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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. The Board will make decisions with the best interest of students by developing policies, guidelines, and programs that create students who are life-long learners, who model respect for others, and who encourage community participation.

Mission Statement

The mission of the Miami R-1 Township School District is to create students that are lifelong learners and display respect for themselves and others.

Educational Values of the Professional Staff

- To promote the Mission of the Miami R-1 School.
- To fulfill the Teacher Expectations as set forth by Board Policy.
 - The Board of Education encourages employees to contribute their ideas for the betterment of the school district.

Miami R-1 School 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.

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 commitment ensure equal educational opportunities in course offerings, guidance, counseling, test procedures, extracurricular activities, discipline procedures and student support services.

(School Board Policy 2100-Nondiscrimination and Student Rights)

General Regulations and Procedures

1. Let your administrator be the first, not the last, to hear of any compliment, complaint or suggestion you may have to offer. Feel free to come in and discuss any problem you may have. We will find a solution.
2. Carrying out the policies of the board is the duty of every teacher, whether he/she approves or disapproves of such policies.
3. Teachers and staff are expected to be at school by 7:20 a.m. each morning. When students begin to arrive, each teacher should share in the supervision of students. Teachers and staff may leave at 3:40 p.m. or as soon as all students have vacated the premises.
4. Please check with the administrator for permission to leave the premises. Teachers are responsible for finding someone to cover their classroom after checking with administration about leaving. If you do not check with the administration about leaving, you will automatically be referred.
5. In case of illness, teachers will contact Mr. Reiner and/or Mrs. Eddy and we will find a sub for you. If you have a planned absence, teachers will be responsible for arranging your substitute. The teacher is responsible to inform the school administrator of an absence.
6. Full time teachers/staff are permitted 12 paid time off days per year. These days are to be used for personal business or serious illness of any member of the immediate family. Part-time teachers/staff employees are permitted 6 paid time off days. You can accrue up to 40 PTO days before excess days are compensated monetarily.
7. Teachers and staff are responsible for all student behaviors wherever they may be during the day or at any school related activity. If you see a problem, handle it.
8. Teachers and staff are encouraged to dress in a professional manner. Each teacher should set an example for the students as far as personal hygiene, grooming, and dress is concerned. Teachers and staff may wear blue jeans free of holes and tears. Teachers may wear leggings as long as they are paired with a longer top.
9. Group trips are to be taken on school authorized transportation and a list of students taking the trip is to be put in each affected teacher's mailbox as well as a copy to the principal at least two days before the event. All bus requests must be turned in to the office 1 week in advance to set up transportation.
10. Accidents are to be reported immediately to the office. The supervisor must write a full account of the accident and keep copies on file.
11. All teachers and staff are to attend the assemblies and programs. All teachers will sit with their class and supervise.

12. Students should not be left unsupervised in any part of the building during the school day. At no time, should a teacher leave their room during class, unless someone is there to replace them. If a teacher is to leave school during the day, do not leave your classroom until the substitute or someone else is there to supervise.
13. Teachers should not let students out of class unless it is absolutely necessary.
14. Before leaving the building in the afternoon, be sure all windows are closed, lights are turned off, and doors shut. If you are the last to leave, please set the alarm.
15. All students leaving or arriving during the day must sign in or out of the office.
16. All staff are to keep the areas they are responsible for neat, orderly, and conducive to a clean environment.

Lesson Plans

Lesson plans are a necessity for proper instruction. All teachers are to prepare and have readily available lesson plans for all classes.

Substitute Teachers

Be prepared for your substitute. In case of an emergency, please have adequate enrichment plans prepared. Refer to Checklist in the Substitute Folder in The Corral.

Record and Grading System

Grades represent the educational attainment in each class as established by the teacher. A tremendous amount of public relations, both good and bad, comes from the grading system. Teachers should be both fair and consistent in their grading practices. Students should be thoroughly familiar with what determines their grade in each class.

Teachers should grade carefully and be able to defend every grade given. This means accurate records should be kept of all class work, reports, notebook work, tests and other work that is being done by the student. Days absent should be shown in your grade book as well as tardy.

If the student is failing, you should tell him/her and notify the parents. If a student's grade slips after a deficiency check, the teacher should notify the parent. A surprise on the grade card makes for trouble. Parent conferences are encouraged either by telephone or in person.

Report Cards & Parent Teacher Conferences

Report cards will be sent home shortly after the last day of each quarter. Progress grades will also be sent home twice each quarter. Each teacher is responsible for completing their grades to meet those deadlines. Teachers will print out progress reports and Mrs. Eddy will print out report card grades.

Parent/Teacher conferences will be held at the end of first and third quarters. Teachers will be expected to stay for scheduled conference times. It is at this time that concerns can be discussed. Each teacher should be positive and make this conference a meaningful experience. Most parents want to help and the parent/teacher conference is a wonderful opportunity to work with parents.

Fire, Tornado, & Intruder Procedures

Drills will be conducted periodically and are an important safety precaution. The procedure is posted in every classroom. If the emergency procedure is not posted in your room, contact the office for a copy. The drill will be broadcasted to the school. It is the responsibility of each teacher to cover procedures with their classes.

Money Collected

All money collected from students or clubs is to be turned into the office. Receipts for all money making projects are to be made with the prior approval of the principal. A receipt will be issued for all cash deposited in the office.

Mailboxes

Each teacher and staff member is provided with a mailbox. Please check your mailbox before and after school. Do not use your mailbox for the filing of materials.

Professional Conduct

Teachers and staff are expected to conduct themselves in a professional manner at all times. Teachers and staff are reminded that Miami R-1 is a "Drug Free" workplace. Teachers and staff members involved in possession, distribution, and or use of illegal drugs may be subject to disciplinary action.

Use of alcohol on school property, distribution of alcoholic beverages to students, or evidence of alcohol abuse may also be subject to disciplinary action. Sexual harassment is addressed in board policy 2130 PRF and 4810PRF. Teachers and staff are reminded that sexual harassment towards any member of the staff, or towards any student, may be subject to disciplinary action.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment with Miami R-I are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Miami R-I compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Office of Principal/Superintendent, Miami R-I, 34520 N. Hwy 41, Miami, MO 65344, 660-852-3269.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's Compliance with the regulations implementing Title VI, Title IX or Section 504.

Family/Medical Leave Act

Refer to Board policy 4321PRF. All Board policies and regulations are available from the office upon request.

Cancellation of School

School cancellation will be determined by the Superintendent. News of cancellation will be broadcasted on the local radio station (KMMO – 102.9 FM/1300 AM). It will also be posted on the district's Facebook page. All teachers will be notified via text caster.

Student Handbook

Throughout the year questions will arise as to student conduct, dress, and/or procedure. You have been given a student handbook. Please refer to it as needed.

Discipline

Discipline in our school is the responsibility of all staff. The best way to ensure good discipline is to make every effort to provide structure and routine.

Each teacher and staff member is responsible for maintaining their own discipline. Each teacher and staff member handles discipline in different ways. One way may not be better than another. However, discipline must be maintained for learning to take place.

The administration's job is to help with discipline problems. We have instituted a discipline policy and we try to follow it as closely as possible. Teachers are asked to fill out a behavior log on Teacher Ease. The administration will handle the disciplinary referral.

We have great students here at Miami and we should look to our successes. As educators, it is our responsibility to make sure that students have the opportunity to learn in our classrooms.

Activities

Teachers and staff are expected to participate in the activities of the school. We ask teachers to take time to attend various school activities. Students do notice and it is helpful if students feel their teachers are interested enough to come see them compete or perform.

Teachers will also be called upon to help supervise other school related activities. Your cooperation is always appreciated.

Attendance & Tardies

Teachers will record the attendance and lunch count at the beginning of the day on Teacher Ease. If a student arrives late, make sure they have checked in at the office.

Lunch Schedule

The recess and lunch period is 11:15-12:00. Elementary will have recess from 11:15-11:35 and then lunch from 11:40-12:00. Middle school will have lunch from 11:15-11:35 and then recess from 11:40-12:00.

Supervision Duty

Teachers and staff will be responsible for morning breakfast and welcoming duty, helping serve condiments, and recess duty. Please follow the duty schedule. Should you not be able to cover your assigned duty, please find a replacement.

Meetings

Teachers will be required to stay for team, committee, and other meetings throughout the school year.

Cellular Phones

All professional and support staff need to keep cellular phones silenced during instructional time. Please refrain from browsing social media during contracted time.

Asbestos Hazard Notice

The Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) requires the Miami R-1 School to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that were located within its buildings. These management plans are available for review during normal business hours at the district's administrative offices. These management plans have been implemented to meet requirements set forth in the regulation.

**Network & Internet
Acceptable Use Policy Agreement
Miami R-1**

The technology mission of the Miami R-1 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-1 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 internet content filtering. However, on a global network it is impossible to control all materials. The Miami R-1 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-1 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-1 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.

Rules for Network & Internet Use

- 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.
- 2. Students may not use computers unless there is adult supervision.**
- 3. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.**
- 4. Do not print without permission.**
- 5. Headphones must be used when sounds are disruptive.**
- 6. Students may not use music CD's in the computer CD ROM drives.**
- 7. Do not vandalize computers, software, or network devices.**
- 8. Do not change any settings on the computer during instructional times. Must be school appropriate and must receive permission (desktop, themes, icons, etc.).**
- 9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws.**
- 10. Do not download software.**
- 11. 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.
- 12. Do not deliberately spread computer viruses.**
- 13. Use appropriate language.**
Language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
- 14. Avoid offensive or inflammatory speech.**
- 15. 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.
- 16. 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 email accounts at school (Hotmail, Yahoo, etc.)**
- 17. 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.**
- 18. Social networking sites, such as *Facebook*, *Tik Tok* etc., are not allowed at school. Access these sites at home, not at school.**
- 19. Do not use a school account to post anonymous or false information.**
- 20. Do not intentionally search for, view, and/or distribute inappropriate materials.**
- 21. Any attempt to secure a higher level of privilege on the technology resources without authorization are prohibited.**

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.

Miami R-1 School

**Network & Internet Access
Acceptable Use Agreement
School Year 2023-2024**

Please read the attached pages of information and sign and return this agreement to Miami R-1 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-1 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-1 School Network and Internet Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Miami R-1 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-1 School network and certify that the information contained on this form is correct.

Parent or Guardian: _____

(Please print)

Parent or Guardian Signature: _____ Date ____/____/____

Student Internet Restrictions:

I have read and understand the Miami R-1 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-1 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-1 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-1 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-1 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-1 School Information Network.

Note: Signing this line will restrict all Internet access

Parent or Guardian Signature: _____ Date ____/____/____