

Friend Public School



2023-2024 Elementary Student Parent Handbook

Any day a student is absent, parents are to contact the school at 947-2781 to inform the office of the nature of the absence, and how long parents anticipate the child to be out of school.

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. It also sets forth the rules and regulations of the school and the behavioral standards for students. The student handbook does not form a contract, and the Board of Education may change the rules, regulations, or handbook provisions at any time.

TABLE OF CONTENTS	PAGE
Staff	3
Mission and Philosophy Statement	4
Instructional Goals	4
Entrance Requirements to Friend School	4
Academics	5
Multicultural Education Philosophy	
Guidance Program	
Special Education Identification	
Promotion/Retention	
Report Cards and Mid – Quarter Report Cards	
Parent Teacher Conferences	
Late Work and Missed Work Policy	
Attendance	5-7
Students Rights, Conduct, Rules and Regulations	7-13
Discipline Policies	
Discipline Philosophy	
Student Conduct	
Grounds for...	
Short – Term Suspension	
Long – Term Suspension	
Expulsion	
Mandatory Reassignment	
Other Forms of School Discipline	
Student Law Violations	
Due Process Procedure	
Hearing Procedure	
Additional Student Conduct Rules	13-14
Classroom Conduct	
Conduct at Activities	
Playground Rules	
Hallway Rules	
Lunchroom Rules	
Bus Conduct	
Field Trip Conduct	
Bullying	
Specific Rule Items	15-17
Visitors	
School Visitations by Parents/Guardians	
Playground	
Lost and Found	
Accidents	
Appropriateness of Items at School	
School Parties	
School Lunches	
Gum and Candy	

Searches of Student's Property	
Police Questioning of Students	
Bicycles	
Regular Bus Riders – Not Riding	
Closed Campus	
Classroom/Teacher Assignments	
Tornado – Fire – Intruder Drills	
Electronic Devices/Lasers	
Telephone Use	
Chain of Command	
Before and After School Time	
Insurance	
Posters and Signs	
Enrollment Cards	
Cancellation of School	
Copyright and Fair Use Policy	
Student Health	18-20
Immunizations	
Medical Exclusion	
Communicable Diseases	
Medication	
Alcohol and Illicit Drug Use	
Smoking	
Internet Safety	20-21
Student Fees and Appendix "1"	21-24
State and Federal Programs	25-34
Section 504 Plan	
Discrimination and Harassment Policy	
FERPA	
Staff Qualifications/NCLB	
Student Privacy	
Parental Involvement	
Homeless Students	
Breakfast and Lunch Program	
Asbestos	
Calendar	36

STAFF

Superintendent.....Mr. Derek Anderson
Principal.....Mrs. Elizabeth Stutzman
School Counselor.....Ms. Amy Hottovy

Teachers:

Preschool	Mrs. Allison Meints	6 th Grade.....	Mrs. Sue Eigsti
Kindergarten.....	Mrs. Abigail Brandt	K-6 Resource.....	Mrs. Amy Wiese
1 st Grade.....	Mrs. Lori Vyhnaelek	Title 1	Mrs. Stephanie Svehla
2 nd Grade.....	Miss Keeley Kroecker	P.E.	Mr. Nate Baber
3 rd Grade.....	Mrs. Alexandra Clouse	Vocal Music/Band.....	Miss Kaydi Daudt
4 th Grade.....	Mrs. Kary Archer	Art	Mr. Brian Arp
5 th Grade	Miss Nicole White	Media/Tech.....	Mrs. Lori Klooz

Para-Professionals:

Mrs. Lisa Brahmstedt
Mrs. Julie Bartels
Mrs. Paige Hallberg
Mrs. Joyce Nickel
Mr. Jon Schluter
Mrs. Erika Arp
Mrs. Josie Ryan

Kitchen:

Mrs. Dawn Schluter
Mrs. Doris Jiskra
Mrs. Darlene Grant
Mrs. Judy Kunert

Office Support:

Mrs. Kim Hulse
Ms. Michele Johnson-Clouse
Mrs. Stacy Kirchhoff

Custodial:

Mr. Jay Lawver
Mrs. Deb Hulse
Ms Colleen Foote
Mr. Kevin Steffenson

MISSION STATEMENT OF FRIEND PUBLIC SCHOOL

Committed to engaging all students, staff, and community to ensure a diverse education through a culture of life-long learning.

PHILOSOPHY OF EDUCATION

The primary responsibility of the Friend Public School is to provide educational opportunities and experiences that meet the intellectual, social, physical, vocational, technological, cultural and aesthetic needs necessary for the development of the individual as a worthy member of society. The **educational** process shall be based upon the needs of the local and global community utilizing democratic principles. These principles of democracy shall be perpetuated by stimulating an appreciation of one's social responsibilities and developing the interests and abilities enabling the student to assume the obligations to him/herself and society as well as respect for law, order and the rights of others.

INSTRUCTIONAL GOALS

The instructional goals of the Friend Public School are as follows:

- To encourage the participation of students, faculty, administration, the Board of Education and the community in the development of a unified and comprehensive program;
- To provide the system with facilities and equipment needed to develop the programs of the school and to maintain faculty and staff, which accepts and works toward these responsibilities;
- To incorporate in the curriculum certain essential knowledge and skills needed by all individuals for daily living;
- To improve an academic program cognizant of each students' needs and abilities;
- To provide for the mental and physical well-being of each student through a coordinated program at all grade levels;
- To instill in students an appreciation of the beauty in Fine Arts which will enable them to enjoy and contribute to their cultural and aesthetic heritage;
- To maintain a program which encourages students to participate in activities outside the academic area which will enable them to enlarge their total educational and cultural development;
- To produce in the students a positive self-concept with growth in the moral aspects and responsibilities of life;
- To promote communication, cooperation and acceptance between the school and community by encouraging the mutual participation in civic and school activities;
- To include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans;

ENROLLMENT IN FRIEND PUBLIC SCHOOL

The State of Nebraska and the Friend Board of Education each have specific required information that each student must submit prior to the initial entrance of a Friend Public School:

- Birth Certificate.
- Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming kindergarteners and all students transferring from out of state. (Required immunizations are listed on page 17.)
- A record of immunization as determined by state law and the Nebraska Department of Health regulations.
- Vision exam
- Prior school records and grades, when applicable.
- A copy of Court Order of Guardianship if child is not with legal parent.
- Upon entering the Friend School, parents and students will be given forms and a Student Handbook. The forms should be returned to the school upon the requested date.
- This handbook outlines the policies and procedures of the district.

In addition, these programs are offered: Title 1, free and reduced lunch, transportation, speech and language services, resource program, and a High Ability Learner program.

ACADEMICS

MULTICULTURAL EDUCATION PHILOSOPHY

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

GUIDANCE

Counseling seeks to help students assume responsibility for making plans and decisions. The counselor gathers and organizes information about students from conferences with parents, teachers, students, grades, standardized test scores, and information forms. The counselor works with the students on their social and emotional needs to be successful.

SPECIAL EDUCATION IDENTIFICATION

All children with disabilities, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are eligible for these services.

PROMOTION and RETENTION

Decisions on promotion and retention are made primarily by the classroom teacher. In some cases, more input may be gained from additional teaching staff, administrators, support staff, and parents. Friend Public School staff will strive for consensus among all these stakeholders.

REPORT CARDS/PROGRESS REPORTS

Report cards are sent home at the end of each quarter.

Progress reports are sent home on a need by need basis and include news updates for the school and classroom.

PARENT – TEACHER CONFERENCES

Parent - Teacher conferences are held twice a year (fall and late winter). Parents are highly encouraged to attend.

Participation in your child's education sends a strong message to your child(ren).

LATE WORK ASSIGNMENT POLICY

Each student is responsible for their missed assignments when they are absent or just not turned in on time. The student should see each teacher to verify the assignments or homework needed to make-up the work missed or not completed.

This may be the same assignment done in the classroom or other work that may be substituted. Late assignments will fall under the following guidelines:

1. Late work does not have to be accepted after ten (10) school days. Work turned in after that time does not have to receive credit. Teachers or administrators may approve special timetables for make-up work in special circumstances.
2. Each grade level will give students a late-assignment policy that will be followed in that class. This policy may be stricter than noted above, but not more lenient. A student is responsible to know these policies. The teacher may note what deductions of the grade may occur for late assignments and other guidelines that pertain to make-up or late work.

MISSED WORK ASSIGNMENT POLICY

It is the student's responsibility to make up any work or tests missed due to being absent. Students will be given 2 days make-up time per day of absenteeism. The maximum make-up time will be 5 school days. After that time, no credit has to be given for the work/assignments. Teachers or administrators may approve special timetables for make-up work in special circumstances. If a student needs to leave during the school day for an illness, it is not expected of the teacher to gather materials for the remainder of that current school day before the sick child is picked up to go home. It is the parent's responsibility to meet/make a plan with the teacher to gather their child's / children's assignments.

STUDENT ATTENDANCE

Friend Elementary has taken steps to ensure the accounting and safety of all students. In order to accomplish this, we must have the support of the home. Therefore...

1. **The day of the absence, parents are to contact the school at 947 - 2781. Inform the office of the nature of the absence, and how long they anticipate their child to be out of school.**
2. These calls should be made between 7:45 a.m. and 8:15 a.m. so we can check on the safety and whereabouts of our students.

3. The school will contact parents at numbers listed on the enrollment card, i.e. home phone number, work numbers, and emergency numbers when prior notification has not been received.
4. **We also request a note be given to the office following the absence if it is a medical condition.**
5. If homes do not have phones, it still becomes the parent's responsibility to notify the school of the absence.
6. **If a student is missing school due to a medical appointment, the parents/guardian need to provide a doctor's note to the school for the absence to be counted as "excused". If the school does not receive a doctor's note within 1 day of the appointment, the absence will be counted as "unexcused".**

ATTENDANCE POLICY and PROVISIONS

School is a full-time job; therefore, students are expected to be in attendance for all classes throughout the year. **Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential.** State law requires students to be in attendance a minimum of 1032 hours a year. (Nebraska State Law 79 - 209) **A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age. (Policy No. 5008).**

1. When a student accumulates the equivalent of (5) absences during any quarter, a conference may be necessary to determine what can be done to improve the attendance pattern as well as administrative investigation into the absences.

2. **Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students**

3. Students are considered tardy if they are not in their assigned classrooms when class begins at 8:05 a.m. When students are tardy, they should report to the main office to receive an "admit slip" to class.

Possible Consequences include, but are not limited to:

- a. Mandatory before/after school study time.
 - b. Mandatory parental conference.
 - c. Referral to County Attorney.
 - d. Referral to Law Enforcement Agencies.
 - e. Referral to Social Services for educational neglect.
 - f. Retention at grade level.
 - g. Possible school suspension.
 - h. A doctor's verification of illness.
4. Students who are absent from school for all or part of a day must bring a note from their parent/guardian or have the parent/guardian call the school prior to 8:15 a.m. on the day of the absence. Notes should be brought with the student upon their return to school if the absence was due to a medical concern. **If no note or phone call is received within 1 day, the absence will be considered unexcused.**
5. Students who want to leave at any time during the day must have permission from their parents. This permission may be obtained by having the parent call the school or by bringing a note. Any other requests will be denied.
6. Excessive Absenteeism:
- a. **Twenty Excused Absences.** If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the administration will report such information to the county attorney of the county in which the person having control of the student resides.
 - b. **Twenty Unexcused Absences.** If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the administration shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
 - c. **Other.** A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.
7. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or

excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

A student is considered truant if he/she is not in their assigned classroom and does not have permission for the absence. Students who are determined to be truant from school will be subject to the following consequences:

- a. First Offense – Parental contact made in order to determine student's absenteeism. The parent is given a chance to locate the child and return him/her to school. If the child is not located, the police are notified of the truancy. The child will make up the time and assignments that are missed during their absence.
- b. Second Offense – Same as the first offense with the addition of one (1) day of in-school suspension.
- c. Third Offense – Same as the first offense with the addition of two (2) days of in-school suspension and referral to the County Attorney and/or Child Protective Services.
- d. Fourth Offense – Suspension from school with the recommendation for alternative education services.
- e. Students truant from school will have (5) school days upon their return to school to earn credit for any missed work and tests.

STUDENT RIGHTS, CONDUCT, RULES, and REGULATIONS

DISCIPLINE POLICIES

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the Friend Public School System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on good behavior. Attendance ends as soon as the pupil shows an unwillingness to observe the regulations of the particular class and shows lack of cooperation.

The rules and standards in this section apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This section does not define all types of aspects of student conduct; however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

DISCIPLINE PROCEDURE

Timeout #1= The student will put a *yellow card* by their name on the timeout chart to remind them to slow down and think about their actions. The student received a timeout because they broke a classroom expectation set by the classroom teacher.

Timeout #2= The student will put a *red card* by their name on the timeout chart to remind them to stop and think about their actions. A second timeout means the student has broken two classroom expectations set by the classroom teacher. A note will also be sent home to the parent/guardian detailing the expectations broken. The parent/guardian will sign and return the note the next school day with the student.

Timeout #3=The student will put a *black card* by their name on the timeout chart, and they will spend time in the Principal's office. Parents/guardians will be contacted.

In the event in which the school standard discipline procedures (Timeouts) are ineffective with a student, the classroom teacher and the administration may choose to put a child on a more specific behavior plan/chart to ensure positive behaviors are being met and followed to help the student succeed.

DISCIPLINE PHILOSOPHY

It is the intent of the district's discipline philosophy to provide clearly stated classroom rules, be consistent, use logical consequences when possible, and communicate with parents when necessary. Teachers are encouraged to contact parents when problems arise. Likewise, parents are encouraged to maintain this two-way communication.

STUDENT CONDUCT

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Friend Public School, all students are expected to refrain from the following conduct.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- b. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- c. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- f. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
- g. Public indecency;
- h. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
- i. Truancy or failure to attend assigned classes or assigned activities;
- j. Tardiness to school, assigned classes or assigned activities;
- k. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
- l. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
- m. Willfully violating the behavioral expectations for those students riding Friend Public School buses.
- n. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- o. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes including insubordination.
- p. In addition, a student who engages in the following conduct that occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a) The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
 - b) The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
- q. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
 - a) Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
 - b) The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - c) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building

administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

- d) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- r. Student Appearance Policy: Students at Friend Public School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps - straps less than 1", "Tarzan" shirts, sagging pants);
 2. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
 3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
 4. Head wear including hats, caps, hoods up on hooded sweatshirts, and bandanas;
 5. Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student will have the opportunity to change clothing, and the student may call home for proper apparel. If the student will not change clothing, or other clothing cannot be found, or clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day.

Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

FORMS OF SCHOOL DISCIPLINE

Short-term suspension:

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Friend Public School Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

Long-term suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion:

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within 5 days of notice of expulsion or long term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his or her findings with the Superintendent, if the Principal has made a determination as above described.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the Principal or the Principal's designee.
4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Other forms of student discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive

counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions, detentions, or time-outs during the day. When in-school suspensions, detentions, time-outs, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

A principal (or designee) may determine that it is necessary to exclude a student from classes. In-school suspension or time-out may be used as an alternative to out-of-school suspension. The decision to remove a student from the classroom setting is made after a staff member has investigated the facts. Every attempt to notify the parent/guardian in a timely manner will be made, but it is important to understand that parents are not always readily available when a decision to exclude a student needs to be made. Disruptive behavior during the school day may result in an immediate time-out period spent in an isolated area, if available. The time-out will not exceed one (1) full day. In-school suspension will not exceed more than three (3) consecutive school days. Students are expected to complete class assignments and /or other assigned material during this time, and they will receive classroom credit for work appropriately completed.

REPORTING STUDENT LAW VIOLATIONS

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Friend Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

DUE PROCESS PROCEDURE

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and

- disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
- (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Friend Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

ADDITIONAL STUDENT CONDUCT RULES

The following additional student conduct rules are established. Failure to comply with such rules, including repeated violations, is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

CLASS CONDUCT

The basic right of class membership is contingent on non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people's rights, and make the best of the opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, Ms., or Dr. depending on their preference. The privilege to remain in class is based upon good behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, chairs, or counter tops.

Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

STUDENT CONDUCT AT ACTIVITIES

We encourage and expect parental support in the fostering of proper conduct at all school activities, elementary and high school. Students are subject to school rules while attending school-sponsored events.

PLAYGROUND RULES

1. Always follow directions of playground supervisors.
2. Be kind, respectful, honest, and courteous to everyone.
(Fighting, kicking, hitting, leaving people out of games, and saying mean things are not allowed.)
3. Use safety at all times when playing on the playground equipment.
 - Keep hands and feet inside the slide, and students cannot climb UP the slides.
 - No jumping out of swings
 - No standing in swings or on top of the monkey bars
 - No climbing or walking on tunnels
 - Students are not allowed to play tag on or around the equipment
 - Students cannot throw rocks/wood chips
 - Students must pick up recess equipment before coming back into the school.
4. When playing a game, be fair, take turns, and show good sportsmanship.
5. Ask for permission BEFORE you....
 - Go back into the school
 - Get a ball out of the street
6. No cutting in line or saving spots in a line for a classmate.
7. Enter and exit the school quietly – use your “indoor voice.”

HALLWAY RULES

Always walk, do not run, talk softly so other classes are not interrupted, and keep your hands to your sides.

LUNCHROOM RULES

1. No yelling
2. Use proper table manners
3. Clean up the area where you ate lunch
4. No cutting in line or saving spots in a line for a classmate
5. Walk, do not run when entering or leaving the lunchroom

BUS CONDUCT

The bus is an extension of the classroom with similar rules of behavior. It is extremely important for safety reasons that students observe basic bus rules when riding. The directions of the driver should be followed without question. Follow these bus rules:

1. The bus driver may assign seats
2. Be courteous
3. No profanity
4. No eating or drinking on the bus; keep the bus clean
5. Remain seated, until the bus comes to a complete stop.
6. Keep your hands and head inside the bus and out of the aisles.
7. For your own safety don't distract the driver through misbehavior
8. If listening to music it must be school appropriate and you must have headphones on.

When the bus driver reports student misconduct to the principal, the parent and student will receive notification including the nature of the offense. Except in cases of severe misbehavior and/or disrespect the following sequence will be followed.

- A. First notification will be a warning.
- B. Second notification will result in a three-day suspension from riding, and/or possible short-term suspension, long-term suspension, or expulsion.
- C. Third notification will result in suspension from riding for the remaining portion of the semester, and/or possible short-term suspension, long-term suspension, or expulsion.
- D. Fourth notification will result in suspension from riding for the remainder of the year, and/or possible short-term suspension, long-term suspension, or expulsion.

FIELD TRIP CONDUCT

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities, and/or celebrations of accomplishments. Field trips are a privilege. Decisions to exclude a student from a field trip are based on attendance, grades, late/missed work, behavior, conduct, or any combination of reasons, or any other reason deemed appropriate by the principal. Students will be held to the same rules they follow when regular class is in session.

BULLYING

Friend Elementary School Definition: Bullying is when a more powerful person or group keeps doing hurtful acts or saying hurtful words. (This does not include fighting or quarreling between people of roughly equal power or strength.) Examples include but are not limited to: Persistent, unwanted joking and teasing; Name calling; Unwanted comments;

Disrespect for another person's property; Leaving people out of activities/isolation/excluding/rejecting; Threatening people; Gossip and/or rumors; Public humiliation; Making people do things they don't want to do; and Rating or Ranking of personal characteristics. Please report bullying to a trusted adult if you are getting bullied or you know someone that is getting bullied.

SPECIFIC RULE ITEMS

VISITORS

Due to possible distraction, supervision concerns and liability, students are not allowed to have a visitor follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parents, patrons, etc.) must sign in at the main office.

SCHOOL VISITATIONS BY PARENTS

We welcome parents to visit their child's classroom for classroom parties or other special school events where guests are encouraged to attend, as it is a healthy boost to your child's pride when you come to school. There will be many opportunities for you to visit throughout the year. We hope your schedule allows you to participate.

PLAYGROUND

The playground is unsupervised during non-school hours. However, individuals using the school playground during non-school hours are expected to adhere to the playground rules that have been established for acceptable playground behaviors during school hours—please refer to those rules on pages 13-14.

LOST and FOUND

Lost items should be reported to the office. The office will seek to return each article found to its rightful owner. The "lost and found" is located in the Commons Area. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, or articles of clothing in the gym or hallways for extended periods of time.

ACCIDENTS

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. When a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered by school personnel, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Student Enrollment Card will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Friend Rescue Squad for assistance. Please inform the school of any changes in procedure that arise.

APPROPRIATENESS OF ITEMS AT SCHOOL

It is difficult to make a blanket policy on small items that children bring to school to show to their teacher and classmates. We will permit children to bring those items if they serve a school purpose. It must be understood that it is the responsibility of the child to bring and return these items safely. The school or teacher cannot accept the responsibility for such items becoming broken or stolen. Pets are not allowed at school. Should an occasion arise when a child wishes to show a pet to the class, arrangements should be made with the teacher ahead of time. The school is not responsible for lost, stolen, or damaged personal items.

SCHOOL PARTIES

The classroom teacher will organize room parties. Usually we honor 3 room parties a year – Halloween, Winter break, and Valentine's Day. Birthday treats are welcomed on the celebrated days and if treats are to be passed out, all must have a choice of taking one or not. Party invitations may be distributed at school only if every child in the class will be receiving one.

LUNCH PERIOD AND SCHOOL LUNCHES

The school has available to its students a Hot Lunch Program. Students may purchase meals if they desire. Free and Reduced Lunch applications are available to all students, and any information received will remain confidential. Based on family income, students may qualify to receive free meals, or pay a reduced price of 30 cents for breakfast and 40 cents for lunch (these prices may vary based off of state regulations). A lunch count will be taken in the first period each day to assist the cooks in planning. Students should make sure they clean up the area around them when they finish eating in the cafeteria. A parent/guardian will be notified weekly when their student's account balance falls below zero.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax%20Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
[1400 Independence Avenue, SW](#)
[Washington, D.C. 20250-9410](#)

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

GUM AND CANDY

Neither gum nor candy are allowed during school hours unless provided by the classroom teacher or principal due to a special occasion.

SEARCHES OF STUDENT'S PROPERTY

An administrator or the administrator's designee may search a student's property (including, but not limited to, the contents of the student desk, locker, automobile, pockets, purses, gym bag, or backpacks) when there is reasonable cause to believe that search will disclose evidence of violation of a statute, board policy, or school rule.

POLICE QUESTIONING OF STUDENTS

The school will cooperate with law enforcement agencies so that the rights of the school, the home, civil authorities, and individuals are understood and protected. Law enforcement agencies/social services may question students prior to parental notification if deemed appropriate due to suspected child abuse or neglect.

BICYCLES

Bicycles should be parked in or near a bicycle rack.

REGULAR BUS RIDERS – NOT RIDING

A regular bus rider, who, for any reason, will not ride the bus to or from school on any particular day, should get word to the driver directly or by way of the office. Your cooperation on this will eliminate much uncertainty and loss of time.

CLOSED CAMPUS

Students are NOT allowed to leave campus for lunch. Students will only be allowed to leave for lunch with a parent request. The parent will check them in and out of the building through the office. The parent will also pick-up their child and return them to school.

CLASSROOM/TEACHER ASSIGNMENTS

Any pupil may be assigned, at the discretion of school officials, to the grade level, class, or teacher most appropriate for the academic, social, and emotional development of the pupil. Judgments about the appropriateness of pupil assignment are the prerogative of the professional employees of the district.

TORNADO, FIRE, and INTRUDER DRILLS

Tornado, fire, and intruder drills will be held periodically throughout the year to ensure proper procedures in case of emergencies. Each classroom will have exit routes posted.

ELECTRONIC DEVICES/LASERS

Students will not be permitted to possess electronic games, or other communication devices in school. Students are also not permitted to have "laser pointers" of any type in their possession. Cell phones need to be kept in the students backpack (or cell phone chart) and turned off during the school day. Watches (Fit Bit, Iwatch etc) that have phone access will be allowed until they become a distraction, then the student will be asked to keep their watch at home. Earbuds are not allowed during school hours.

TELEPHONE USE

Office personnel will gladly cooperate with parents or guardians in getting messages to students during school hours, but only at times which do not disturb class instruction time, unless it is an emergency. We seek your understanding and support in limited use however. We feel that calls relating only to school needs and extensions of school functions are legitimate uses.

CHAIN OF COMMAND

Friend Elementary School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, curriculum or any non-curriculum matters, please follow these steps:

1. Contact the child's teacher first. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then...
2. Contact the principal, 947-2781, for a conference. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent

BEFORE/AFTER SCHOOL TIME

Administrators, teachers, and paraprofessionals have the authority to detain students after school or require students to arrive at school early for extra help or for disciplinary action. The student and his/her family must rearrange work schedules, extracurricular activities, baby-sitting of other siblings, etc. If a student is asked to stay after school, their siblings are not allowed to stay with them. These are also not reasons for being unable to stay after school.

INSURANCE

The school does not pay insurance premiums for students. Parents are highly encouraged to purchase insurance.

POSTERS and SIGNS

All posters and signs designated to be posted must have the approval by the principal before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

ENROLLMENT CARDS

Student enrollment cards provide us with important information. Please contact the school in regard to any changes throughout the year.

CANCELLATION OF SCHOOL

In the event of inclement weather, school cancellations will be broadcast on local television channels as well as on local radio stations. Specific information regarding school closing information will be posted on the school webpage (<http://www.friendbulldogs.org/>). Friend Public School also uses Blackboard Connect in case of cancellation of school. Parents will be notified via automated phone call, text, and email. The early morning news hour is the best time to listen to school closings.

COPYRIGHT and FAIR USE POLICY

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

STUDENT HEALTH

IMMUNIZATIONS

The state of Nebraska requires that students be immunized against...

● <u>measles, mumps, and rubella (MMR)</u>	2 doses
● <u>poliomyelitis</u>	3 doses
● <u>Diphtheria, Pertussis, Tetanus (dpt)</u>	3 doses
● <u>Hepatitis B</u>	3 doses
● <u>Chicken pox</u>	1 dose

prior to enrollment, and any student not in compliance **shall not be permitted to continue in school.**

An exemption will be granted for health reasons substantiated by a signed statement from a physician. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

A nurse is available on a limited basis at the school. Professional review of immunization, health recording, as well as health screening will be handled through the nurse.

In cases that warrant more than first aid treatment, the parent will be contacted for further action. Under state law, our nurse is required to update immunization reports, and all new students entering our school either as a kindergarten student or a transfer student will need to furnish the nurse an immunization form (furnished by her office).

School health services are intended to support, not substitute for, the health care that should be provided by parents.

A physical inventory (height, weight, vision, hearing) will be done on each student during the school year and the finding recorded in their permanent file. Parents will be notified by phone or mail of the results or recommendations, only if concerns arise.

MEDICAL EXCLUSION FROM SCHOOL

It is for the well-being of your child's health and his/her classmates that we have certain school policies on when a child should not be in school exposing other students, but at the same time we do not want a child absent from school so often or for such an extended period of time that they get behind on their class work.

Our school policies are:

1. Parents of sick children will be contacted and the school expects the child to be picked up within 1 hour of notification.
2. Exclusion of children with a temperature of 100 degrees or above, symptoms of vomiting, diarrhea, or a suspicious contagion.
3. Any pupil with a rash must be excluded until the disappearance of the rash. If the physician recommends that the child be readmitted, with a written notice to that effect, the admittance is acceptable.
4. Some contagious infections require treatment and the student may return to school 24-48 hours after verified treatment has been started and/or when the physician permits return in writing. These diseases include but may not be limited to: Pinkeye, Impetigo, Intestinal Worms, Ringworm, Scabies, Scarlet Fever, and/or Strep infections.
5. Contagious infections such as Chicken Pox, CMV, (Cytomegalovirus), Infectious Mononucleosis, Influenza (Flu), Fifth's Disease, Hepatitis, and Tuberculosis require that the student's symptoms be altered or absent before they are readmitted to school unless we have a physician's statement, in writing, stating otherwise.
6. Life threatening contagious infections without known treatment may require exclusion from regular school attendance. These diseases include but may not be limited to: AIDS, Chronic Hepatitis, etc.
7. Students may be excluded from school under "Emergency Exclusion" for a dangerous communicable disease that is transmissible by normal contact and/or poses an imminent threat to health. Students can be excluded from school and school functions for up to five (5) school days.

COMMUNICABLE AND INFECTIOUS DISEASES

It shall be the responsibility of the Friend Public School principal to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse and superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

1. Measles (Rubella): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and

- personnel who are at risk of contracting the disease. Most communicable prior to rash. The student will also need a doctor's note saying they can return to school.
2. Three day measles (Rubella): Students may return to school four days after the onset of a rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash. The student will also need a doctor's note saying they can return to school.
 3. Fifth Disease: A student may attend school while rash is still present if there is no fever, excessive itching, sore throat and other discomfort.
 4. Mumps: A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
 5. Chicken Pox (Varicella): A student may return to school after one week if symptom free and pox are dried.
 6. Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students - May return with lesions covered or as the doctor advises.
 7. Streptococcal infection: A student may return to school 24 hours after the start of antibiotic therapy and a febrile (no fever).
 8. Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home with instructions not to return until under physicians care.
 9. Hepatitis: A student will be readmitted upon approval of a family physician.
 10. Scarlet Fever: A student may return to school 24 hours after starting antibiotics.
 11. Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home.

MEDICATION

Friend Public School recognizes that at the present time, many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. Any student who is required to take medication during the regular school day must comply with the following school regulations.

1. Written authorization signed by the parent will be required for prescription medicine and will include:
 - a) Child's name
 - b) name of medication
 - c) time to be administered
 - d) dosage
 - e) duration
2. Prescription medications **must** be in the prescription bottle from a pharmacy otherwise they will **not** be administered at school.
3. Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.
4. Over-the-counter medications brought from home will only be dispensed if in original container and a written authorization has been signed by the parent containing the same information as under #1 of this policy.
5. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
6. The school district retains the discretion to reject requests of administration of medicine.
7. Medication will only be dispensed by the school nurse or those appointed to do so by the school principal.

ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The Friend Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity: further, any employee, volunteer, employee, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the Board authorizes and directs school administrators, or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the Board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include suspension, expulsion and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor.

The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

Finally, the Board directs that this policy be included in all staff and student handbooks, and that it be posted in staff lounges and workrooms.

Policy Adopted: August 13, 1990

SMOKING PROHIBITED

It shall be the policy of Friend Public School that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the Board's policy that there will be no smoking in any school building or any school owned vehicle at any time.

INTERNET SAFETY

It shall be the policy of Friend Public School that access to the internet provided by Friend Public School is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the Board of Education of Friend Public School, is in any way prejudicial to the best interest of the district or in conflict with the Friend Public School Program of Services.

The Friend Public School Board of Education reserves the right to refuse access to the Internet by Friend Public School to anyone when it deems it necessary in the public interest.

DEFINITIONS

1. Access to the Internet-A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition or the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the Internet.
7. Technology protection measure shall refer to a proxy server managed by Friend Public School that blocks and/or filters Internet access.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Friend Public School Technology Committee.
9. Technology Committee as used herein shall refer to a group of Friend Public School staff including the following:
 - a. Administrator
 - b. Director of Technology
 - c. One (1) Network Information and Operations Center staff member
 - d. Two (2) staff members appointed by the Administrator

ACCESS TO INTERNET BY MINORS

Minors accessing Internet services provided by Friend Public School when attending the alternative school or working as an employee or volunteer of Friend Public School; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Friend Public School or at a facility of which Friend Public School has otherwise been granted primary custody; or when accessing Friend Public School Internet services with remote access connections shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational or work-related uses.
2. Minors shall not use Friend Public School technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at Friend Public School.
5. Minors shall not disclose personal identification information on the Internet.

ACCESS TO INTERNET BY ADULTS

Adults accessing Internet services provided by Friend Public School when working as an employee or volunteer of Friend Public School; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Friend Public School or at a facility of which Friend Public School has otherwise been granted primary custody; or when

accessing Friend Public School Internet services with remote access connections shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use Friend Public School technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network systems security.
3. Adults shall not engage in illegal activities on the Internet.

TECHNOLOGY PROTECTION MEASURE

Friend Public School shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Friend Public School.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with permission of the administrator of Friend Public School.
2. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member.

POLICY VIOLATIONS

Any violation of this policy may result in the loss of access to the Internet by Friend Public School. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Friend Public School board policy, and including applicable law enforcement agencies when necessary.

POLICY CHALLENGE PROCEDURE

An individual who has been granted access to the Internet by Friend Public School and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to Friend Public School Director of Technology in writing for forwarding to the Technology Committee for consideration.
2. The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
3. Friend Public School department directors will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Friend Public School any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of Friend Public School Internet Safety Policy which cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Friend Public School established grievance policy or at the Friend Public School administrator and/or board level for challenges presented in writing by individuals other than Friend Public School employees and volunteers who have been granted access to the Internet by Friend Public School.

Policy Adopted: 6-11-01

Saline County School District 76-0068

STUDENT FEES

The following "Student Fees Policy" was developed and approved by the Board of Education as a response to Nebraska State Statute LB 249. This statute, entitled Public Elementary and Secondary School Student Fee Authorization Act, specifies what a school may require a student to furnish and a maximum cost the student may pay for the amount of fee or specified material required. As stated in paragraph 4 of the Student Fees Policy, "The policy includes Appendix 1, which provides further specifics of student fees and materials required of students for the 2021-22 school year."

It shall be the policy of Friend Public School that it adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy

its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire required for specified courses and activities.

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metal or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or consumable items and miscellaneous

(a) Extracurricular Activities Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

3. Parking

Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

4. Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively,

such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

5. Extracurricular Activities/Fees for participation

Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

6. Postsecondary Education Costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

7. Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

8. Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

9. Participation in before-and-after-school or pre kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

10. Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

11. Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for the field trip lunches and similar activities.

12. Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

13. Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student

handbook). The Student Handbook or the equivalent shall be provided to every student of the District or every household in which at least one student resides, at no cost.

14. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Certification

At the August school board meeting, the school board held a public hearing on the student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Legal References:

Neb. Rev. Stat. §§79-2, 125 to 79-2, 135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act) Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Friend Public School Policy Adopted:7-14-03 Saline County School District 76-0068

Appendix “1” to 2023-24 Student Fees Policy of Friend Public School

Additional Specification of Required Materials and Fees¹

<u>Elementary Program</u>	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$20.00 for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost

¹ This listing is a part of the Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the school year.

		supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast--\$2.00 Lunch--\$3.00 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

STATE AND FEDERAL PROGRAMS

NOTICE OF NONDISCRIMINATION:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Friend Public School, and all others who interact with Friend Public School are hereby notified that the Friend Public School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

DESIGNATION OF COORDINATOR(S):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Superintendent, Friend Public School, P.O. Box 67; 501 Main Street, Friend, NE 68359, 402 – 947 – 2781.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

ANTI-DISCRIMINATION & HARASSMENT POLICY:

Elimination of Discrimination. The Friend Public School hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Friend Public School is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Friend Public School will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Friend Public School. If a satisfactory arrangement cannot be obtained through the Superintendent of Friend Public School, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Friend Public School will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

NOTICE TO PARENTS OF RIGHTS AFFORDED by SECTION 504 of the REHABILITATION ACT OF 1973:

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

NOTIFICATION OF RIGHTS UNDER FERPA:

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment

status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

NOTICE CONCERNING STAFF QUALIFICATIONS:

The ESSA gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Friend Public School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Friend Public School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of ESSA.

STUDENT PRIVACY PROTECTION POLICY:

It is the policy of Friend Public School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent

does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and, any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by

an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to option their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

PARENTAL INVOLVEMENT POLICIES:

A. General - Parental/Community Involvement in Schools:

Friend Public School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Friend Public School’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children’s education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the ESSA. Friend Public School has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Friend Public School to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Friend Public School that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District’s Title I program. The term “parental involvement” means the participation of parents in regular,

two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

12. Please see our school website for information on Child Find www.friendbulldogs.org

1. Involving parents in the joint development of the District’s Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools’ and parents’ capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District’s parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. Such compact shall: (1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (ii) frequent reports to parents on their children’s progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to

participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

HOMELESS STUDENTS POLICY:

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and an adequate residence, as further defined by applicable federal and state law. No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with the law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which

the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Friend Public School, and the homeless child continues to live in the Friend Public School, transportation to and from the school or origin shall be provided by the Friend Public School; and (2) if the homeless child lives in a school other than the Friend Public School, but continues to attend the Friend Public School based on it being the school of origin, the new school and the Friend Public School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

BREAKFAST AND LUNCH PROGRAMS

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

[1400 Independence Avenue, SW](#)

[Washington, D.C. 20250-9410](#)

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities, the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child from free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - A publicly- announced, simple method for making an oral or written request for a hearing.
 - An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness.
 - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

NOTICE OF ASBESTOS PLAN AVAILABILITY

The Friend Public School System's asbestos management plan is located in the office of the Asbestos Program manager and Superintendent and may be reviewed by requesting permission through his or the Principal's office. A copy of the basic building will be located in the Principal's office of each building. Summary information of all buildings is included in the master plan in the Asbestos Program Manager's office. Information on auxiliary buildings is located in the building plans and the master plan.

Asbestos is assumed to be located in concrete, roofing felts, pipe elbows, carpet glues, etc., which is of minimal public health concern.

The asbestos-containing events are re-inspected on a six-month basis and the plan will be revised to indicate any change in status of these various events and to upgrade the asbestos response system. Up-to-date information regarding asbestos within the building may be obtained directly from the Asbestos Program manager. On at least a three-year basis, an inspection by a federally certified inspector will be conducted and the asbestos management plan revised accordingly. The plan will be kept current through periodic additions to an ongoing filing system maintained to support the plan and to document the appropriate and regulatory correct conduct of the School System. These files are part of the plan and may be reviewed by the public and copies obtained upon request. Similarly, requests for immediate repair or response made as part of the initial inspection, and which may evolve from future inspections are also part of the plan. There is an assumption that immediate response actions identified through the initial inspections have occurred unless otherwise stated within the building plans.

Friend Public School 2023-24 Calendar

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
28	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Qtr.	Ends	Teacher Days Scheduled
1	10/13	45
2	12/21	46
3	3/6	46
4	5/17	48
	Total	185

Total Student Days: 178

August

2 Flex day – 1-11

PD/Teacher Workday 14

15 First Day of School – 2:00 out

September

4 NO SCHOOL – Labor Day

5 Teacher Cohort Day

October

4 PT Conferences – 12:30 out

6 NO SCHOOL – Fall Break

13 End of Quarter 1

November

No School Nov. 22-24

December

21 End of Quarter 2

Holiday Break Dec 22-Jan2

[NSAA Moratorium Dec 23-27](#)

January

2 Teacher Work Day

3 Teacher Cohort Day

February

21 PT Conferences – 12:30 out

23 NO SCHOOL

March

6 End of Quarter 3

Spring Break 7-8

13 Conference Quiz Bowl

29 No School

April

1 No School

May

11 Graduation

16 Last Day of School – 12:30 out

17 Teacher Work Day

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Workday/No Students

No School Break Days

Flex Day

Dismiss 12:30

Dismiss 2:00