

# FRIEND SCHOOL

## 2020-2021

### Student & Family Handbook



1307 COUNTY ROAD 1350  
CHICKASHA, OK 73018

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# Friend Faculty and Staff Welcome You Back to School! 2020-2021

## LOWER GRADES

Grade Level	Teacher(s)
Pre K	Dana Hargus
Kindergarten	Janet Howard
First Grade	Ana Ortega and McKinzi Peschl
Second Grade	Kay Gerdts and Velvet Smith
Third Grade	Misti Battershell and Rita Combs

## INTERMEDIATE GRADES

Grade Level	Teacher(s)
Fourth Grade	Tonya Derieg
Fifth Grade	Susan Coble and Jennifer Shearer

## UPPER GRADES

Subject	Teacher(s)
English Language Arts	Tammy Critchfield – 8 <sup>th</sup> Sponsor
Math and Social Studies	Cheryl Cruz-Rod – 7 <sup>th</sup> Sponsor
Science and Social Studies	Erica Lovell – 6 <sup>th</sup> Sponsor

## SPECIAL ASSIGNMENT

Subject	Teacher(s)
Music	Stacy Rich
PE	Lance Osburn
Special Education	Donna Lovejoy

## SUPPORT STAFF

SARA BAWDEN, Teacher Assistant  
 BRANDY BOSTICK, Cafeteria  
 JOSIE DAVIDSON, Cafeteria  
 GARY DEWBRE, Maintenance  
 LANA DEWBRE, Teacher Assistant  
 NANCY HERNDON, Finance  
 SHIRLEY HOWARD, Cafeteria

TONYA MARTINEZ, Spec Ed Para  
 BONNIE MIRACLE, Building Assistant  
 KRISTI SMITH, Student Information  
 MINDI SMITH, CNS Program Manager  
 KATHY STONEBARGER, Library Asst  
 JAMIE WHITE, Teacher Assistant

CINDY SCHMIDT, Superintendent

# BOARD OF EDUCATION

All Board of Education Meetings are held in the Library/Media Center at Friend School located at 1307 County Road 1350. Meetings are held at 6:30 pm on the fourth Tuesday of each month.

Caleb Mc Clung, President

Neely Alexander, Vice-President

Jason Baker, Clerk

## A Note from Our Superintendent

On behalf of the Friend School Board of Education, and the Faculty and Staff, I want to welcome you back to school for the 2020-2021 school year. Whether you will be joining us in the building or starting the first nine weeks virtually we are so excited about the new year. Friend School has quite a unique history built over the past 100+ years. Little did we know how we would be adding to that history ending out the last school year and beginning the new year as we are in the midst of a global pandemic and unrest throughout our nation.

The pride, tradition, and teamwork at Friend School has been critical from the time the school first opened, throughout last year, and I know will continue to be instrumental in moving us forward through this year and well into the future. We are Falcon Strong! There has been much time and consideration put into the many aspects of reopening our school this fall. Nothing is more important to our Board, our staff and to me than to keep our learning environment safe and to promote a healthy school and community.

Our Reopening Plan is a work in progress and will continue to be throughout the year. We are committed to working through the challenges that lie ahead. From trying to stay current on information provided to us, I cannot overemphasize the importance of handwashing, social distancing, face coverings, and keeping our buildings disinfected and clean. Our Board has reviewed policies, discussed procedures, and have approved our Return to Learn Plan and Distance Learning Policy on August 4, 2020???. We understand that this will be a year calling for flexibility, patience and adjusting to meet challenges that we will face as conditions change with the pandemic.

The district follows the Guidelines from the Center of Disease Control, the World Health Organization, the Oklahoma Department of Health, the Oklahoma Department of Education, Grady County Emergency Management, the Grady County Health Department and the Grady Memorial Hospital. Decisions will be made putting our students and staff members health and safety first.

Work over the summer has allowed us time to select and purchase a learning management system, Acellus which will be used to make distance learning more user friendly for everyone should you choose that option or should we have to close school temporarily due to community spread of COVID-19. The Oklahoma State Department of Education is also offering Exact Path which will be a great help in placing students, and intervening in areas they may need more help. We will also continue to use Google Classroom.

The number of devices at Friend have been increased over the past year and will continue during this year. Our goal is to have a device for each student. This will also make a transition to distance learning much easier should we need to do so. We have been granted hot spots for homes who may not have connectivity which will help us in closing the gap with internet capabilities in our community.

We look forward to having our students back at Friend, and are very excited that they will have the opportunity to socially engage with other students again. It continues to be our desire for our students to have the opportunity to dream, to imagine, and to be inspired. We want them to be prepared to solve problems, be critical thinkers, and to be able to work collaboratively with others. Some of these things may look a little different this year, but still are our goals. We look forward to coming back together to see what this year holds in store. Let's work to make it our best year ever at Friend. Thank you for your support and help during these challenging times. Again, we are Falcon Strong!

This handbook has been assembled to serve as a guide, and to help in answering some of the questions you may have in beginning the new school year. It gives information for our students, and serves as a ready reference to regulations and policies.

We want your experience at Friend to be a pleasant and profitable one. Please let us know if you have any questions or suggestions for us.

**2020 – 2021**  
**We are Friend**  
**STRONG!**

## Be a True Friend Student

### A True Friend Student...

- ✓ Is considerate of others
- ✓ Is respectful of his/her school building and grounds
- ✓ Tries to do his/her best in all classes
- ✓ Is responsible for his/her own actions
- ✓ Is cheerful and optimistic
- ✓ Uses speech and manners which bring pride to our school
- ✓ Is a good sport in all areas of school

## Welcome to Friend School

The education of students is the primary objective of our school. Education is both a right and a privilege. All students attending Friend School are entitled to grow intellectually, morally and physically into self-sufficient citizens who contribute to our democratic society.

## Mission of Friend School

The mission of the Friend School District is to provide a learning environment that respects the individual needs of its students and helps them reach their full potential.

## Educational Philosophy and Goals

We believe that the Friend Public School system should provide quality educational experiences for all students of our school district. These experiences should prepare students for productive and fulfilling lives by providing opportunities for intellectual, social, and personal development. We recognize that education is not the exclusive responsibility of the public school but functions most effectively when joined with the

home and the community. Our ultimate goal is to develop responsible citizens capable of reaching their full potential in a changing society.

Our goals for each student are:

- ✓ To reach full academic potential by:
  - Mastering the basic Oklahoma Academic Skills
  - Accumulating a general foundation of knowledge
  - Learning problem-solving and decision-making skills
  - Developing good study habits and a desire for learning.
- ✓ To reach social potential by:
  - Learning to understand, appreciate, and respect the differences in people and in cultural values
  - Developing an understanding of the responsibilities of citizenship in a democratic society
  - Developing an awareness and understanding of our society's cultural heritage
  - Developing a sense of moral integrity
- ✓ To reach full potential by:
  - Learning about career opportunities and developing a positive attitude towards work
  - Developing a willingness to accept responsibility for one's own decisions
  - Developing a positive self-concept

## DISCLAIMER

The policies and regulations of Friend School's Board of Education, or any changes to the Board Policies and Regulations after the printing of this guide supersede all information in this handbook.

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## **Annual Notice of Family Educational Rights and Privacy Act (FERPA) Rights**

In the course of a student's education, Friend School will keep records deemed necessary to provide programs to meet his/her needs and interests. Parents and eligible students have the following rights under the FERPA Policy:

- ✓ The right to inspect and review the student's educational record maintained by the school;
- ✓ The right to request that a school amend the student's education records;
- ✓ The right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under certain permitted situations;
- ✓ The right to exercise a limited control over other people's access to the student's educational record;
- ✓ The right to file a complaint with the United States Department of Education regarding an alleged violation under FERPA; and
- ✓ The right to receive copies of the school district's policies/procedures regarding FERPA.

It is the intent of Friend School to limit the disclosure of information contained in a student's educational records except: (1) by prior consent of the student's parent/guardian or student; (2) as directory information; or (3) under certain limited circumstances, as permitted by FERPA.

The FERPA Policy is located in the Superintendent's Office at Friend School. The address for the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, D.C. 20202-8520

### **Parent's Right to Know Policy**

Every school district receiving Title I funds must annually notify parents of each child in each school that they have the right to request information about the qualifications of their children's teachers. Parents may submit written request to obtain specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building superintendent. The information available to parents on request must include:

- ✓ Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- ✓ Whether a teacher is teaching under emergency or provisional status through which the State qualification or licensing criteria have been waived;
- ✓ What certification each teacher earned;
- ✓ Whether the teacher holds a graduate certification or degree and in what field or discipline, and
- ✓ Whether a child is provided services by paraprofessionals and, if so their qualifications.

In addition, every school receiving Title I funds must provide to each parent:

- ✓ Information on the child's level of achievement on each required state assessment;

All information provided to parents must be in an understandable and uniform format and provided in language parents can understand to the extent practicable.

### **Hatch Amendment**

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

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

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

### **Parent Bill of Rights**

The Friend Board of Education supports parents' efforts to be involved in the district's education programs, and encourages the involvement of parents and guardians within the school district.

- ✓ Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. Teachers will provide their contact information to parents/guardians so that the parent has

the opportunity to contact the teacher to address any concerns they may have in regards to homework, attendance, and discipline.

- ✓ Parents may request additional information from the administration to learn about the course of study for their children and review learning materials.
- ✓ Parents are given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;
- ✓ Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school.
- ✓ Some examples of the specific parent rights and responsibilities provided under the laws of this state, are listed below:
  - the right to opt out of a sex education curriculum if one is provided by the school district.
  - open enrollment rights.
  - the right to opt out of assignments.
  - the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
  - the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
  - the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
  - the right to review test results,
  - the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
  - the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
  - the right to receive a school report card,

- the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- the right to be excused from school attendance for religious purposes,
- policies related to parental involvement pursuant to this section,
- the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public-school record.

Parents are welcome to contact the school office for additional information or any questions or concerns relating to this law.



## Our School Day at a Glance

There may be adjustments as we return and try to ensure social distancing and the safety of all students and staff members.

Breakfast	7:45 – 8:05
Morning Meetings in Classrooms	8:00 – 8:10
Lunch and Recess Time	10:35 – 12:25
Dismissal	3:05

Your child's teacher will share the individual class schedules.

**Students will need to be picked by 3:15 pm.**

## Visitors

In trying to keep everyone safe and healthy during the pandemic, we ask that visitors call the office so that we can assist you without you having to come into the building. We apologize for any inconvenience this may cause, but it is due to safety concerns. If you should have to attend a meeting in the building we ask that report to the office immediately on entering the building where suitable help and information will be given. We will also go through a screening protocol. Once obtaining permission to go to a classroom or another area, please help us maintain a quiet atmosphere conducive to learning throughout the building. Children not enrolled in Friend Public School will not be allowed to visit classes.

## Enrollment of Students

Friend Board of Education may require the submission of evidence of residency of a child in order to determine whether the student lives within the district. If a child between the ages of 5 and 21 resides in Friend District they are entitled to attend school free of charge.

### **Proof of Residency**

- ✓ Proof of payment of local ad valorem taxes
- ✓ Title to residential property in the district, a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides
- ✓ Proof of provision of utilities
- ✓ A valid driver's license
- ✓ Income tax returns
- ✓ Notarized affidavit verifying residency and that the adult is related to the student within the fourth degree and/or has assumed the permanent care and custody of the student.

### **Transfer Students**

A student whose parent or guardian does not live in Friend School District must obtain a legal transfer to attend Friend Public School. Types of transfers are Open Transfers and

Emergency Transfers.

### **Open Transfers**

An Open Transfer is a student transfer from one school district to another that, once approved by the School Board, does not have to be re-approved in the following years as long as the student remains in good standing with the District. Application for an open transfer is made in the office of the Superintendent between January and May for the next school year. The School Board will either approve or deny the application for Open Transfer no later than July 15<sup>th</sup>.

Should the Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the School Board can revoke a transfer for the next school year by July 15<sup>th</sup>.

### **Emergency Transfers**

An Emergency Transfer is a student transferred from one school district to another that is approved by mutual consent between the Superintendents of the school districts involved. Emergency transfers are only valid for the immediate school year in which the application is made. An application for emergency transfer can be denied by either the sending or receiving school district's Superintendent.

### **Health Records**

The Friend Board of Education shall require that no child shall be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical religious, or personal grounds. Health records must indicate the dates of the child's immunizations. Immunizations are provided free at the Grady County Health Department.

The following immunizations are required by the State Department of Public Health prior to the enrollment in a public school:

- ✓ 5 DPT (Diphtheria, Pertussis, Tetanus) unless the fourth dose was received after the fourth birthday
- ✓ 4 Polio (unless the third dose was received after the fourth birthday)
- ✓ 2 Measles, Mumps, and Rubella (MMR)
- ✓ 3 Doses of Hepatitis B
- ✓ 2 Doses of Hepatitis A
- ✓ 1 Varicella (Chickenpox)

Any student entering the 7<sup>th</sup> grade will be required to have:

- ✓ TDAP (Diphtheria, Tetanus, and Pertussis)

An official copy of a child's birth certificate must be presented at the time of enrollment.

### **Academic Records**

Children entering from other schools must furnish a transfer of academic and discipline

records before entry is complete. Children entering from an unaccredited school or home schooling will be required to take a placement test to determine proper grade placement.

### **Student Records**

1. Permanent records are of utmost importance to you and to us. We take every precaution to safeguard these records. Permanent records contain: Full name, birth date, age, all semester grades, results of all special tests taken by a student, and discipline records.
2. The student's legal name must appear on all written records. These include cumulative folders, attendance records, and other school documents. We will honor your wishes in calling the child by another name.
3. The school will require a prior written consent before information other than directory information (student's name; name of parents; date of birth; class designation; extra-curricular participation; achievements, honors and awards; weight and height if a member of an athletic team; student's photograph; and the school last attended) can be shared with third parties.

### **Withdrawal from School**

Parents of students wishing to withdraw from Friend Public School should notify the principal's office who will assist with the withdrawal process. All school district books, materials, and equipment must be returned to the teacher to whose class they belong. Each teacher is to sign a withdrawal form and, for middle school students, give an estimated grade. When the withdrawal form has the signature of each appropriate teacher, it should be returned to the principal's office. The student will be reimbursed any money belonging to him or her for such items as deposits or lunch fees at that time.

### **Student Attendance**

Friend Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes. Students being in class from start to finish is a huge help. Good attendance also helps us on the State Report Card. During the COVID-19 Pandemic we do ask that you screen your child each morning to ensure they are feeling well and if not, they stay home.

Policy requires that a student not be absent more than 10 days in a semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered on an individual, case by case basis.

School sponsored activities that remove the student from class will not be counted as an absence. However, no student will be allowed to miss more than 10 days for these activities. All work missed must be completed.



## **Timeliness vs. Tardiness**

Every minute counts! school year. Students are to be in their seat ready to go at the beginning of the day in our lower elementary classes, and at the beginning of each period before the tardy bell in our upper elementary classes. If a student is tardy 3 times, this will count as an unexcused absence. All students who are tardy will need to check in through the office and must have a tardy slip to enter class.

## **Classification of Absences**

**Absences related to COVID-19 will be handled on a case by case basis.**

### **Excused Absence**

The parent is aware of the absence and has informed the school of an acceptable reason for missing. It is the student's responsibility to make arrangements for any make-up work to be done.

- ✓ Personal illness or serious illness in the immediate family
- ✓ Doctor or dental appointments
- ✓ Legal matters, i.e. court cases involving the student as a witness
- ✓ Extenuating circumstances deemed necessary by the superintendent
- ✓ Religious holidays, including days required for travel to and from the site where the holy days are to be observed.
- ✓ Death or funerals
- ✓ Unique family situations

### **Activity Absence**

The student misses for a school-sponsored activity with the consent of the parent, the sponsor of the activity, and the principal.

A student will be allowed to be absent from the classroom for a maximum of ten (10) days per year to participate in activities sponsored by the school. A student who has not attended classes ninety percent of the time for the semester becomes ineligible. The student will be allowed to make up work missed while participating. One day for each day absent will be given for work to be completed, with a maximum of five (5) days allowed.

### **Absence by Arrangement**

These are absences that the parents deem necessary for the child to miss school for reasons other than those that fall within the excused absence category.

A student may take up to five (5) days of absence by arrangement per year. A student may make up all work missed without penalty. One day for each day absent will be given for work to be completed, with a maximum of five (5) days allowed. In order to take an absence by arrangement, the parent or guardian must submit, at least two days prior to the absence, a personal request for the student to be absent.

### **Unexcused Absence**

- ✓ The parent is aware of the absence and has informed the school of a reason for missing which is not acceptable according to the school's list of excusable absences.
- ✓ Leaving school without permission from the principal's office
- ✓ An absence when no parent contact has been made
- ✓ An absence which, in the opinion of the principal, could have been avoided

After the first unexcused absence, a student-parent-teacher-principal conference may be requested. Work may be made up. One day for each day absent, with a maximum of five (5) days will be allowed for each day of an unexcused absence. However, one point per unexcused absence will be taken from the student's nine-week average.

### **Truant**

A student is identified as truant when he/she is absent and neither his/her parents nor the school officials know of his/her whereabouts. The student may be subject to further disciplinary action.

## **Reporting Reasons for Absence**

### **Parent Responsibility**

- ✓ When possible, the parent should telephone or make personal contact with the office prior to the absence.
- ✓ When an absence is detected for which contact has not been made, the office will often attempt to telephone the parent.
- ✓ If prior contact has not been made, the parent should telephone the principal's office before class begins on the day the student returns to school.
- ✓ If no telephone contact is possible, a note signed by the parent stating the exact reason for the absence and the time missed will be accepted.

**It is unlawful for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to send a child to school.**

### **Student Responsibility**

- ✓ Students who become ill during school hours must check out through the office before leaving the campus.
- ✓ If a student has received office permission to be off campus and cannot return to the school because of sudden illness, he/she should have his parent telephone the school to explain why he will not attend his next class. If it is not possible for an adult to telephone, the student should contact the office before the beginning of his next class. Parental confirmation should follow as soon as possible.

The maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes students from the classroom shall be ten (10) for any one class period each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete.

### **Right to Appeal**

If a student accumulates absences in excess of ten per semester and believes special circumstances exist which should be considered, he/she and his/her parent(s) may request a hearing for consideration of the granting of credit. Such a request must be made in writing and presented to the superintendent for final determination.

## **Inclement Weather/Community Spread of COVID-19**

If weather conditions/health and safety conditions deteriorate to the extent that the safety of students may be jeopardized school will be dismissed. The school system will inform the area television stations. The Friend School website, Facebook, and an automated phone call will be utilized as well. It is important that all contact information is up to date.

### **Telephone Usage**

Personal phone calls will be made only in emergency situations as decided by the student's teacher or administrative personnel. No student, teacher or other personnel shall be called to the phone during class or working time. Messages will be given to students. Phone numbers may be left for teachers to return a call when possible. Personal phone calls to employees should be limited to after the last class.

### **Cafeteria**

School food services will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. The district will meet all state and federal requirements necessary for participation in state and federal programs. This institution is an equal opportunity provider.

All lunches, whether brought from home or purchased at school, shall be eaten in the cafeteria. Lunch prices are set each year by the board of education. Our policy on meal charges is as follows: Breakfast and lunch charges will be made up to \$25.00. If there is a need for a longer period of charges please contact the cafeteria director. Application for free and/or reduced-price lunches will be given to each student at enrollment. Additional application forms are available online or in the superintendent's office any time thereafter.

### **Bus Riders**

Bus riders shall conduct themselves in an appropriate manner on the bus. They are to stay seated with their hands or arms inside the bus. Nothing should be thrown from the window. Loud talking or unnecessary confusion, or diverting the bus driver's attention will not be tolerated.

## **Lockers**

Lockers are provided for all students in grades 4 through 8. Lockers are sometimes used in the lower elementary as well and may or may not be shared. Anything kept in your locker is your responsibility. You may have a lock if you wish. If you have a lock, you must give the combination or an extra key to your homeroom teacher.

## **Parties**

No invitations for private parties are allowed to be distributed at school, unless the whole class is included. There will be no birthday parties held at school, however special snacks are allowed Pre-K through 5<sup>th</sup> grade at the teacher's discretion.

Three class parties will be held in the lower elementary grades (Pre-K – Fifth). These will be in October, at Christmas, and on Valentine's Day. Parties during COVID-19 may look different and we do not know if we will be able to allow visitors. Pre-K- 2<sup>nd</sup> grade will have an additional party at Easter. Thank you for your understanding of the school's desire to limit the numbers in the building to avoid exposure.

## **Representatives of Friend School**

Any student who regularly enrolled and who is not under disciplinary actions from the office may represent Friend School in any academic or athletic contest. In addition, a student must be performing on a satisfactory academic level, a C or higher, to participate in extra-curricular activities. Students must also meet the school's attendance policy.

Any student who has been dismissed from class for reason of misconduct, or who shows bad sportsmanship on the campus or in a contest or is said to be under discipline from the office is not eligible to participate in an activity where he/she would be representing the school.

## **Dress Code for School Days and School Activities**

Appropriate dress and appearance are essential for a positive learning environment. Clothing, accessories, or hairstyles that are disruptive to the education of our students or that create a health or safety risk to any person are prohibited at school or school activities. The following standards of dress will be expected of all students:

- ✓ Clothing that is too short, too tight or that reveals the midriff or inappropriately exposes other areas of the body or undergarments will not be allowed.
- ✓ Clothing that is offensive or may disrupt the instructional environment with slogans, pictures, buttons, monograms or symbols, which suggest illicit behavior, foul language, indecency, violence, or unlawful substances, such as alcohol and drugs, will not be permitted on school grounds or at school-sponsored activities. This includes slogans, which advocate any action in violation of the law.

- ✓ Clothing that is extremely oversized and baggy or sagging attire.
- ✓ Leggings are permitted with a proper length shirt.
- ✓ Clothing with holes in shorts, pants, or skirts above the mid-thigh that reveal skin are not permitted.
- ✓ Shorts should have at least a 5 inch inseam.
- ✓ Clothing such as low-cut tank tops or tank tops that have spaghetti straps or with racer backs are not allowed. Any strapped top revealing any part of an undergarment is prohibited. No transparent, see-through or strapless tops will be allowed.
- ✓ Shoes are required. No heeies, shoes with skates, or house shoes allowed.
- ✓ No hats, caps, or other headgear such as bandanas will be permitted except for theme days or on Hat Day.

All students participating in an approved school activity will be expected to comply with required dress and appearance regulations of the activity in which they are participating.

**If any unusual situation arises, which is not specifically covered by the above dress code, the administration reserves the right to rule on the appropriateness of the attire, and that ruling shall be final until such time as the policy is changed or revised to cover such a situation.**

## **Evaluation of Student Academic Progress**

Report cards are distributed on the first Wednesday following the end of the nine weeks period, if possible. However, in order to balance the number of days in a semester it is sometimes necessary to have a ten-week grading period. Students will receive progress reports the 5<sup>th</sup> week of each nine-week period.

Teachers will notify parents whenever they feel that a student's class work or attitude, good or bad, should be brought to the attention of the parents.

Parent-teacher conferences are an important aspect of an effective educational program. There are two conferences scheduled on the school calendar. Additional conferences may be initiated by parent, teacher, or administrator to discuss many aspects of a student's education. To schedule an additional conference, please call the school office at 405.224.3822.

### **Grading Scale**

#### **Grades K - 8**

Grading Scale	Letter Grade	Grade Point Equivalent
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
Below 60	F	0.0

## Grading Scale for Pre-K Checklist

### **Homework**

Teachers may assign homework at their discretion.

- ✓ Homework should have a definite purpose and goal. It should fit planned objectives of the course. Students shall be fully aware of the quantity and quality of the project assigned, the time element involved, the value of the assignment and the method of evaluation to be used by the teacher.
- ✓ Assignments that are not completed in class may be completed outside the classroom at the discretion of the teacher.
- ✓ Homework may be assigned to provide practice and reinforcement for material presented in class. Homework should not be used as a tool for discipline.
- ✓ Special projects, such as term papers, science projects, or cultural projects may be assigned to enrich the content of the course and to permit the students to contribute original thoughts to the area of study.
- ✓ When assigning homework, teachers should be aware that students have obligations to other classes, family members, and social activities.

Please check our reopening information to learn more about our virtual learning opportunity.

### **Standardized Testing**

Each year the State Department of Education designates standardized tests to be given at various grade levels. Friend School Districts participates in these tests. Test results are used for curriculum evaluation and to determine if individual remediation is necessary. Information concerning tests and results will be available to parents on an annual basis.

### **Graduation**

All students who receive a certificate of promotion from Friend School will have an average of 60% in math, English, social studies, science and reading. If a student does not maintain a 60% in the eighth year, the student shall receive a certificate of completion and attendance.

### **Valedictorian and Salutatorian**

The graduating student with the highest grade-point average 5<sup>th</sup>- 8<sup>th</sup> Grade, based on a 4.0 scale, will be named valedictorian. The student who ranks second in the class at the end of the first semester of the eighth grade will be named salutatorian. In case of a tie for either valedictorian or salutatorian, all tying students will be named co-valedictorian or co-salutatorian.

## **Gifted and Talented Education**

Friend Board of Education will provide gifted education programs for all identified gifted children enrolled in the district. The program will include differentiated education with multiple programming options that shall be carefully matched with each student's identified needs and interests.

## **Child Find Notice**

Under the Individuals with Disabilities Education Act and other federal laws, public school districts must make a free appropriate public education available to eligible children with disabilities, ages 3 through 21. The types of disabilities covered include autism, deaf-blindness, developmental delays, emotional disturbance, hearing impairment including deafness, intellectual disabilities, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech or language impairments, traumatic brain injury, and visual impairment including blindness. Friend School is trying to find children ages 3 through 21 who may have disabilities and who are not currently receiving services. If you would like further information or know of a child who may have a disability who is living in the Friend District, please contact the superintendent at 224-3822.

## **Reading Sufficiency**

Reading sufficiency testing will be conducted at Friend School to ensure each student has attained the necessary reading skills upon the completion of the third grade. Each student enrolled in Kindergarten, first, second, and third grade of the public schools of this state shall be assessed on multiple, ongoing assessments for the acquisition of reading skills for the grade level in which the student is enrolled.

Any student who is assessed and found not to be reading on grade level shall be provided an Academic Progress Plan (APP) designed to enable the student to acquire appropriate grade level reading skills.

If a third-grade student is unable to meet competencies required for reading for the completion of third grade and promotion to fourth grade a consultation will be held with the parent or guardian of the student.

## **Title I Schoolwide Program/Parent Participation Policy**

The Friend School Board endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community.

## **Retention**

Some students are retained at their present grade level each year. This is a collaborative process discussed between the school and parents or guardian. Efforts are made to notify parents early in the second semester when retention is a possibility.

## **Eligibility**

It is the policy of the Friend School Board that only students who are fully eligible scholastically will be permitted to represent the school in any capacity. All students who represent the school in academic or athletic competitions will be held to the same academic standards. Beginning the third Wednesday of each semester eligibility reports will be completed.

- ✓ Students must maintain a passing average of a C (69.5%) or higher, to be eligible to participate in extracurricular activities.
- ✓ In the event that a student has a D or F, the student will be placed on probation for one week. If the grade has been brought to a C (69.5%) or higher, the student may participate in activities. If the student has a grade below a C in any class, the student becomes ineligible.
- ✓ A student with a grade of a F or D at the end of a semester is ineligible to participate in school activities until the grade has been brought to a C or higher.
- ✓ A student who has not attended classes ninety percent of the time for the semester becomes ineligible.
- ✓ A student must be in attendance at least ½ day prior to an athletic event on a weekend to participate.
- ✓ Teachers and coaches will discuss the eligibility policy with the students at the beginning of the school year.

## **General School Conduct**

Friend Board of Education supports the belief that the result of one's behavior will be a consequence—positive or negative in nature. Therefore, for the ultimate benefit of the student, rules of student discipline must be set and followed by the school district.

Although we have tried to list some of the rules of conduct, it should be noted that not all rules can be placed in this handbook. We have tried to highlight some of the rules important to the day-to-day operations of the school.

## **Discipline**

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.



1. Administrators and teachers of Friend School shall have the same right as a parent or guardian to control and discipline children according to local policies. These policies shall be in effect during the time the child is in attendance or in transit to or from school or any other school function authorized by the school district or classroom presided over by the teacher.
2. In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, the administration shall be mindful of the fact that they are dealing with individual personalities. The administration may consider consultation with parents on disciplinary matters that might prove most effective in particular instances.
3. Parents have the right to decline the use of corporal punishment or be contacted before it is administered.

The following list of discipline activities gives students examples of some of the infractions that a student might encounter. It is not all-inclusive and does not limit either offenses or possible disciplinary actions a student might encounter based on the seriousness of each offense. Nothing in this discipline explanation shall be construed to deny the student's right to fair and orderly hearing, appeals, counsel and due process in cases that may end in suspension or expulsion.

Friend Public Schools reserve the right to invoke corporal punishment upon a student when it is deemed necessary in order to correct undesirable behavioral patterns. Paddling may be used for serious offenses or for repetitious offenses when other methods of control have failed. Parents must notify the office if they want to opt their child out from corporal punishment.

### **Nuisance Items Policy**

Radios, video games, tape players, water guns, hacky sacks, laser pointers, baseball cards, character cards, and other similar items are considered "nuisance items" and should NOT be brought to school. The only time students should bring toys, games, or other personal items to school is when instructed to do so by their teachers. This privilege may be revoked at any time if the student chooses not to follow the directions of his/her teacher or playground supervisors. Items that are brought to school without prior permission will be held in the office for the parent to pick up. Friend School will not be responsible for these items.

## Behavior Expectations and Character Building

<b>Ready to Learn</b> <b>Models Good Character</b>	<b>Think About It</b> <b>Character Building</b>	<b>Make Better Choices</b> <b>Improving Character</b>	<b>Behavior Must Improve</b> <b>Framing the Future</b>
<b>Behaviors:</b> <ul style="list-style-type: none"> <li>✓ Complies with all school and classroom rules</li> <li>✓ Demonstrates willingness to help others</li> <li>✓ Demonstrates respect to for other students and school personnel</li> <li>✓ Goes beyond what is expected to assist others or provide a service to the community</li> <li>✓ Demonstrates Integrity in all situations</li> <li>✓ Serves as a positive role model for others</li> <li>✓ Other positive behaviors that deserve recognition</li> <li>✓ Take pride in my school by helping take care of our campus.</li> <li>✓ Attending class prepared.</li> <li>✓ Following the School Dress Code</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>✓ Mild misbehavior in halls, gym, cafeteria/recess or anywhere else on campus.</li> <li>✓ Not turning in homework/ assignments</li> <li>✓ Mild disruptions/talking</li> <li>✓ Non-compliance with classroom procedures/ routines</li> <li>✓ Arguments/disagreements between students</li> <li>✓ Not following directions, inattention or failure to stay on task during class</li> <li>✓ Horseplay in the hallway or on playground or other school setting</li> <li>✓ Gossiping</li> <li>✓ Nuisance Items as listed</li> <li>✓ Chewing gum or eating candy on campus; unless permitted by the teacher</li> <li>✓ Truancies and Tardiness</li> <li>✓ Passing notes in the classroom</li> <li>✓ Other behaviors not listed, but interfere with classroom climate, quality of instruction or are an issue of respect.</li> <li>✓ Cell phones in pockets or on person</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>✓ Not turning in homework or assignments.</li> <li>✓ Teasing and/or name calling etc.</li> <li>✓ Cheating on assignments or tests</li> <li>✓ Use of foul language or obscene gestures</li> <li>✓ Moderate disruptions during class, interrupts instruction</li> <li>✓ Throwing items (non- dangerous)</li> <li>✓ Students alluding to negativity about race, culture, sexual orientation, other</li> <li>✓ Fighting</li> <li>✓ Disrespect to a teacher, refusal to comply, or significant oppositional behavior</li> <li>✓ Showing poor sportsmanship or disruptive behavior</li> <li>✓ Leaving school without checking out at the office</li> <li>✓ Behavior in the classroom that interferes with the learning of others.</li> <li>✓ Public Display of Affection</li> <li>✓ Cell phones in the classroom or on campus</li> <li>✓ Other actions not covered, but warranting attention.</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>✓ Refusal to follow a directive verbal or written of any school employee</li> <li>✓ Bus behavior endangering other students on the bus</li> <li>✓ Sale, possession, or use of drugs, alcohol, or tobacco</li> <li>✓ Violence or verbal abuse which includes harassment, intimidation, and bullying towards other students or personnel at anytime</li> <li>✓ Cyberbullying towards students or personnel and misuse of social media</li> <li>✓ Threats of Violence</li> <li>✓ Fighting</li> <li>✓ Stealing or defacing property including library books.</li> <li>✓ Possession of a dangerous weapon or a replica of a dangerous weapon</li> <li>✓ Other actions not mentioned, but requiring immediate attention.</li> </ul>
<b>Teacher Actions</b> <ul style="list-style-type: none"> <li>✓ Recognition for positive behavior and character traits</li> <li>✓ Positive call/note home</li> <li>✓ Praise and recognition</li> </ul>	<b>Teacher Actions Before Office Referral</b> <ul style="list-style-type: none"> <li>✓ Document Behavior Log on Teacherease</li> <li>✓ Verbal Warning</li> <li>✓ Conference with student</li> <li>✓ Parent contact and conference</li> <li>✓ Classroom consequences applied to student</li> <li>✓ Buddy teacher for time out period</li> <li>✓ Removal of student privileges</li> </ul>	<b>Teacher Actions</b> <ul style="list-style-type: none"> <li>✓ Verbal warning</li> <li>✓ Document behavior on Teacherease Discipline Referral</li> <li>✓ Conference with student</li> <li>✓ Phone call to parent</li> <li>✓ Classroom consequences</li> <li>✓ Removal of privileges</li> <li>✓ Send student to buddy teacher for time out</li> <li>✓ Natural consequences</li> <li>✓ Lunch or After School Detention</li> </ul>	<b>Teacher Actions</b> <ul style="list-style-type: none"> <li>✓ Behavior Referral Form to office or request removal immediately</li> </ul>
<b>Other Possible Actions</b> <ul style="list-style-type: none"> <li>✓ Positive note or call home from Principal</li> <li>✓ Private or school-wide recognition</li> <li>✓ Special privileges</li> <li>✓ Other</li> </ul>	<b>Other Possible Actions</b> <ul style="list-style-type: none"> <li>✓ Parent Contact</li> <li>✓ Improvement Plan</li> <li>✓ Detention (lunch or recess)</li> <li>✓ Office Referral</li> <li>✓ Other action as deemed appropriate for behaviors</li> </ul>	<b>Possible Office Actions</b> <ul style="list-style-type: none"> <li>✓ Parent Contact</li> <li>✓ In-school suspension/ISS</li> <li>✓ Restorative action</li> <li>✓ Behavior Contract</li> <li>✓ Social skills training</li> <li>✓ Work with office, homeroom teacher or buddy teacher</li> <li>✓ Other as deemed appropriate for offense</li> </ul>	<b>Possible Office Actions</b> <ul style="list-style-type: none"> <li>✓ Parent contact/conference</li> <li>✓ Time spent in Principals office</li> <li>✓ Lunch detention</li> <li>✓ Recess detention</li> <li>✓ In-school suspension/ISS</li> <li>✓ Out-of-School suspension</li> <li>✓ Contact Police</li> <li>✓ Other as deemed appropriate for offense</li> </ul>

Behavior expectations include behavior on campus, on the bus, and any school activities or event. The administration and their designees shall interpret the listings in a manner that they deem just, given the circumstances of the individual case. This chart is not intended to be a complete listing of all possible offenses. Additionally, administrators shall have the authority to enforce other reasonable disciplinary actions that they find warranted by situations not covered in the disciplinary action schedule.

## Search Policy

The superintendent, principal, or teacher employed by Friend School District upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school.

The student may be searched for dangerous weapons, controlled dangerous substances, and intoxicating beverages. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same gender and witnessed by at least one other authorized person, by a person of the same gender. **Only cold weather outerwear shall be removed.**

## Suspension

Friend Board of Education holds the position that a student may be suspended out of school when the student is found to be guilty of any of the following acts:

- ✓ Bullying
- ✓ Violation of a policy or school regulation
- ✓ Possession of an intoxicating beverage, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during the school day or during a school activity
- ✓ To be/have been in possession of a dangerous weapon or a controlled dangerous substance while on or within 2000 feet of school property or at a school event
- ✓ Possession of a firearm shall result in out of school suspension of less than one year
- ✓ Any other act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.

### Long-term Suspension

Students who have experienced a short-term suspension of ten (10) days or less face the possibility of long-term suspension. Should behavioral difficulties continue to be a detriment to the school climate, the student may be suspended for the remainder of the current school semester and/or the following semester.

### Right to Appeal

Nothing in this discipline policy shall be construed to deny the student's right to a fair and orderly hearing, appeal, counsel, and due process in cases that may end in suspension. If the evidence is inconclusive, the student may request a hearing before the board of education in order to determine guilt or innocence. **The decision of the board shall be final.**

## **Home Bound Program**

Students with extended illness, injury, or other justifiable reason causing excessive absence must make arrangements with the building principal for the home bound program or other reasonable measures. Such programs require recommendation by a physician. A student accepted to the home bound program will be counted present.

## **Internet Policy**

The Friend School District is pleased to make available to students and staff access to interconnected computer systems with the district and to the Internet for educational purposes. In order for the school to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy the access. While the school's teachers and other staff make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Each student must agree to follow the District Acceptable Use and Internet Safety Policy and be given the opportunity to enjoy Internet access at school. Parents of students under 18 years of age must read and sign the policy before access is given. The district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received. No student shall have any expectation of privacy regarding such materials.

## **Wireless Telecommunication Devices**

Students shall not be permitted to carry wireless telecommunication devices, pagers cell phones, I-pods, mp-3 players, I-pads, or any other electronic device that could be considered distracting to the learning process.

If a student brings such a device to school or school activities the device must be turned off, kept in a bag, and locker. (Not in a pocket or purse) The school is not responsible for lost, stolen, or damaged devices. If this rule is not followed, the student should expect the device to be taken. The following may happen when a student is caught with an unauthorized device out of their bag, locker, etc.

- ✓ Student may lose device for the remainder of day or next day.
- ✓ Parents may be asked to pick up the device.
- ✓ School may keep the device up to one week.
- ✓ Student may lose right to have device for remainder of the year.
- ✓ Any other discipline that the administration deems proper.

Electronic device use while on school activity trips and/or ballgames will be at the discretion of the proper sponsor or supervisor. If the sponsor/supervisor says no to the device use that is the final answer. If the sponsor allows use of electronic devices while

on a school trip or activity then it is the sponsor's responsibility to "police" the proper use.

Use of a device during transportation on "school bus route" is not allowed and the bus driver has the right to take the device at any time it is discovered. Reasonable searches by the administration or personnel as described in that section of the handbook can and will be used if necessary. The principal or superintendent upon request may make exceptions for medical necessities or other appropriate circumstances.

## Library Services

Students are encouraged to use the library as much as possible. The library contains a wide variety of materials, covering a wide spectrum of topics. School library materials shall be selected in accordance with the following principles.

- ✓ Instructional materials shall be chosen on the basis of interest and teaching value for students. Material shall not be excluded because of race, nationality, religion or political views of the writer.
- ✓ Where practical, materials shall be selected which present various points of view concerning contemporary problems and issues.
- ✓ Books and other materials shall not be removed or banned solely because of partisan or doctrinal disapproval.
- ✓ The following factors shall be considered in the selection of library materials:
  - Selections shall be made for, and in accordance with, the different maturity levels of the students.
  - Materials shall be selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the students.
  - In the selection of library materials, professionally recognized reviewing tools such as standard catalogs should be used. When possible, audio-visual materials shall be previewed before purchase or ordered with return privilege guaranteed.
- ✓ The following specific criteria shall be considered:
  - The overall purpose of the material and how well that purpose is accomplished
  - Reputation and significance of the author
  - Timeliness and permanence of the material
  - Importance of the subject matter to the collection
  - Accuracy of the material
  - Reputation and standards of the publisher or producer
  - Readability and reader appeal
  - Quality of writing and illustration
  - Appearance of the title in material selection aids
  - Price
- ✓ Nonfiction material dealing with subjects of criticism shall receive the same careful consideration as all other materials, including the following:
- ✓ Religion: Factual unbiased materials that represent all major religions may be included in the library collection. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value.

- ✓ Science: Medical and scientific materials shall be made available.
- ✓ Gift books and other materials shall be accepted with the understanding that they must meet the same selection criteria as materials purchased with school funds. Gift books and other materials become the property of the school.

## **School Safety Drills**

Keeping your child safe at school is critical. The school will conduct 10 safety drills each school year. These include:

- ✓ Lockdown Drills – There will be 2 lockdown drills each year for the purpose of securing the buildings in the case of an event that may result from a threat on campus or near the school.
- ✓ Fire Drills – There will be 2 fire drills each year. These drills are conducted so that students will know the procedures to follow after the fire alarm signal sounds.
- ✓ Intruder Drills – There will be 2 drills conducted each school year.
- ✓ Tornado Drills – There will be 2 tornado drills each school year. They are conducted in September and again in March.
- ✓ Safety Drills – Each school is required to conduct 2 per year consisting of any of the drills mentioned above.

## **Student Health Services**

If a student becomes ill at school, he or she will report to the office. Parents of children who become ill or have an accident during the school day will be contacted. If parents cannot be reached, the emergency contact numbers will be called. Please be sure your child's emergency information is up to date. Friend School will make use of the County Health Department when the need arises.

## **Meningitis Annual Notification**

This annual notification contains important information about meningococcal disease and meningococcal vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health. Meningitis is an infection of the tissue lining and fluid that surrounds the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause brain damage, hearing loss, amputation of arms or legs, learning disabilities, or death.

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Vaccines can prevent approximately two-thirds of all meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-third of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers. Further health questions can be answered through the Oklahoma State Department of Health Immunization Service at 405-271-4073, or website at <http://imm.health.ok.gov>.

## **Administering Medications to Students**

"Non-prescription medicine" is that medicine that may be purchased over-the-counter without direction from a physician. Non-prescription medicine must be in the original container and have affixed the name of medicine, dosage, guidelines and directions for administration. A student's name must be written on the container. "Non-prescription medications" may be dispensed and administered only in compliance with the written directions on the label of the medication or as otherwise authorized in writing by the student's physician. No medication will be given if parents or guardians do not send it to school.

"Filled prescription medicine" is a medication contained in a prescription container with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of person who prescribes the medication, prescription number, name and strength of medication, dose per unit and directions for the administration of the medicine. If these details are not listed on a pharmacy container, or if a doctor provides a sample or a prescription changed, a doctor's written instructions are required.

**If you have a child with diabetes please get a management plan from the office.**

All medications should also be accompanied by a written authorization from the parent or guardian indicating the purpose of the medication, time to be administered, and termination date for administering the medication.

Students with asthma may carry an asthma inhaler with them to class as long as there is a signed letter from the parent and a written statement from the physician treating the student stating the student has asthma and is capable of, and has been instructed on the proper method of, self-administration of medication on file in the Principal's Office.

**The school district retains the discretion to reject requests for administering medications.**

## **Head Lice**

If we all stay alert we can work to keep this problem under control at our school. Lice can affect people with any length of hair. Students should be encouraged not to share combs, brushes, caps, or hats with others. We encourage you to check your child's scalp often and carefully. If you should find evidence of head lice, treatment will be necessary.

In addition to treatment with a shampoo or medication, there are other things needed to control the infestation such as thoroughly cleansing personal articles such as combs, brushes, towels, bedding, etc. Frequently, the entire family may need treatment. Further information on head lice is available in our office.

If the student is checked at school and found to have live bugs, the parent/guardian will be called to pick up the student. The student will need to be brought to the office for a check to see that they are free of lice before being readmitted. If the student has recurring head lice you will need a note stating that he/she has been treated and can return to school. This service is available at the Grady County Health Department or at your local doctor.

## **Tobacco, Alcoholic Beverages and Non-Prescriptive Drugs Policy**

Smoking or other use of tobacco or vaping is prohibited throughout our buildings and campus during the school day at Friend School. This includes any school activities or school trips.

It is the policy of Friend School District that any teacher, administrator, or security personnel who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages, or a controlled dangerous substance as defined by law shall immediately notify the administrator or his/her designee of such suspicions. The administrator will then notify a parent or guardian of the student concerning the policy violation. The administrator will file a police report.

Students will not be permitted to use tobacco products of any kind on or in any school property while in attendance at a school-sponsored event, or while in transport to or from school (or a school event) in school-authorized vehicles.

## **Drug-Free School Policy**

Student and employee safety is of paramount concern to the board. Employees or students under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and others. Therefore, the board shall not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances by a student or employee.



## **Bullying, Intimidation, and Harassment Policy**

Bullying, intimidation, or harassment, whether written, verbal, or on social media, even in jest, is not allowed in Friend School. Behaviors that place another student or group of students in fear of harm, or insult or demean any student or group of students will not be permitted. Bullying behaviors are not allowed on school premises, at school activities or school events where students are under the supervision of school personnel.

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

All acts of bullying should be immediately reported to school personnel.

SAFE CALL is sponsored by the Oklahoma State Department of Education. You may call 1-877-SAFECAL if you know of any activity that threatens your school. The call is free and you will not be asked for your name.

### **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)**

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

#### Definitions

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

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

“Threatening behavior” means any pattern of behavior or isolated action, whether or

not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

### Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall decide as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within ten 10 days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within ten 10 days of the conclusion of the investigation.

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

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

## **Dangerous Weapons Policy**

In order to provide a safe environment for students and staff of Friend School District, the board prohibits the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.

Dangerous weapons are a threat to the safety of students and staff of Friend School District and disrupt the educational process and interfere with the normal operation of the school. Possession by any student or employee of a dangerous weapon or a replica or facsimile of a dangerous weapon while on school property, at a school-sponsored activity or on a school bus or vehicle is prohibited.

A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade greater than three inches, any knife with a blade which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than three inches which can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains and any replica or facsimile thereof of any item that is used to harm any person or to threaten harm to any person.

## **Asbestos**

Following a mandate by the US Congress in 1986, the US Environmental Protection Agency has established the Asbestos Hazard Emergency Response Act (AHERA) Rule. The AHERA Rule provides guidelines for identification, monitoring, and management of

asbestos containing material (ACM) in all public and private schools from Pre K through 12<sup>th</sup> Grade.

The Asbestos Inspection and Management Plan are designed to identify any presence of ACM and to provide a program to control those materials and prevent any risk to building occupants. The inspection results and the management plan are on file in the Administration Office.

## **Lost and Found**

Articles found in and around school should be turned into the office where the owners may identify and claim their property. Please mark all outdoor and loose clothing with your child's name. Many lost items are not claimed by their owners. The items go to a lost and found box. All unclaimed articles will be donated to a charitable organization at the end of the year.

## **Parking**

We need your help with parking during the school day. Vehicles will not be allowed in the rear parking lot or in the "bus parking area" during school hours if buses are setting out. South lanes in the car loading area are for Pre K and Kindergarten students. No unattended cars are to be left in the car loading or unloading area. If you need to park to come inside the building, please use the parking west of the gym.

## **Student Opportunities**

**Academic Team-** 6<sup>th</sup>-8<sup>th</sup> Grade members

**Baseball-** 6<sup>th</sup>-8<sup>th</sup> Grade Players

**Basketball-** 5<sup>th</sup> and 6<sup>th</sup> Grade A and B Boy and Girl Teams, 7<sup>th</sup> and 8<sup>th</sup> Grade Boy and Girl Teams

**Cheerleading-** 6<sup>th</sup>- 8<sup>th</sup> Grade members; tryouts are required

**Cross Country-** 5<sup>th</sup>-8<sup>th</sup> Grade participants

**Gifted and Talented-** 3<sup>rd</sup>-8<sup>th</sup> Grade Members

**Softball-** 6<sup>th</sup>-8<sup>th</sup> Grade Players

**Track-** 6<sup>th</sup>-8<sup>th</sup> Grade Participants

## FRIEND FALCON FIGHT SONG

Fight, fight, fight, fight  
Falcon Spirit fight,  
Victory is what we want tonight!

We will never give in,  
We will never give up,  
Til we've won the game.

Fight, fight, fight, fight,  
Falcon Spirit fight,  
We will conquer every foe in sight.

When you face us,  
You will not forget,  
That the **Friend School Falcons**  
Are the **BEST!**

-Jamie Killion

## Colors

Black and Gold

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## Notice of Nondiscrimination

It is the intent of Friend School District not to discriminate on the basis of race, color, national origin, sex, religion, veteran status, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Cindy Schmidt  
Superintendent of Schools  
1307 CR 1350  
Chickasha, OK 73018  
405.224.3822

## FORMS

### HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Type of Harassment Alleged:

Racial \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

<input type="checkbox"/> Name Calling	<input type="checkbox"/> Spitting
<input type="checkbox"/> Stalking	<input type="checkbox"/> Demeaning Comments
<input type="checkbox"/> Inappropriate Gesturing	<input type="checkbox"/> Stealing
<input type="checkbox"/> Staring/Leering	<input type="checkbox"/> Damaging Property
<input type="checkbox"/> Writing/Graffiti	<input type="checkbox"/> Shoving/Pushing
<input type="checkbox"/> Threatening	<input type="checkbox"/> Hitting/Kicking
<input type="checkbox"/> Taunting/Ridiculing	<input type="checkbox"/> Flashing a Weapon
<input type="checkbox"/> Inappropriate Touching	<input type="checkbox"/> Intimidation/Extortion
<input type="checkbox"/> Other _____	

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical evidence: Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ E-mail \_\_\_\_\_ Web sites \_\_\_\_\_ Video/audio tape \_\_\_\_\_  
Other \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken:

\_\_\_\_\_