box. Unclaimed items will be periodically donated to Helping Hands. Please mark your children’s clothing to prevent loss. Many valuable items go unclaimed each year.

Medical Records

Medication – Students requiring medication must have on file in the office a school medical form signed by a parent and a physician. All medication will be taken under supervision of designated school personnel. **Students are not to transport medication to school. The medication must be brought to the office by the parent/guardian.** The school will send home the empty prescription bottle to let you know that medication needs to be replenished. However, the student is not permitted to transport the replenished prescription to school. **All medications must be in the original bottle and have the current pharmacy label attached.**

Students are not permitted to carry any medication during school hours. This would include but is not limited to sinus medication, nasal spray, eye drops, aspirin, etc. Cough drops are permitted, but must be given to the teacher at the onset of the school day in order that he/she dispenses the cough drops. An exception to this rule can be made for needed inhalers with a signed medical form on file. Contact the school nurse to make needed arrangements. *Medication in the wrong hands can be extremely dangerous. Please follow the process above if this situation pertains to your child/children.*

Emergency Medical Authorization

Each student **MUST** have an **Emergency Medical Authorization** form on file in the elementary office. These forms are sent home at the start of each school year and **MUST be signed by parents and returned to the office no later than the end of the first full week of school.** This form must include a current telephone number so that parents may be notified. If your child is injured and the school does not have this form, he/she cannot be taken to the hospital by a medic for treatment. The hospital will not treat your child unless we have the properly signed treatment form or a parent can be contacted for authorization. Please be sure to alert the school staff of any health concerns.

Accidents

Even though reasonable safety precautions are taken, accidents involving students sometimes do happen during school hours. If a minor accident does occur, the adult who is responsible for supervising this student completes an accident form so the principal is aware of the situation. If an accident is deemed serious, the proper steps are immediately taken in accordance with the student’s Emergency Medical Authorization sheet that has been completed by his/her parents at the beginning of the school year.

It is essential that parents keep the office informed of any changes in emergency information.

SUPPLIES

A list of required student supplies is available for each grade level. Teachers may also put out a wish list of items if you are able to assist. There are student fees at each grade level. Partial payment fee plans may be arranged with the school office. Fee waiver forms are available in the school office.

Returned Check Policy

The Miamisburg City School District collects monies for various activities and functions including but not limited to lunchroom charges, school fees and fundraising activities. As part of these receipting procedures, checks may be returned to the District for various reasons from our financial institution. Each time a check is returned by our financial institution, the District incurs bank charges as well as additional administrative expenses.

As a result of the additional expense incurred by the District for returned deposit items, effective April 1, 2003, the District will charge a \$15.00 fee on each returned check. This fee will be in addition to the monies owed on the original item. The returned check fee will be considered the first dollar paid. The returned check fee will be recorded in the district's general fund to help offset the bank charges and additional administrative expenses, both of which are charged through the general fund.

In an attempt to reduce these additional expenses, the District will begin to monitor the frequency of returned checks. If an individual/company pattern begins to develop, (more than two (2) returned checks in a school year), the District may take appropriate actions to remedy the pattern such as requiring a money order, certified check or cash from such clientele.

Book Bags

Please make sure your child's bags are easy for them to open and large enough to accommodate a standard folder and library books. No wheeled book bags as they may mar the floors and are difficult to maneuver on the bus. They must be kept on the designated hook/rack or area once in the building.

SAFETY

Supervision is provided for student safety and an orderly school environment. There will be supervision in the lunchroom, halls, entering and leaving the building, loading and unloading buses, playground and school activities. Students are to follow the directions of all school personnel responsible for this supervision, regardless of grade level or position held in the school. NOTE: Formal supervision is provided 10 minutes before and after school.

Emergency procedures for fire, tornado and safety drills are conducted in accordance with state regulations and Miamisburg City School District's Emergency Procedures.

A tornado plan exists to insure that every effort will be made to protect our students in the event of such a disaster. This plan is organized to provide a systematic evacuation of classrooms, moving all students into the most secure areas of the building.

In certain instances the Shelter In Place process may be used. In this process students and staff should remain in current areas until further notice. A Shelter In Place may occur for multiple reasons including incidents such as a medical emergency in the building, power outage, an unwanted intruder on the premises, etc.

During the past few years, new methods have been developed for safety-security, A.L.I.C.E. The original method of lockdown, which was utilized in the past, was to lock down, turn out the lights, lock the door and hide under a desk. That method alone has proven to not always be the most effective. The new, nationally recognized approach is called A.L.I.C.E., or **Alert, Lockdown, Inform, Counter and Evacuate**. It emphasizes making active decision-making such as barricading classroom doors or evacuating. Miamisburg City Schools, in partnership with local law enforcement, are training and educating staff and students on what to do in an emergency situation. When confronted with an unexpected event, especially one of violence, we must act quickly to determine the best action to take. This can be accomplished through training and practice to make the best decision possible, given the information available. The A.L.I.C.E. emergency response plan includes:

A ALERT, Get the word out, be Aware of your surroundings

L LOCKDOWN if necessary and appropriate

I Give as much INFORMATION as possible

C COUNTER, if necessary

E EVACUATE, if possible

Pets on Property

Pets (on or off of a leash) are not permitted on school property before, during or after school for health/safety reasons.

Disallowed Items

Students are not allowed to have or use scooters, roller blades, skate boards, or skate shoes at school.

Illness in School

If a student does not feel well during the school day, he/she may be sent to the office for a short time to see if the situation improves. However, if the child has a temperature and/or the illness seems to justify more extensive treatment, the parents or guardians are called by the office to come to school and pick up the student. Under no circumstances can the teachers, the building principal, or other staff members administer any form of medication to a student who is feeling ill. This is deemed to be the sole responsibility of the parents. Also, it is of primary importance that if a student is ill, he/she tells the

teacher, principal or the secretary so they can make the contact with the home. By following this basic procedure, students who do experience illness during the school day are assured of the proper attention.

Chaperone Guidelines

Parents who are asked to chaperone a field trip should follow these guidelines:

- Chaperoning elementary school children is a demanding job. Therefore, parents are not allowed to bring other children with them on the trip.
- Chaperones need to act in a reasonable manner and enforce usual school behavior.
- Chaperones should use their best judgment when dealing with problems until the teacher can be notified.
- Report any discipline problems or accidents to a teacher in charge immediately.
- Use common sense and enjoy the children and the trip.
- Board policy prohibits the “use of tobacco products on school grounds, on school buses, and at any school-related event”.
- The number of chaperones per trip may vary based on the destination. Not all field trips require the need for chaperones.

DIRECTORY INFORMATION

The District proposes to designate the following personally identifiable information contained in a student’s education record as “directory information”; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity. Such information includes:

1. Student’s name
2. Names of student’s parents
3. Student’s address
4. Telephone number(s)
5. Student’s date (and place) of birth
6. Student’s achievement awards or honors, including videotaped programs
7. Student’s weight and height, if a member of an athletic team
8. Major field of study
9. Dates of attendance (“from and to” dates of enrollment)
10. Date of graduation
11. Class designation
12. Student photo, including videotaped programs
13. Previous school attended

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information which it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student’s parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing of any or all of the items which they refuse to permit the District to designate as directory information about that student. Forms to complete this action are available in the school office or on-line and should be returned to the building principal.

At the end of the two-week period, each student’s records are appropriately marked by the record custodians to indicate the items which the District designates as directory information about that student. **This designation remains in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.**

MEDICAID STATEMENT

Ohio School Districts have the opportunity to receive Federal Medicaid dollars through a program called the Ohio Medicaid School Program. Districts can receive Medicaid dollars to help support special education type services provided to its students. This annual notice serves to notify parents that limited non-medical information will be shared with the Ohio Department of Medicaid. The district is required to obtain a one-time signed Parental Consent to share the information. Your consent is voluntary and you have the right to withdraw your consent at any time.

RECORDS

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

NOTE: Non-custodial parent may access student records under the following guidelines:

- 1) Make a copy of test scores, grades and/or records and provide them to the non-custodial parent;
- 2) The requested information shall be available for the non-custodial parent to pick up in the principal’s office or the non-custodial parent may provide the principal with a stamped, self-addressed envelope so that the information can be forwarded. Unless there is a prohibitive court order, the non-custodial parent has the same access to their child’s educational program as the custodial parent. Copy fees may apply.

Student rights are further explained in the notification of rights under the Protection of Pupil Rights Amendment (PPRA) which can be viewed in full on the district website (www.miamisburgcityschools.org). A hard copy will be provided upon request.

STUDENT ACTIVITIES

Extra-curricular

There are special activities provided for student participation. If students are to participate in any extra-curricular activity, they are expected to maintain passing marks and make-up work missed. It is the responsibility of the student to be informed of requirements and assignments. It is critical that parents pick up students on time at the conclusion of the activity. Students must be present at least half the day in order to participate in the extracurricular activity or school sponsored event.

Recess

Students will be going outside if the wind-chill temperature is 20°F or higher. **Please dress your child appropriately.** Parents are not permitted on the playground or in classrooms during recess for safety reasons. All students will take part in recess unless a doctor’s note is sent in to school excusing them from recess. Students excused from recess will sit in a supervised setting.

Assemblies

Assembly programs and pep rallies are held for several purposes: to teach, to entertain, to honor and recognize, or to display school spirit and pride. Depending upon the purpose of the assembly, there is a specific type of behavior expected from students. Members of the audience should respect the rights of the performer, speaker, or whomever is presenting the program. There is an obligation of courtesy that each student owes other persons at school. The administration and faculty expect students to meet that obligation. Disciplinary action will be taken to correct those students who are disruptive or uncooperative.

Special Events

Each class may have up to two celebrations per year. The celebrations may be planned by the classroom teacher or occur in conjunction with a building-wide event. Holidays may be celebrated within the classroom through the use of developmentally appropriate instructional activities.

Student birthdays may be recognized within the building during morning announcements. Classroom teachers enjoy recognizing children on their special days in special way and have discretion on how birthdays are recognized within the classroom. Families wishing to send something to school with their child for him/her to share with classmates should provide an alternative to food treat (pencils or erasers for classmates, donation of game or book to be used by the class, etc.) Birthday treats are not permitted. Please be in communication with the classroom teacher or building principal if you prefer that your child’s birthday is not recognized at school.

Spirit days and other special dress-up days may be scheduled at the building level in coordination with PTA and Student Council. Hats, visors, and bandanas are not permitted unless it is a specially designated day, such as “HAT DAY”. Students are discouraged from using hair sprays of any type at school as it may be harmful to others and/or disruptive to the learning environment.

Participation in Physical Education

All students will participate in physical education classes. Exceptions are permitted only if a medical statement is on file, signed by a physician, which excludes the student for health reasons. Students are expected to wear appropriate clothes for physical education, such as gym shoes.

Health Screenings

- Dental Screening - Second Grade
- Eye Screening - Kindergarten, First, Third, Fifth, Seventh, and Ninth Grades
- Hearing Screening - Kindergarten, First, Third, Fifth, and Ninth Grades
- Scoliosis - Sixth and Eighth Grades

STUDENT SERVICES

Guidance

During the course of the school year, your child may be involved in classroom, individual or group guidance. Our guidance counselors offer a variety of approaches to productively handle conflicts. Throughout the school year, the elementary guidance counselors may provide assistance for parents on issues such as behavior management and strategies for effective parenting.

Identification of Children Who Are Gifted

Miamisburg City Schools is committed to the accurate identification of students who are gifted and seeks to serve identified students in their area(s) of giftedness whenever possible. "Gifted" refers to students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment, and federal guidelines define this level as the 95th percentile or above. In Miamisburg City Schools, screenings for gifted identification occur annually in grades 1-5 for Specific Academic Ability in Reading and/or Math and in grades 2 and 5 for Superior Cognitive Ability, Creative Thinking Ability, and Specific Academic Ability in Social Studies and/or Science. The Miamisburg Board of Education gifted policy includes provisions for teachers to refer their students and for parents to refer their children for screening for possible gifted identification in the areas mentioned above in addition to the area of Visual

and Performing Arts. If you have questions about the gifted identification process or gifted services offered in Miamisburg, please contact the Gifted Services office at 937-866-3381, ext. 4110.

Special Education Services

Miamisburg City Schools implements written policies and procedures approved by the Ohio Department of Education to ensure all children with disabilities who are in need of special education and related services are identified, located and evaluated.

Miamisburg City School District offers a continuum of options to students with disabilities. Instruction is provided by specially trained and certified teachers who provide individualized instruction based on individual needs. The district follows a differentiated referral process. This process may include a Response to Intervention program. Any student concerns should be shared with the student’s teacher and the building administrator. The child identification process utilizes a multi-factored evaluation.

Grading

Progress reports are issued every 9 weeks for first thru fifth grade. Kindergarten report cards are sent home at the end of each semester. Kindergarten thru second grade have a standards based report card indicating progression toward state standards using minimal progress toward state standard, progressing toward state standard and met state standard as indicators of growth. Grades 3-5 are reported on an A, B, C, D, and F basis. Interim reports will be sent to parents’ midway through the 9-week period when a child’s progress needs to be brought to the attention of the parents. Special Areas will report progress out at the semesters based on standards using varied marking to communicate progress.

Homework

Elementary students are given homework assignments based on policy set by the Board of Education. Homework should be returned to the teacher the following day. Unreturned homework may affect the student’s grade. It should be noted, students often have the opportunity to at least begin a homework assignment in class in order to have an opportunity to ask questions of the teacher before taking the assignment home to complete. Due to many variables in children, grade level, study habits, etc. students differ in times needed to complete homework. As can be expected, however, homework generally increases in amount from the lower to the upper grades.

Progress Book

Progress Book (<https://pa.metasolutions.net/>) is an online program that allows parents to view information about their children such as current grades, progress toward standards, attendance, assignments and teacher messages. Parents will be provided a unique user name and password that will allow them to access this feature at the beginning of the school year. It is recommended that you check Progress Book several times a quarter to monitor your child’s progress. You can sign up for Progress Book alerts. Information regarding alerts can be obtained through the school office.

DISCIPLINE

Positive Behavioral Interventions and Supports (PBIS)

The Positive Behavioral Interventions and Supports policy can be viewed on the District website at www.miamisburgcityschools.org. The district implements PBIS on a system wide basis. Included in the policy is an outline of safe practices as well as prohibited practices. If there are concerns, they can be directed to the Superintendent at the Board of Education Office, 937-866-3381.

Student Rights

Students shall have the right to...

- Freedom of inquiry, speech, expression and assembly subject to reasonable limitations upon the time, place and manner of exercising such rights.
- Be secure in their persons, papers, and effects against unreasonable searches and seizures.
- Present petitions, complaints or grievances to school authorities and have the right to prompt replies subject to reasonable limitations upon the time, place and manner of exercising such right.
- Use established channels to voice their opinions in the development of curriculum.
- Be instructed on rules and regulations as related to their rights and corresponding responsibilities.
- Equal educational opportunity and freedom from discrimination because of race, religion, sex, national origin, economic status, marital status, pregnancy, previous arrest or incarceration, or a physical, mental or sensory handicap.

- Consult with teachers, counselors, administrators, and other school personnel at reasonable and appropriate times.
- Freedom of dress and personal appearance as long as appearance and dress are consistent with health and safety regulations and the maintenance of an orderly educational process and do not promote drugs, alcohol, or sexual material.
- Expect fair and equitable treatment from school authorities.
- View the contents of their cumulative academic record and to be apprised, with parental permission, of the contents of their supplemental record at reasonable times during school hours upon request.
- Know the requirements of a course of study and to know on what basis their grade will be determined.
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
- Procedural due process whenever they are subject to disciplinary action, to placement in Saturday School or to suspension or expulsion by school authorities.
- Act in their own behalf in matters which affect their role as students at the time they become eighteen years of age, except that parents or guardians of a dependent student shall receive notification of matters affecting such student.

Student Responsibilities

Students attending the Miamisburg City Schools shall have the responsibility to...

- Attend school daily, be on time to all classes, and complete the requirements of each course in which they are enrolled.
- Be aware of all rules governing student behavior and conduct themselves accordingly.
- Follow corrective action or punishment imposed by school authorities.
- Express opinions and ideas in a respectful manner so as not to libel or slander others.
- Dress in a manner which is not disruptive to the educational process and is not threatening to the health and safety of themselves or others.
- Conduct themselves in a way which will not disrupt or deprive others of their education.
- Follow established procedures in seeking changes in policies or rules.
- Identify themselves, upon request, to any school district personnel or authority in the school building, on school grounds, at school sponsored events, or on school buses.

Student Code of Conduct

1. Harassment, Intimidation, or Bullying Behavior

Harassment, intimidation, or bullying behavior by any student is strictly prohibited. Harassment, intimidation, or bullying means any intentional written, verbal, graphic or physical acts including electronically transmitted acts which include but is not limited to internet, cell phone, or wireless hand-held device by a student or group of students toward other students/school personnel more than once with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, in any District publication, through the use of any District computers, on school-provided buses, or at any official school bus stop.

2. Use/Possession of Vulgar Language or Unacceptable Language, Materials, or Gestures in Verbal or Written Form

Students who use or possess vulgar or unacceptable language in written, verbal or nonverbal language are in violation. This includes the use of electronic devices.

3. Verbal Abuse/Severe Disrespect of Staff Member or Students

Verbal abuse and severe disrespect through words, actions, drawings, and/or gestures by a student directed at a staff member is prohibited.

4. Disrespect/Insubordinate/Defiant

Any student who is disrespectful, insubordinate, or defiant may be referred to the appropriate administrator. A student shall not disregard or refuse to comply with a reasonable direction made by a staff member during any period of time when the student is under the authority of school personnel.

Examples of infractions may include but are not limited to failure to follow instructions, classroom disruption, failure to complete or turn in assigned work, failure to bring class supplies or not to identify oneself to school personnel, and failure to comply with computer Network User Agreement.

5. Possession/Use of Dangerous Weapons, Ammunition, Mace or Other Harmful Material, Use of Fire Arms

Possession, sale, distribution or use of explosives, firearms, knives, fire or any item which could inflict bodily harm or create a disruption in the school building, or on school property, or at any school related activity, or directed toward any school

property is prohibited. Examples include but are not limited to guns, knives, mace, brass knuckles, explosives, and look-alike weapons.

6. Unauthorized Use of Fire, Arson

Students are not permitted to use fire including, but not limited to lighting cigarette lighters, burning combustible material, etc.

7. False Fire Alarms or Bomb Threats

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this infraction may extend, into the following school year.

8. Theft/Receiving Stolen Property/Unauthorized Use of Property

Any student, who steals, attempts to steal, receives and/or uses property of another without permission, while on school property or at any school related event is in violation of this policy. A student who aides or assists in committing the above infraction may be deemed equally responsible for the offense and may receive the same consequences.

9. Damage or Misuse of Property

Destruction or defacing school property or the property of another student is prohibited. This includes but not limited to vandalism, graffiti and changing, deleting or tampering with computer settings and software.

10. Dress Code /Indecent Exposure

Students shall dress in a manner that ensures the health, welfare and safety of the student body and enhances a respectful, positive and nonviolent image of our students. The dress of students must be modest and conducive to the educational process. Any form of dress or grooming that attracts undue attention, detracts from the educational process, or violates the previous statements is unacceptable. As a safety concern, it is strongly recommended that students wear flat shoes. Administration is the final authority in the determination of the appropriate attire.

Guidelines for appropriate dress include but are not limited to:

- a) Apparel or items which allude to drugs, alcohol, sex, gangs, profanity, or which are offensive to ethnic, religious or racial groups is prohibited (flags, symbols, etc.).
- b) Any style of dress which exceeds generally accepted standards of decency will not be tolerated.
- c) Skirts, shorts, shirts, and dresses must be modest and conducive to the educational environment.
- d) Any accessory that may be used as a weapon or may be used to inflict personal harm which include but is not limited to, wallet chains and necklaces/bracelets/belts with spikes are not permitted.
- e) Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
- f) Garments that are see-through or apparel that expose undergarments are not permitted.
- g) All abdominal, back skin, and cleavage are to be covered and not visible.
- h) Students should not wear pajama bottoms.
- i) Tights or leggings may be worn if the top/shirt is appropriate length.
- j) All pants must fit around the waist and properly fastened.
- k) Hats, bandanas, hoods, ear warmers or any head coverings of any kind unless required by a specific student's religion are to be removed when entering the building and are not permitted.
- l) Students must have footwear on at all times. It is recommended that students do not wear "flip-flops" to school. Heels on shoes or boots are not to exceed one inch. Heels and flip-flops pose a danger when running on the playground and climbing the steps.
- m) Sunglasses are not to be worn inside the building.

11. Use of Electronic Communication Equipment by Students

Electronic Communication Devices (including cell phones) should be kept at home. They are very susceptible to theft and are not conducive to the educational setting. It is strongly suggested that these items NOT be brought to school. The district is not responsible for loss or theft of these items. Electronic devices should not be visible during the school day or a disruption to the educational environment.

Photos/video may not be taken on school property of any inappropriate acts, gestures, fighting or any violation of school rules. Photos/video in restrooms is prohibited.

12. Toys/Games Prohibited

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedures. Toys are not to be brought in the school building unless they are used as part of a planned instructional experience. No card playing permitted during school hours. Such items as toy guns, trading cards, stuffed animals, laser pointers electronic games are not permitted at school. If brought to school these items may be confiscated and returned to the parent.

13. Horse Play/Rough Housing

Horse play/rough housing will be reviewed as it is not an acceptable form of play at school and may compromise the safety/well-being of others.

14. Fighting

Fighting is defined as an exchange of physical blows (hitting, slapping, pushing, kicking, and shoving). Students that are threatened, harassed or intimidated by another student should report the matter to a teacher, counselor or administrator. Responding by physical blows is not acceptable.

Students are not to interfere with school personnel handling the situation. Standing around, refusing to leave the scene when asked to do so is also a violation of the **No Fighting** policy. Fighting will not be tolerated at school.

15. Disruptive Conduct

Any disruption or conduct which attempts to disrupt or encourages disrupting the mission of the school, process, activity, or function of the school, including school transportation or any school sponsored events is prohibited. This includes but is not limited to inducing fear or panic, making excessive noise, interfering with the discipline of another student, disrupting class, verbal altercation with another student or staff member, physical aggression toward/contact with another student or staff member, spreading rumors, or uncontrolled behavior.

16. Possession/Use/Distribution of Tobacco/Tobacco Products

The possession, use and/or distribution of tobacco/tobacco products in any form are prohibited at all Miamisburg School District functions and on any Miamisburg School District property.

17. Possessing/Selling/Distributing/Transmitting Non-Controlled Prescription Medication/Non-Prescription Substances/Over the Counter Substances/Look A-likes

No students shall use or possess any prescribed medications or over-the-counter drugs. Students are to follow the proper procedures for prescribed medications stated in the Medication Section. Over-the-counter substances include, but are not limited to aspirin, Tylenol, Midol, pain relief products, cough medicines, and vitamins. All medications must be in control of the school nurse/designee.

18. Possessing/Selling/Distributing/Transmitting/Use of Drugs, Intoxicants/ Controlled Substances/Look-A-likes/ Paraphernalia

No student shall use, use and come on school grounds that day, show evidence of use, have on his person or possession, have within his locker, automobile, be within easy access of, be under the influence of, sell, intend to sell, transport, give away, or conceal any unauthorized mood-altering chemical or substance. Specifically included are look-alike, counterfeit, or “bootleg” substances.

No student shall use, have on his person or possession, have within his locker, be within easy access of, sell, intend to sell, transport, give away, make drug paraphernalia or conceal any article or paraphernalia that is commonly associated with or reasonably construed to be used for the use of any mood-altering chemical or substance. Such articles or paraphernalia will include but not be limited to pipes, rolling papers, bong, etc.

No student shall come to school, remain at school, or attend any school sponsored activity with the smell of alcohol/marijuana on his/her breath/person or showing signs of consumption regardless of when and where the marijuana/ alcoholic beverage was consumed.

19. Tardiness to School (By Quarter)

Primary enforcement responsibility rests with administration to track tardiness to school. Three unexcused tardies will count as one day of unexcused absence.

20. Leaving School Grounds without Permission

A student is considered to be on school grounds and under the direction of school authorities upon boarding the school bus. Students are not permitted to leave school grounds until the end of the day.

21. In an Unauthorized Area of the School/Loitering/Unauthorized Entry/ Trespassing

Loitering, unauthorized entry and/or trespassing shall be defined as any student entering the facility and/or secured area without permission. This applies to any property owned by the School District/Board of Education. Students are not permitted in the school building unless involved with a scheduled school activity. Students not involved in a staff supervised activity are to leave the school building and grounds immediately after the dismissal bell.

22. Dishonesty/Academic Dishonesty/Plagiarism

All forms of dishonesty, including cheating, altering or use of school documents with intent to defraud or forgery. Presenting someone else’s work as one’s own in order to obtain a grade or credit is considered cheating. This includes the use of electronic device. This includes but is not limited to use/possession of forged passes or signatures, notes, copied assignments, plagiarism, copying assignments as well as providing assignments to be copied. Students who violate this policy may receive one or more of the following consequences.

23. Bus Conduct

Students riding school buses shall comply with all rules adopted by Miamisburg City Schools. The district may utilize video surveillance equipment on all buses for disciplinary and safety purposes. The bus driver will follow disciplinary procedures. If a student continues infraction of rules, the bus driver sends a "Miamisburg City Schools Bus Referral Incident Report" to the building Principal via the transportation supervisor. Progressive discipline will be followed and the appropriate authority may be notified of a violation.

24. Harassment/Discrimination Misconduct

Every student has the right to attend school in an environment free from harassment or discrimination on the basis of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status. Students must abide by the Board’s policies and federal laws prohibiting harassment and/or discrimination on the basis of these protected classes.

CONSEQUENCE OPTIONS FOR STUDENT CODE OF CONDUCT

DETENTION: Students may be assigned a detention for infractions of classroom or school rules. Students riding buses shall not be detained until prior notification has been made with parent/guardian. Detention takes precedence over all activities. Unexcused absence from assigned detention will result in further consequences.

REASSIGNMENT: Placement for a limited time in another educational setting within the school.

EMERGENCY REMOVAL: A student may be removed from a class/activity by a teacher and sent to the Principal. The Principal may remove from the school premises a student who poses a danger to persons or property or is disrupting the academic process. If the student is removed by a teacher, the teacher shall submit in writing to the Principal, the reasons for removal. Such removal shall continue until the danger/threat ceases and the Principal reinstates the student. A hearing may be held on the emergency removal and the recommended suspension/expulsion within 72 hours of the initial removal. The certified employee involved with the emergency removal may be requested to be present at the hearing. Appeal procedures and other due process rights shall not be required when a student is removed from a class/activity for less than 24 hours and is not subject to suspension or expulsion.

SUSPENSION: Principals have the authority to remove a student from a specific class or school for a period not to exceed 10 school days. Suspensions from school include a denial of admission to or entry upon real or personal property owned and controlled by the school district. There may be no participation in any extracurricular activity/practice/performance or even as a spectator, home or away. It is the district’s belief that grades should reflect student learning. Therefore, students are permitted to make up assignments missed due to a suspension. It is the student’s responsibility to contact the teacher, obtain any necessary assignments, complete the work, and turn it in within three days of his/her return to school. Additionally, it is the student’s responsibility to coordinate taking any missed tests or quizzes with the teacher(s).

EXPULSION: Principals may recommend expulsion to the Superintendent who shall have the authority to remove a student from school for a period of more than 10 days not to exceed the 80 day limit. Students expelled will be denied admission to or entry upon real or personal property owned and controlled by the school district.

APPEAL PROCEDURES

1. Upon receipt of written notice of appeal, the District Hearing Officer shall schedule a formal hearing to be held:
 - a. Within two school days for intended suspension.
 - b. Not earlier than three days or later than five days after notice is given for intended expulsion.

2. All hearings shall be on an informal basis; however, the hearing officer shall make all rulings as to whether evidence oral or written, is admissible and may consult with the parties before making such rulings. Relevancy and materiality of any evidence and the weight to be given to it shall be determined solely by the hearing officer.
3. An audio tape recording may be made of the suspension/expulsion hearings/appeals.
4. Suspension/expulsion hearings/appeals shall be held in the central office or Board of Education Meeting Room as designated by the hearing officer. The student shall be present for the hearing.
5. Hearing officer shall, within 48 hours, arrive at a decision and set forth in writing the findings of fact, conclusion, and nature/duration of suspension/ expulsion or lesser form of corrective action or punishment to be imposed.
6. Students will remain out of school during the appeal process.

PROCEDURE FOR SUSPENSION

1. Prior to suspension, the Principal shall give the student
 - a. Oral notice of intention to suspend and reason for suspension.
 - b. The right, in an informal hearing, to challenge the reasons for the suspension or otherwise explain his/her actions.
2. If, at the conclusion of the informal hearing the Principal determines that the student is to be suspended, he shall notify the parents in writing of the intention to suspend the student. Such notice shall include:
 - a. Reason(s) for suspension.
 - b. Right of the student and parent to appeal in writing the suspension to the Superintendent/Designee. (Written notice of appeal must be received by the Superintendent within 24 hours of receipt of suspension notice from the Principal.)
 - c. Notice of the right to be represented at the appeal proceedings.
 - d. Notice of the right to request that the hearing be held in closed session.
3. Formal hearing with Superintendent/Designee: The Superintendent/ Designee shall schedule a formal hearing within two school days of receipt of appeal of intended suspension and shall render a written decision within 48 hours following the conclusion of the hearing, which decision shall include notice of the right of student and parent(s) to an appeal of the hearing officer's decision to the Montgomery County Common Pleas Court within 10 days of receipt of the decision.

PROCEDURE FOR EXPULSION

1. Upon the Principal's recommendation, a student may be expelled from school by the Superintendent. Before the Principal recommends expulsion he shall, when possible, hold an informal hearing with the student, and following such hearing, summarize in writing the charges, findings of fact and recommendation, which shall be forwarded to the Superintendent. Prior to expulsion, the Superintendent shall, within 24 hours:
 - a. Give the student and parent written notice of the intention to expel the student and the reason for the expulsion.
 - b. Notify the student and parent of their right to be represented in a formal hearing with the Superintendent to challenge the reasons for the expulsion or otherwise explain their actions.
 - c. Advise student and parent of the date, time and place of the hearing, which shall be held not earlier than three or later than five days after notice was given.
 - d. The student will remain out of school during any appeal.
2. Formal Hearing and Decision of Superintendent:
 - a. The Superintendent shall render a written decision and notify the parent within 24 hours following the hearing.
 - b. If the Superintendent determines that the student will be expelled, the notice to the parents shall include:
 - 1) The reason(s) for expulsion.
 - 2) The right of the student and parent to appeal the expulsion to the Board of Education within 5 calendar days of receipt of the hearing officer's final decision.
3. Appeals:
 - a. Appeals requests shall be made in writing to the Superintendent.
 - b. A student 18 years or older or a student's parent/guardian may appeal, in writing, the expulsion by the Superintendent to the Board of Education/Designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board/Designee.
 - c. A verbatim record will be kept of the hearing.
 - d. Procedure to pursue such appeal will be in accordance with regulations approved by the Board. Notice of intent to appeal must be made within 10 days of the Superintendent's decision to expel.
 - e. Notice must be filed through the Treasurer's office.
 - f. Under state law, the decision of the Board may be further appealed to the Court of Common Pleas.

STUDENT DUE PROCESS

Consistent with Federal and State Laws, students attending Miamisburg City Schools are entitled to procedural due process rights.

Bus Conduct

Miamisburg Transportation Department – 937-866-1283

You are encouraged to read the Transportation packet provided by the Transportation Department. In accordance with OAC 3301-83 and School Policy you will find some of our expectations:

- Students should be at their bus stop in ample time to not cause a delay at the bus stop.
- Students must board and leave the bus at the designated stop in an orderly manner.
- Students are to remain seated in their assigned seat.
- Students are expected to stay seated throughout the bus ride facing forward in a safe manner.
- Students are not permitted to bring items on the bus such as balloons or glass as well as other items that might create a distraction.
- Students are to use appropriate language on the bus.
- Students are not to eat or drink on the bus.
- Students are to be respectful of the bus driver, bus aide and others while on the bus.
- Students need to abide by the place of safety guidelines.
- Students will not throw any object either inside the bus or outside of the bus.
- Students will not destroy or vandalize the school bus.
- Students will not fight on the bus and should keep their hands to themselves.
- Students will not have possession of tobacco, alcohol or drugs on the bus.
- Students must keep arms, hands, and head inside the bus.
- Students must be absolutely quiet at railroad crossings or other areas of danger as designated by the bus driver.

Bus Reminders

- Students are expected to report home immediately upon leaving the bus at their stops.
- Students may ride only the bus to which they have been assigned unless an emergency arises and a note from home has been submitted stating the reason. (A pass must be obtained from the building principal should a child need to alter bus transportation in an emergency.)
- Students are expected to follow the school conduct code to and from the school.

Bus Violations

The District may utilize video surveillance equipment on all buses for disciplinary and safety purposes.

1. The bus driver may use the following forms of intervention before referring a student to the Transportation Supervisor or building administrator:
 - Warn student orally of infraction of rule(s)
 - Give frequent reminders with appropriate behavior suggested.
 - Confer with building administrator/transportation supervisor orally regarding the student’s bus behavior.
 - Seek review of bus video.
 - Reassign bus seat.
 - Driver may make contact with parents.

2. When violations arise with individual students, the following procedures may be applied:
 - The driver will handle the problem himself/herself, if possible and use interventions when applicable.
 - When the driver is unable to address the concern, he/she should report it to the Transportation Supervisor. The Transportation Supervisor and driver, if necessary, will confer with the principal. The violation/incident concerns raised may also involve the Director of Business.
 - If the student continues his/her infraction of the rules, the bus driver completes and the Transportation Supervisor then sends the “Miamisburg City Schools-bus Referral/Incident Report” to the principal. The report categories the bus violations into three levels.
 - **Level One Violations Consequences** may include but are not limited to verbal warning and conference with student for behaviors such as not remaining seated in the assigned seat.
 - **Level Two Violations Consequences** may include but are not limited to meeting with parent and student for behaviors such as throwing objects on the bus
 - **Level Three Violations Consequences** may include but are not limited to immediate bus suspension for a day or more for behaviors such as fighting.

*NOTE: Building principals have discretion for dealing with more serious safety issues related to bus behavior.

OTHER STUDENT RIGHTS & RESPONSIBILITIES

Computer / Networking Services

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District’s computers or networking services.

- Use appropriate language. Do not use profanity, obscenity or any language, which may be offensive to other users. Illegal activities are strictly forbidden. Users are expected to keep messages brief.
- Do not reveal your personal home address or phone number or those of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- The use of the computer and/or networks is not permitted for financial gain or for any commercial or illegal activity.
- The network should not be used in such a way that is disruptive to other users.
- All communications and information accessible via the Internet should be assumed to be private property subject to copyright rules and regulations.
- Network rules and regulations are subject to change by the administration.
- The user of computer network services is responsible for acceptable use while logged on the system. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own log-in names and passwords.
- The system shall be used only for issues related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited by law or Board policy.
- Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or identification of sexual orientation, age, disability, religion or political beliefs.
- Users should be aware of and abide by the Miamisburg City Schools copyright policy. Inappropriate activity may result in the cancellation of privileges. Users are not permitted to read other users’ mail or files; they shall not attempt to interfere with other users’ ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users’ mail.
- Users are to report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

Annually, students are asked to sign a new acceptable use and internet safety policy agreement.

Surveillance of Premises and Buses

Buildings have installed cameras and video equipment to monitor the building and grounds. The purpose of this equipment is to assist in providing a safe and secure environment for students, staff and the general public. The following guidelines will govern this surveillance.

1. The monitoring devices are the property of and their use is the responsibility of the school.
2. Cameras and recording devices may be used on a 24-hour basis throughout the school year.
3. Student discipline codes will be enforced for actions filmed by camera.
4. Viewing of tapes is restricted to school personnel and is subject to court order.

Civility

It is expected that members of the Miamisburg City School District staff will treat parents and other members of the public with respect and have a right to expect the same in return. The district must keep schools and administration offices free from disruptions and prevent unauthorized persons and/or unruly or disrespectful persons from entering or remaining on school/district grounds. Accordingly, this policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. We do not intend this policy to deprive any person of his/her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting teachers, administrators, and other employees as positive role models, we encourage positive communications and discourage volatile, hostile, or aggressive actions. The Board of Education seeks public cooperation with this endeavor.

Non-Discrimination Policy

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations apply to all school systems receiving Federal funds. The Miamisburg City School District is the recipient of Federal funds. The Miamisburg City School district affirms that no person shall, on the basis of race, color, national origin, sex or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its-direction. Further, the Board maintains that discrimination against a qualified handicapped person solely on the basis of handicap is unfair.

Hazing or Bullying

Hazing, and bullying behavior by any student/school personnel in the District is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing and bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student by a student or group of students toward another students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, on school provided transportation, at a school-sponsored activity, in any district publication, through the use of any District owned or operated communication tools, including but not limited to District e-mail accounts and or computers; on School-provided transportation or at any official bus stop.

In Evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred. Administrators in all of the Miamisburg City Schools complete investigations of reported hazing and/or bullying. The guidance staff also helps to provide peer mediation and counseling to students as we help students work through any issues.

We encourage staff, parents, and students who do observe bullying to report such incidents. Allegations of criminal misconduct and suspected abuse should be reported to the proper authorities. The Safe School Hot Line can be used to report bullying and harassment by calling [\(937\) 520-0070](tel:937-520-0070). Written reports of bullying and harassment can also be made using the Safe School Hot Line link on the district's website, www.miamisburgcityschools.org. The report may be submitted anonymously. The full policy, JFCF and JFCF-R, can be accessed on the district web site under Board Policy.

Sexual Harassment

All persons associated with the District, including, but not limited to, the Board, the Administration, the Staff, and the Students, are expected to conduct themselves at all times to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy. The Miamisburg City School District does not tolerate sexual harassment among employees or students. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive environment. The Board has developed complaint procedures that are available to victims.

Discrimination/Harassment Complaint Procedures

The following procedures shall be followed where the individual complaining of discrimination/harassment is a student of the Miamisburg City School District or where an individual reports discrimination/harassment of a student of the Miamisburg City School District.

1. Any student of the Miamisburg City School district who believes that she/he has been subjected to unlawful discrimination or harassment shall report the incident(s) to any building staff member, or administrator. A person who has a reason to believe that discrimination/harassment against a student has occurred, shall report the incidents(s) to any building staff member, or school administrator.
 - A. If an incident of discrimination/harassment is reported to a staff member, that staff member shall report the incident to the building principal as soon as possible.
 - B. The building principal or designee shall be the investigator of the complaint.
2. The investigator shall confer with the complainant in order to obtain a clear understanding of the student’s statement of the facts. If the complainant is not the alleged victim of discrimination/harassment, the investigator shall also confer with the alleged victim in order to obtain a clear understanding of the facts. A written complaint form shall be completed. The investigator shall attempt to resolve the problem in an informal manner through the following process:
 - A. The investigator shall attempt to meet with the individual accused of discrimination/harassment in order to obtain a response to the complaint, as well as meet with any witnesses to gather information.
 - B. The investigator may hold as many meetings with the parties and witnesses as is necessary to gather facts.
 - C. The investigator shall review any relevant documents and other relevant records relating to the complaint.
 - D. On the basis of the investigator’s perception of the situation she/he will”
 - 1) attempt to resolve the matter informally through conciliation;
 - 2) notify the alleged victim, the accused individual and the student’s receptive parents of the investigation’s conclusions and,
 - 3) where the complaint was substantiated, the discipline imposed under the provisions in the Student Code of Conduct or Board Policy; and
 - 4) report the incident and transfer the record to the Superintendent or designee.

3. If the alleged victim is not satisfied with the informal investigation results, the alleged victim and his/her parents may appeal the investigator’s decision in writing to the Superintendent, or designee within five (5) business days of receiving the decision. The specific reasons for the appeal must be stated.
4. Within twenty (20) business days of the appeal, the Superintendent or designee will meet with the individuals involved in the investigation and may attempt to gather any more evidence necessary to decide the case. By the end of the twenty (20) business day period, the superintendent or designee will render a written decision on the complaint, shall provide a copy of the decision to the alleged victim, the accused individual and the students’ respective parents, and where the complaint was substantiated, shall take appropriate corrective action to remedy the grievance and impose appropriate discipline in accordance with Board Policy and/or the Student Code of Conduct.

Miamisburg City Schools	
<i>Discrimination/Harassment Complaint Form</i>	
Name of Complainant: _____	Date of Filing: _____
Home Address: _____	
School: _____	
I am initiating a complaint against: _____	
Statement of allegation: (Include names of persons involved and date(s) of incident(s))	

Signature of Complainant: _____	

Signature of Person Receiving Complaint	Date Complaint Received

Parent Right to Know Teacher Qualifications

You have the right to know about the teaching qualifications of your child’s classroom teacher. Federal law requires that any local school district receiving federal Title I, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I that they may request information regarding the professional qualifications of the student’s classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher’s aides) and their qualifications.

You may request this information by contacting the school principal’s office by phone, fax, email or letter. You will need to give the full name of your child, your full name, your complete address including zip code, and the name of your child’s teacher.