



Friend Student Handbook

2022-2023

*Falcon Strong
Today
Tomorrow
Always*

• 1307 County Road 1350 • Chickasha, OK 73018

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Friend School Board of Education

President
Vice President
Clerk

Caleb McClung
Jessica Hammons
Scott Taylor

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 third Tuesday of each month.

A Note from Our Superintendent

Welcome back students! We are excited to get another school year under way! We hope the information found in the handbook will be a great resource for you to get the year started on a positive note. Please keep the handbook handy as you may need to refer to it throughout the year.

In order for you to have the best possible educational experience, we need your help! By acting appropriately each and every day you will help your teacher maximize class time meaning you get more time to learn! Coming to school consistently is important. Obviously, you can't learn if you aren't here so unless you are sick or unless you have another really good reason to miss, come to school every day! Always try to do your best work. You will not always make a perfect score on every assignment and that's ok. However, if you will make a great effort every day, you will do fine!

Please be encouraged to get involved in school activities and programs. Though we are a small school, we offer a wide range of opportunities through sports programs, academic competitions, and various other activities. Getting involved will help you to create stronger relationships with your fellow students and with your teachers and will greatly enhance your time at Friend Public School.

We want you to know that keeping you safe is a high priority. We have implemented plans and strategies that are designed to ensure the learning environment we provide is clean, healthy, and safe. We need your help! Please let us know if you see something that doesn't seem right. Throughout the year, we will have several times that we practice what to do for various potentially dangerous situations. It's important that you listen closely to the instructions given and that you take these practice times seriously. We thank you in advance for your help and cooperation.

We want to thank our parents for trusting us with the responsibility of educating your child. We are thankful for the opportunity and we will do all we can to provide the best educational experience possible.

We are excited about the beginning of the school year! Please let us know if you have any questions or concerns.

Sincerely,

Trevor Rogers

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.

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

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

Disclaimers

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.

In an effort to keep the community aware of scheduled events, Friend School is often asked to distribute information in regards to community happenings. This is not an endorsement of events, but a service to share information

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



FERPA

**Family Educational
Rights & Privacy Act**

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 a 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 educational 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

Breakfast

7:40 am - 8:00 am

Lunch and Recess

10:35 am – 12:25 pm

Time Dismissal

3:05 pm

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

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

Visitors

All visitors may be screened and temperature taken before they are allowed to enter into the building pending on safety protocols. Only limited visitors will be allowed in the building when Grady County is in Orange 2 or Red. Parents picking up students during the day will need to call the office. The office will take the child outside to the parent when Grady County is in Orange 2 or Red. Parents are asked to stay in their vehicles during drop off and pick up.

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

The 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 a 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 Policy

The Friend School District makes decisions about student transfers in accordance with district policy and state law. You can view our comprehensive district policy on the website; however, we are providing the following information for your convenience:

- Decisions about transfers for the upcoming school year will be made after July 1st. We will contact parents as soon as possible about the approval status of their child's transfer.
- Mid-year transfer requests will be considered within five days of the district receiving the application when possible. New transfers are accepted on a first-come, first-served basis. The law also gives preference to children of active-duty military personnel.
- To accept a transfer, enrollment in the grade the parent requests must be under the district-established capacity. The district's capacity and vacancy numbers for each grade and school can be found on the school website.
- Transfers may be denied based on capacity, attendance, and discipline issues.
- Transfers for siblings must be considered separately.

- If the grade a student requests a transfer is overcapacity, he/she will be offered the opportunity to be placed on a waiting list.
- Transfer decisions may be appealed within ten days of notification of the denial to the Friend Board of Education. The Board of Education will consider the appeal at its next regularly scheduled board meeting if notice is given prior to the agenda being posted. During the appeal, the Board will meet with the administrator(s), and parent or guardian of the student in executive session.

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 7th 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 homeschooling 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 prior written consent before information other than directory information (student's name; the 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.

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.

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 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- 2nd 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.

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

The 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 ask that you screen your child each morning to ensure they are feeling well and if not, they stay home.

The 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! Students are to be in their seats 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. All students who are tardy will need to check-in through the office and must have a tardy slip to enter class.

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.

Classification of Absences

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
- A doctor or dental appointment
- 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

Truant

A student is identified as a 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.

Activity Absence

A student may attend 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. The student must make arrangements to complete work assignments with the teacher(s). Due dates will be left to the teacher's discretion. Some work may need to be completed before returning to school (ie. the class is reading a novel), and some work may require instruction (ie. a new math concept is presented).

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

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.

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.

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.

Attendance Process

1. Attendance will be check daily.
2. Parents/Guardians will receive a letter after 3 absences.
3. Parents/Guardians will receive a letter at 6 absences and the student will meet with counselor
4. When the student is at 8 absences the Attendance Team will meet and determine reasons for absence.
5. When at 10 absences students will be provided the opportunity to make-up days. Only three chances will be given to make up missed days.
6. When at 13 absences the Attendance Team Consisting of the student, the student's parent/guardian, the counselor, a school administrator, and a teacher will review the circumstances to determine if credit should be withheld.

Documentation from a medical professional excuses all absences. Parent contacts will also be excused. However, if the school has reason to believe the child is missing school but is in good health, the student may be subject to making up time or losing credit.

Reasons for not requiring make up time or credit:

1. Pregnant
2. Homeless
3. Foster Care
4. Primary Earner

Parent and Student Guidelines in Case of Quarantine

Friend School is committed to keeping students safe and learning. It is vital that students continue to receive and engage in instruction during any quarantine periods. The following guidelines will help keep your student on track if he or she must be quarantined due to exposure.

Parents:

1. Please inform the office as quickly as possible to let us know that your student will be quarantining.
2. Make an appointment with your school to pick up student Chromebooks or other necessary materials.
3. If you do not have internet access at home, let us know. The school can provide a hotspot during the quarantine to ensure your child can continue to access school work.
4. Students are expected to complete ALL assignments for each class every day of quarantine. Assignments will have due dates and it is expected that work is completed on time. Credit will be given according to the teacher's grading policy, which is shared at the beginning of the year.
5. Communication with teachers during this time is vital and is available in many formats: email, phone calls, virtual meetings, and messaging through Google Classroom.
6. If you are having difficulty reaching a teacher, please let the school know so they can troubleshoot.

Students:

Students are expected to continue with ALL assignments for each class during any quarantine period. This work is part of a student's grade as outlined in the teacher's grading policy that was shared at the beginning of the year.

Pre-K -3rd Grade:

Each day students will work on packets provided by the classroom teacher and will be due when the student returns to school.

4th Grade:

Each day, students who remain with the same teacher all day will follow a schedule as directed by the teacher through Google Classroom.

5th-8th Grade:

Each day, students will follow their schedule set by the school to access and complete assignments in Google Classroom. For example, students who are assigned to math first period during a regular school day should be working on math assignments that same time while at home.

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 extracurricular activities. Students must also meet the school's attendance policy.

Any student who has been dismissed from class for the 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. Shirts may not be longer than shorts.
- ✓ Clothing worn in PE or athletics should not be worn in the classroom.
- ✓ Leggings are permitted with a proper-length shirt (longer T-shirt).
- ✓ Clothing with holes in shorts, pants, or skirts above the fingertips that reveal skin are not permitted. Sliders or leggings must be worn underneath
- ✓ Shorts must come to the student's finger tips with their hands at their side.
- ✓ 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 or pants will be allowed.
- ✓ Shoes are required. No heeled shoes, shoes with skates, or house shoes allowed.
- ✓ No hats, caps, hoods, or other headgear such as bandannas will be permitted except for theme days or on Hat Day

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 5th week of each nine-week period.

Teachers will notify parents whenever they feel that a student's classwork 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 parents, teachers, or administrators 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-8th

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 the 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.

Standardized Testing

Each year the State Department of Education designates standardized tests to be given at various grade levels. The Friend School District 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 5th- 8th 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

The 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.

Title IX

Gender discrimination and sexual harassment are prohibited by Title VII of the Civil Rights Act of 1964 as amended, Title IX of the- Education Amendments of 1972, and Title 25 of the Oklahoma Statutes. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Please see the school website for our complete Title IX Policies and Forms.

Friend School Title IX Coordinator: Susan Coble
email: scoble@friend.k12.ok.us
phone: 405.224.3822

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 the 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 School-wide Program/Parent Engagement Policy

The Friend Board of Education endorses the parent engagement 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. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent engagement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Policy Adopted 8/26/14

Revised: 12/1/20

Policy Required by ESSA 2016

Homeless Liaison

The McKinney-Vento Homeless Education Assistance Act (42 U.S.C. § 11431-11435) defines homeless children or youth as those individuals who lack a fixed, regular and adequate nighttime residence. In accordance with Title X, Part C McKinney-Vento Act, Trevor Rogers, Superintendent, is the Friend Public School District's Homeless Liaison. Inquiries regarding this act may be made to Mr. Rogers at Friend School 1307 County Road 1350, Chickasha, OK 73018, 405-224-3822. For more homeless information, please visit our district website.

Retention

Some students are retained at their present grade level each year. This is a collaborative process discussed between the school and parents or guardians. 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 C in any class, the student becomes ineligible.
- ✓ A student with a grade of an 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 half a day prior to an athletic event or activity.
- ✓ A student must be in attendance at least half day prior to an athletic event or activity 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

The 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 ensure 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 a 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.

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 of corporal punishment.

Behavior expectations include behavior on campus, on the bus, and any school activities or event.

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.

Student Support Program

Level 1 Offense: includes typical daily types of behaviors such as class disruption, horse play, not following directions, ect.

Consequences:

1st Level 1 Offense- one day of lunch detention

2nd Level 1 Offense- two days of lunch detention

3rd Level 1 Offense- three days of lunch detention

4th Level 1 Offense- one day of In School Suspension (ISS)

5th Level 1 Offense- two days of ISS

6th Level 1 Offense- three days of ISS

7th +Level 1 Offenses: Disciplinary action will be at the discretion of the school administration and could include additional ISS, suspension or other viable options.

Students in ISS are not eligible to participate in extracurricular activities.

Dress Code Violation: The first time students will receive a warning and must fix the issue. After a warning it becomes a Level 1 Offense.

Level 2 Offense: includes more sever infractions such as disrespecting teachers or staff, fighting, bullying, ect.

Consequences: Disciplinary action will be at the discretion of the school administration. At minimum students will receive ISS.

Level 3 Offenses: Sexual misconduct, weapons on campus, possession of illegal substances.

Consequences: Disciplinary action will be at the discretion of the school administration and may involve legal action.

Point System:

Level 1 Offenses = 1 point

Level 2 Offenses= 2 points

Once a student accumulates 5 points they will be required to visit with the counselor for at least 3 weeks to provide emotional support and determine what the reason for misbehavior.

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.

Homebound Program

Students with extended illness, injury, or other justifiable reason causing excessive absence must make arrangements with the building principal for the homebound program or other reasonable measures. Such programs require recommendation by a physician. A student accepted to the homebound 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, earbuds, 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 the 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 devices for the remainder of the year.
- ✓ Any other discipline that the administration deems proper.

Electronic device use while on school activity trips and/or ball games 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 the 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 involves electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall 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.
5. 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.
5. 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, nunchucks, 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 pocket knife 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 12th 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. 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	6th-8th Grade Members
Baseball	6th-8th Grade Players
Basketball	5th and 6th Grade A & B Boys and Girls
	7th and 8th Grade Boys and Girls
Cheerleading	6th-8th Grade Members
Cross Country	5th- 8th Grade Participants
Gifted and Talented	4th- 8th Grade Members
Softball	6th-8th Grade Players
Track	5th-8th 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, White, & Gold

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:

Trevor Rogers
Friend School Superintendent
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: