



**Friend School**  
**Employee**  
**Handbook 2024-2025**

*Flyin' High with Falcon Pride*

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



# Friend School Faculty and Support Staff

## *Teachers*

<b>Velvet Smith</b>	Pre-K	<b>Lana Dewbre</b>
<b>Janet Howard</b>	Kindergarten	<b>Jamie White</b>
<b>Ana Ortega</b>	1st Grade	<b>Tonya Martinez</b>
<b>Misti Battershell</b>	2nd Grade	<b>Amanda Nickles</b>
<b>Rita Combs</b>	3rd Grade	<b>Marissa Green</b>
<b>Sarah Mitchell</b>	3rd Grade	<b>Shannon Rogers</b>
<b>Christina Derieg</b>	4th Grade	<b>Kathy Stonebarger</b>
		<b>Gary Dewbre</b>
<b>Jennifer Shearer</b>	5th-8th Grade	<b>Mindi Smith</b>
<b>Tammy Critchfield</b>	5th-8th Grade	<b>Josie Davidson</b>
<b>Mandi Woods</b>	5th-8th Grade; Coach	<b>Shirley Howard</b>
<b>Ric Lambert</b>	Coach, 5th-8th Grade	<b>Amanda Black</b>
<b>Tonya Hogan</b>	5th-8th Grade; PE	<b>Dena LaFever</b>
<b>Donna Lovejoy</b>	Special Education	<b>Troy Williams</b>
<b>Stacy Rich</b>	Music; Teacher	<b>Kayla Sanders</b>

## *Support Staff*

<b>Aide</b>
<b>Aide</b>
<b>Aide</b>
<b>Aide/Softball</b>
<b>Aide</b>
<b>Aide</b>
<b>Library</b>
<b>Maintenance</b>
<b>Cafeteria</b>
<b>Cafeteria</b>
<b>Cafeteria</b>
<b>Cafeteria</b>
<b>Custodian</b>
<b>Baseball</b>
<b>Softball</b>

## *Office*

<b>Kristi Smith</b>	<b>Secretary</b>
<b>Nancy Herndon</b>	<b>Financial Secretary</b>
<b>Susan Coble</b>	<b>Superintendent</b>



## Friend School Faculty and Support Staff Handbook

### **FACULTY AND STAFF HANDBOOK DISCLAIMER** (Board Policy BPCAB)

The Friend Board of Education understands the importance of providing handbooks and other written materials to faculty, staff, and students so that each may be adequately informed as to the expectations of Friend School. All information contained in the handbook is intended to help employees understand the policies and practices of Friend School. Friend Public School reserves the right to make any needed changes.

The Friend School Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status.

Topics are arranged alphabetically in the handbook.

## -A-

### **ABSENCES**

(Board Policy DEC)

#### **Teachers and Support:**

In the event that you or a family member becomes ill, please notify Kristi Smith as soon as possible so that she may arrange for a substitute. Lesson plans should always be prepared and ready to go on Monday of each week. Lesson plans may be done in a lesson planner or using TeacherEase. They do not need to be turned in weekly but are ready to be checked if needed. In addition to lesson plans, there should be a substitute folder in the office to assist the substitute in knowing the class schedule, procedures, etc. In order to find a substitute, please notify Kristi Smith of scheduled appointments and the need for release time. [Kristi Smith- 405-224-1104](mailto:Kristi.Smith@friendps.org)

Emergency situations may arise on occasion causing an employee to be late. Should this occur you must call the administrator. If the administrator cannot be reached you should then contact the school secretary so that arrangements can be made to cover your class. You must report to the office secretary when you arrive.

**Teachers** are given 10 sick days per school year. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Three paid personal days are also given. If these days are not used, they will roll over into sick leave. Please do not schedule your

personal day right before or after an extended leave. ***Personal days need to be taken before the last 15 days of school if possible.***

**Support** employees will also contact Kristi Smith as soon as possible when you need to be absent due to illness. Employees are given one day of sick leave per month equaling the number of hours worked. Unused sick leave shall be cumulative to a total of sixty days. Three paid personal days are also given. If these days are not used, they will roll over into sick leave. Time Sheets for support employees will be adjusted as necessary. In order to find a substitute, please notify Kristi Smith of scheduled appointments and the need for release time in advance.

For more information on bereavement, jury duty, military leave, emergency leave, professional leave, Family Medical Leave, and Temporary Leave of Absence, please refer to the policy manual. Appropriate Leave Request Forms should be used. Please see the FORMS section for the Leave Request Form. For planned absences, forms should be submitted prior to the absence.

## **ATTENDANCE**

Teachers are required to record attendance first thing every morning. It is important that this be completed promptly and accurately. Attendance will be recorded through Google Sheets. State and Federal funds depend on the accuracy of attendance. AM & PM attendance will be taken in the morning. Late arrivals and early releases will be adjusted in the office. Attendance will be taken as soon as morning announcements are complete.

A student will be counted as tardy if they arrive after 8:05 AM. Please do not allow a student in your class without a tardy slip or attendance note after the morning announcements are completed.

## **ACADEMIC ELIGIBILITY**

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

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

## **ACCIDENT REPORTS**

Teachers and support staff shall report all accidents that occur in the school building or on school grounds to the administration immediately. **Accident reports must be filled out by the teacher/support employee witnessing the accident.** Please notify the administration if a doctor needs to be summoned. If there is blood or bruising an accident report should be filled out. If the accident involves a school employee, the accident report must be filled out on the day of the accident and sent to the superintendent's office.

## **ALARM SYSTEM**

All employees will be given codes to use with the alarms and will use the alarm system. **If you are the last one in the building or after 4:00 PM, please be sure that all doors are securely locked and closed before leaving.**

## **APPEARANCE OF THE BUILDING**

Our goal is to make our campus a friendly and inviting environment. We are all responsible for the appearance of the buildings and school grounds. Classrooms should be clean, safe, and orderly. The halls should be clean and clutter-free. Signs should be up to date and give a positive message.

Work orders are available in the office for maintenance with any issues you may have. Please fill out a request if you need ceiling tiles replaced, light bulbs replaced, mini blinds replaced, or paint touched up in your rooms. Additional supplies have been purchased for dusting, and for cleaning glass should you need these items for your rooms.

## **ASSEMBLIES**

Assemblies will be held during school hours and will be a part of the school program. The assemblies shall be planned by the school administration, faculty and staff. All students will attend virtually unless excused. Any assembly or school-wide gathering that should occur during the regular school day will be supervised by all teachers unless other arrangements have been made with the building administrator.

## **ASSIGNMENT OF TEACHERS**

(Board Policy DK) It is the policy of the Friend Board of Education that teachers shall be assigned to positions by the administrator. Assignments shall be based on the requirements of each position and the qualifications.

**-C-**

## **CAFETERIA / RECESS PROCEDURES**

Teachers are responsible for walking their students to the cafeteria and supervising them while in the cafeteria. Cafeteria staff will also be involved with lunch duty. Teachers should sit where they can provide supervision and correct any student misbehavior. Meals for employees are paid due to a working lunch.

Students will sit in assigned seats. When students are finished with their meal they will be dismissed to the playground. There must be 2 employees on playground duty at all times. If a need arises for another person to assist one of the duty teachers will call the office.

## **CELL PHONES**

No student cell phones, smart watches, or Bluetooth headphones/devices will be allowed to be used at any time during the school day. Phones will not be allowed during athletics/PE or class changes. Students will not be allowed to use their phones in the hallways or restrooms. If you feel your child must have a cell phone, the device must be turned off and kept in their backpack in their locker (not in a pocket or on their person) during school hours. The school is not responsible for lost, stolen, or damaged devices. Again, this policy is in effect throughout the entire school day. Students may not have cell phones in the gym locker rooms or bathrooms for any reason.

Teachers and support staff may have a cell phone in their classroom/work area. Cell phone use should be limited to planning times, breaks, and lunch. Cell phones should not be used while students are present unless there is an emergency.

## **CHILD ABUSE AND/OR NEGLECT-REPORTING**

(Board Policy FFG) In accordance with Oklahoma law, **every certified or support employee** responsible for children under 18 years of age has reason to believe that any such child has had a physical injury or injuries inflicted on him/her by other than accidental means where the injury appears to have been caused as a result of physical abuse, mental, sexual abuse, or neglect shall **report the matter promptly to the Department of Human Services (DHS) and to local law enforcement.** The statewide DHS hotline number is 1-800-522-3511.

The employee shall also inform the administration. Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

## **CHILD FIND NOTICE**

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

## **CONCEALED WEAPONS**

It is unlawful to carry a concealed weapon on Friend School premises. A person may not intentionally, knowingly, or recklessly carry a concealed firearm, illegal knife, club, or other prohibited weapon on the premises, or other grounds, buildings, or vehicles used to conduct Friend School business.

## **CONFIDENTIALITY**

Confidentiality of student educational records, academic performance, and behavior are protected under the Family Educational Rights and Privacy Act (FERPA). All confidential and cumulative records will be kept in a fire-safe and locked cabinet in the school office. All records MUST be checked in and out of the office. All records must remain in the building. Each faculty member must sign a form stating that they have received training in confidentiality each school year. Policy FL and FL-R follow this section for your review.

## **COPYRIGHTED MATERIAL**

(Board Policy EFEA) Employees are urged to follow the guidelines and to instruct students in observing of copyright provisions. For more information please see the Board Policy.

# **-D-**

## **DISCIPLINE**

(See Board Policy FO and Behavior Flow Chart) The Friend Board of Education believes that the school's primary goal is to educate, not to discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

Administrators and teachers in Friend School have the same rights as a parent or guardian in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case.

In all disciplinary actions, the faculty, staff, and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultations with parents to determine the most effective disciplinary measure. Proactive approaches will be utilized to minimize discipline issues.

Teachers are responsible for classroom management and the discipline of their students. If there is a time when it does become necessary to send a student to the office, a discipline form should be completed in Google Forms showing the things that have been done previously to correct the misbehavior of the student and record when the parent was contacted to discuss the issues.

## **DRESS CODE**

Appropriate dress is a means of promoting respect for authority, traditional values, and discipline. Teachers shall refrain from any style of dress, hairstyling, or personal grooming that might be a

distraction to the educational goals of the school. Faculty and staff are expected to model appropriate dress for our students. Teachers should be mindful of the student dress code and uphold it. Support personnel should also dress appropriately for their assigned job.

## **-E-**

### **EMAILS, and TEXT MESSAGES**

(Board Policy DHAC) Emails and text messages made at school can fall under the Open Records Act. Be very cautious about what you put in writing. If in doubt, communications with parents should be reviewed by the administration before sending it. Communication with all parents in a class, sport, etc. should be given to the Principal before distributing to families. If you are communicating with a student you may use GroupMe or TeacherEase. If a text message is sent and this is discouraged, a parent must be in the conversation.

Email will be my primary form of communication. Please check your email regularly.

### **EMERGENCY SUBSTITUTE FOLDER**

An Emergency Substitute Folder should be available in case of an emergency. Lessons and activities, class schedule, class rules and procedures, procedures for dismissal, and any particular needs of students.

### **EMPLOYEE DRUG PREVENTION POLICY AND EMPLOYEE DRUG TESTING**

(Board Policies DCC, DCC-R, DCC-E1) In recognition of the clear danger resulting from drug abuse, and in a good faith effort to promote the health, safety, and welfare of employees, students, and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226). Employees must read the policy and sign a form indicating that they have read the policy each school year. The policy is included in the policy section of this notebook.

### **EMPLOYEE INFORMATION UPDATES**

Any personal status changes affecting recordkeeping or your paycheck must be reported to Nancy Herndon promptly. These changes include address, telephone, and/or marital status.

### **EMPLOYEE RESIGNATIONS**

(Board Policy DDC) It is the policy of the Friend Board of Education that any employee may submit a written resignation from employment with the school district. The resignation must be written, dated, and signed. It must specify the date upon which the resignation is to be effective. The resignation must be mailed to the superintendent by certified mail, return receipt requested, or personally delivered to the superintendent's office, and acknowledgment of receipt inscribed on the face of the resignation.

Keys, identification cards, and other school property issued or checked out to an employee must be returned to the School on the last active day of employment. If an item of property cannot be returned, monetary reimbursement must be made.



## **END-OF-YEAR CHECK-OUT PROCEDURES**

Each faculty member will be required to complete an end-of-the-year Check-Out process. The check-out form will be supplied to the teachers on/before the last week of classes. This should be scheduled and completed in a timely manner.

## **EVALUATION POLICIES TEACHER**

(Board Policy DNA) The Friend Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator. All certified staff members shall be evaluated using Tulsa's TLE Observation and Evaluation System. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

## **EXTRA DUTIES**

Extra duty at ballgames or other activities will be expected on occasion. If everyone does their part, this will be a fairly easy task. Games are scheduled and each person will be asked to help with home games for 5th and 6th Basketball, home games for 7th and 8th Basketball, home games for Softball, and home Baseball Games. You will also be required to help with Basketball Tournaments.

**-F-**

## **FACULTY MEETINGS/MEMOS**

Faculty meetings will be held monthly on Wednesdays as deemed necessary to ensure the successful operation of the school. It is important that teachers attend meetings that are scheduled.

Teachers should be on time and should stay until the meeting is completed. This will be a time for collaboration and professional development. The meeting time will not exceed one hour.

An email will be used as the primary source to disseminate information. Therefore, it is important that teachers and support staff check their email daily. The administration will maintain a Master Calendar. Teachers and coaches must submit items to be added to the calendar in a timely manner. This will help keep everyone informed.

## **FERPA (NOTIFICATION OF RIGHTS)**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act:

- The right to inspect and review the student's educational records;
- The right to seek to correct the student's educational records in a hearing if necessary;
- The right to exercise limited control over other people's access to the student's educational records;
- The right to report violations of the Act to the Department of Education;
- The right to be informed about FERPA rights. If translation to another language is necessary, it will be provided.

All rights and protections are given to parents under the FERPA and this policy transfer to the student when he or she reaches the age of 18 or enrolls in post-secondary school.

### **FERPA Practice Tips**

- When parents are divorced, either parent may furnish consent and both parents are entitled to inspect the student's records unless the divorce decree explicitly terminates a parent's FERPA rights.
- Email communications qualify as education records that parents may inspect. When communicating with each other via email, teachers should pay attention to how parents may interpret these messages. If a teacher wants to communicate confidentially, they should do so orally, not via email.
- While records in the sole possession of the maker are exempt from inspection under FERPA, they may eventually be revealed. For example, when there is litigation, they may be compelled to produce documents through pretrial discovery, in compliance with a subpoena, or when testifying.

See Board Policy for more information on FERPA and Student Records.(Board Policy FL and FL-R)

### **FIELD TRIPS AND EXCURSIONS**

(Board Policy EFD) Field trips are intended to give students experiences that provide them with insight information or knowledge that cannot be adequately developed through regular classroom instruction. All student field trips and excursions, regardless of the distance from the school or district, must have the approval of the Administration. Teachers desiring to take students on a field trip must make a request, in writing, at least two weeks before the trip. Field trips must have educational merit and complement approved curriculum goals and regular learning activities.

Students going on the field trip must have written permission from parents or guardians. The permission slip should state the destination of the trip, the estimated item of arrival home, parent/guardian phone numbers as well as an emergency number, and permission from the parent to seek medical assistance if necessary. The sponsor must leave an itinerary with the office that includes the exact location and a phone number where the sponsor and students can be reached while out of town.

Students will be transported in school vehicles when traveling to and from a field trip destination except when a parent transports his/her own child home from the trip. Teachers must check the availability of buses and drivers giving them plenty of notice to plan and ensure coverage for field trips and excursions. This should be done with as minimal disruption to the regular school day.

Teachers will use the roll call method of accounting for students on field trips. Roll call will be taken after boarding transportation to leave for the trip and roll call will be taken again after boarding transportation to return from the trip. **The teacher is responsible for having an accurate written list of names of all persons to be transported, and one copy to be filed with the office. The teacher is responsible for ensuring there is adequate adult supervision for the trip.**

A list of students who are going on the trip along with the date of the trip is to be given to faculty members and staff who normally see the student during the time of the trip. Notify Food Services 2 weeks in advance for lunch cancellations or to arrange sack lunches for students. Notify the building secretary in charge of medication, to take along medication for students.

## **FUNDRAISING**

Fundraising activities in which something of value is offered to the recipient may be permitted at the discretion of the Board of Education. All fundraisers will be approved annually by the board of education.

## **-G-**

### **GRADING**

(Board Policy EIA-R1) The grading scale should be appropriately printed on grade cards and communicated to parents and the community. The grading scale for the Pre-Kindergarten Checklist is Satisfactory (S); Needs Improvement (N); and Unsatisfactory (U). The following grading scale shall be utilized by all teachers of grades K through eight: A 90-100; B 80-89; C 70-79; D 60-69; and below 60 is an F. Report cards are distributed every nine weeks. Students will receive progress reports in the fifth week of each nine weeks. **Two grades per subject must be given each week.**

## **-H-**

### **HOMEWORK POLICY**

Teachers may assign homework at their discretion.

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

## **-I-**

### **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY**

**POLICY** (Board Policy EFBCA) Friend School is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities. In order for the

school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for the appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. All students and staff will be required to review, sign, and return the Internet Policy. Please see the actual policy to follow for more information.

Devices and connectivity will be provided for students if distance learning is being done, or in the case of a temporary school closure. Alternative methods will be provided if connectivity is not possible.

### **INVENTORIES**

Inventories must be maintained by all personnel of Friend School should it become necessary to file claims arising from fire, theft, or storm damage. A separate furniture and equipment list must be used for each room of the building listing all items of furniture and equipment that are movable or portable. Classroom inventories are the responsibility of the teachers and should be updated at the end of each school year. The Librarian, Maintenance and Custodial Workers, Food Services Workers, and the Director of Transportation are responsible for inventories in their respective areas.

## **-K-**

### **KEYS TO BUILDINGS**

Maximum security of school buildings and their contents shall be maintained at all times. No one not employed by Friend School shall be issued keys that unlock buildings or auxiliary buildings without the permission of the superintendent of schools. The number of keys for the various school buildings shall be limited. Keys to school buildings are not to be duplicated without the approval of the administration. Should a key become lost, the administration must be notified immediately so that the necessary security arrangements can be made. Please make sure buildings are secure if you are the last one leaving a building at the end of the day or when you are working outside the school schedule.

## **-L-**

### **LESSON PLANS**

Lesson plans are designed to give educators the preparation and foresight needed to be effective instructional leaders in the classroom. Teachers should keep a written or typed, up-to-date record of their preparation for classroom activities. In case of teacher absenteeism without notice emergency lesson plans should be available. As long as lessons are well prepared and students are progressing, the form and extent of lesson plans will be left to the teacher's discretion. Post or include in your lesson plans a schedule reflecting lunch, specials, duties, etc. Lesson plans should be differentiated and reflect students' needs based on data collected. Lesson plans should include adaptations and enrichment for students with exceptional needs. Lesson plans will be reviewed during the teacher observation process.

## **LIBRARY/MEDIA CENTER**

Students and classes visit the library on an ongoing basis. Students are encouraged to check out books and to read as much as possible. The students are responsible for keeping the books in good shape and for being respectful when visiting the library.

## **-M-**

### **MEDICATION: ADMINISTERED TO STUDENTS**

(Board Policy FFACA) It is the policy of the Friend Board of Education that if a child is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student nonprescription medication be dispensed to the student, the administrator or his/her designee may administer the medication according to Board Policy.

### **MOMENT OF SILENCE**

(Board Policy EMI) At the beginning of each school day in which students are present at school, the district shall observe one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

## **-N-**

### **NEWS MEDIA RELATIONS**

(Board Policy GBC) The Friend Board of Education recognizes its responsibility to provide accurate information concerning the school district to the community and seeks to establish a good working relationship with the news media. The superintendent shall be responsible for preparing and disseminating frequent news releases about the district and its programs to the news media.

### **NONDISCRIMINATION**

It is the intent of Friend School District not to discriminate on the basis of race, color, national origin, sex, religion, veteran status, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

### **NOTES/PROMOTIONAL FLYERS TO PARENTS**

All notes, flyers, and FB posts addressing upcoming school events being sent to parents need to be pre-approved by an administrator.

## **-O-**

### **OFFICE PROCEDURES**

If you send a student to the office for any reason, please send a note or hall pass and the reason for sending him/her. If a child is to see the principal for discipline, a Behavior Referral Form form needs to be sent with him/her. Students being in the hall needs to be kept to a minimum.

## **OPEN RECORDS ACT**

Friend School employees are governed by the rules and regulations of the Open Records Act which calls for public access to the records of the school.

# **-P-**

## **PARENT CONFERENCES**

Parent conferences are held for all students at the end of the first and third nine weeks. All testing and accumulation of student data should be collected by the teachers by the end of the grading period. The conference is one of the most effective means teachers can employ to assist them in better understanding the child and in explaining to parents what the school is attempting to do for the child. Teachers may opt to have Student Led Conferences. Parent sign-in sheets for conferences will be required.

## **PARTIES**

Four class parties are held in the lower elementary during the year. These parties will be in Halloween, Christmas, Valentine's Day, and Easter. Parents should be notified prior to the party. Teachers and students should make every effort to clean their rooms before leaving to go home.

No invitations for private parties are allowed to be distributed at school unless the whole class is included. There will be no birthday parties held at school, however, special snacks are allowed at the teacher's discretion.

## **PLANNING PERIODS**

All teachers will have a scheduled preparation time each day. The preparation period may be used for the following duties: personal instructional preparation; planning, selecting, and preparing materials for instruction; conferring with parents, staff, and administrators; keeping school records; supervising aides (if assigned); grading student papers and recording student grades, and study of current literature to keep abreast of developments within the subject matter taught by the teacher.

## **PROCEDURES**

School and classroom procedures eliminate confusion and discipline problems. All teachers will establish clear and appropriate classroom procedures that eliminate confusion and discipline problems. It is everyone's responsibility to teach and carry out the established procedures for all of the common areas in the building; including but not limited to, hallways, assemblies, restrooms, recess, cafeteria, etc.

## **PROFESSIONAL DEVELOPMENT/GROWTH**

(Board Policy DMA and DMB) The Board of Education encourages participation in professional conferences and conventions by providing reimbursement for expenses incurred in attendance to such meetings which have received prior approval pending the availability of funding by the superintendent. Procedures will be established for making applications and approval for such attendance and reimbursement.

The professional development committee shall be composed of classroom teachers, administrators, parents, guardians, or custodians of children in the district. All certified teachers and administrators shall accrue at least seventy-five staff development points within a five-year period as required in the current staff development plan. One hour of instruction is equivalent to one point.

All certified employees must have a Professional Learning Focus aligned with their job description and an item on the TLE evaluation instrument. This gives teachers an opportunity to personalize professional growth.

## **PUBLIC RELATIONS**

Public relations play a vital role in the operation of our school district. It is important to acquaint the public with the purposes and goals of the school district and the means of achieving our purposes and goals. All school personnel have responsibility for the public relations program. Good public relations are the job of the entire staff.

## **PURCHASING SUPPLIES/MATERIALS**

To purchase items for your classroom/department you must first fill out a Purchase Order. The order should include the vendor's name, phone, and fax number and address; the account you are requesting to use funds from, the date, and your signature and purpose for the request. Please make sure and include product numbers, pricing, and a description. Before totaling, add any shipping costs. The order will need to be given to the superintendent for approval. You will then take it to the financial secretary for a Purchase Order Number. **The next step is faxing the order, emailing or you sending the purchase order to the vendor. When the order comes in you are responsible for checking the items received to see that the invoice is correct. Sign the invoice and take it to the financial secretary.**

## **-R-**

## **RESTROOM PROCEDURES**

All faculty and staff members are expected to enforce expected restroom procedures. Teachers are expected to take scheduled classroom breaks. Any students leaving their classroom at another time should be given a hall pass/sign-out when leaving and sign-in when returning.

## **ROTATION CLASSES**

All classroom teachers are to walk their students to the specials (music, computers, etc.) class on time and pick them up from the specials teachers on time. Students are not to be held from special classes for disciplinary reasons or to complete assignments without prior consent from the administrator and specials teacher.

In the upper-grade levels, all teachers are to be in the hall, by their door, to ensure an orderly and timely transition between classes.

## **RETENTIONS**

(Board Policy EIA-R1) Decisions to promote or retain students shall be based on the criteria outlined in district policy and upon what is judged by the teachers and administrators to be in the best interest of the child. Parents will be informed in writing of these considerations and decisions.

# **-S-**

## **SAFETY DRILLS**

(Board Policy CKC) The School District will conduct ten (10) safety drills each school year. All students and teachers shall participate in safety drills. The ten (10) drills shall consist of the following:

- **Lockdown drills:** A minimum of four lockdown drills shall be conducted at each site within the school district each school year. There will be 2 soft lockdown drills where you stay in place. There will also be 2 hard lockdown drills where you stay in place and hide. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school.
- **Fire drills:** A minimum of two fire drills per school year. Each fire drill shall be conducted within the first 15 days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
- **Tornado drills:** A minimum of two tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.

Each teacher will maintain an Emergency Packet by the exit in their classroom. The teacher must have the packet during drills and emergency situations. The packet will include a list of all students in their room and a copy of their enrollment card and emergency contacts. The teacher is responsible for keeping their Emergency Packet up to date.

Each classroom should have an emergency evacuation route map posted in their classroom with instructions on all emergency situations.

## **SCHOOL RECORDS**

(Board Policy FL) The school superintendent will be the legal custodian of all student records. The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

A cumulative record shall be kept as the official file of each student enrolled in this school district. The record shall contain the progress of the student from kindergarten throughout the remaining school year and shall include, but not be limited to, grade, attendance data, health and immunization history, results of the testing program, school activities, and personal family background.

Permanent student records should never be destroyed. Teachers are required to keep accurate attendance and grade records. Grades and attendance must be posted on each student's cumulative



file at the end of each school semester. Teachers should not include notes or comments that may be considered subjective. No special education records shall be kept in the student's cumulative file.

## **SEARCH OF STUDENTS**

(Board Policy FNF, FNF-R) The superintendent, principal, teacher, or security personnel of this school may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions: When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Any searches of students as outlined herein will be conducted by an authorized person who is of the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.

Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to the proper authority. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

## **SEXUAL HARASSMENT**

(Board Policy DA) The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Friend Board of Education will not tolerate sexual harassment by any of its employees.

## **SOCIAL MEDIA**

All faculty and staff should be professional and cautious when communicating on social networks. Student confidentiality should be maintained at all times. Check your messages before sending them to see if they would be appropriate. Teachers and staff are not to be "friends" or contact of any student outside of the official Friend School pages on social media.

## **SPECIAL EDUCATION**

Students who qualify for special education will have a formal written plan Individualized Educational Plan (I.E.P.) and 504 Plans. Classroom teachers are required to review and follow the IEPs of their students. This includes music, physical education, etc. Please check with Ms. Lovejoy to ensure you have seen the plan and have answers to any questions you may have prior to the beginning of school.

## **STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS**

(Board Policy DBCA) Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

## **STUDENT HANDBOOK**

All employees will receive a copy of the student handbook with information pertinent to school procedures. Employees should familiarize themselves with the contents in order to be able to answer questions of students/parents. The handbook will be reviewed and updated annually.

Please mark any sections we will need to further review in your handbooks throughout the year to make sure we do a good job with our end-of-the-year review.

## **SUPERVISION OF STUDENTS**

Teachers/support employees are reminded of the responsibility for the actions of students under their control. **Students should not be left unattended at any time during the school day or at other times when students are under the assigned supervision of a school employee.** If there is an emergency and/or a teacher needs to be out of their room the following procedure should be followed: Inform the office that you will be out of the room and request that the class is monitored by someone in the office. Someone will be sent to your room if they are available. If that is not feasible you will be informed that no one is available. Ask a teacher nearby to watch your students while you are out of the room. Do not leave students outside your classroom (in the halls) without your door open. You must be able to make visual contact at all times.

## **SUPPORT STAFF WORK DAY**

Bus drivers, food service workers, and other support personnel will work the number of hours determined by the administration to be necessary for their assignment. Schedules and shifts will be set by the administration. The administration will develop the time schedules to be followed within the workday so that positions will remain covered during employee breaks and lunch periods. Work schedules will be approved by the superintendent and are subject to change based on the needs of the district.

Support personnel may not leave the building without notifying the office. Any deviation from this schedule must be approved in advance by the supervisor. Support staff members are required to maintain a time sheet. The time sheets will be kept and hours will be recorded daily. Employees are responsible for accurate reporting of working time on timesheets. **The time sheets must be signed and turned in to the Financial Manager, Nancy, on the last working day of each month.**

No overtime will be approved unless it has been authorized by the superintendent. Non-certified personnel are required to sign in and out each day.

## **SUSPENSION**

Suspension is removing a student from school and all school functions for a specified period of time. Before a student is suspended out of school, the administration shall consider and apply, if appropriate, alternative in-school placement options. The administration may suspend a student for varying lengths of time depending on the infraction. A student can be suspended from one day to a maximum of two semesters. Parents or legal guardians of the student will be notified by mail and verbally, when possible, of the suspension. Students who are on suspension will not be allowed to attend any school functions during the suspension period.



## **TEACHER WORK DAY**

The school day for teachers shall begin at 7:40 and end at 3:30 after the buses have departed and children have been picked up in the afternoon unless special meetings are called. Classrooms and areas of normal supervision shall not be left unattended. If it becomes necessary for a teacher/support employee to leave the post, arrangements must be made with the administrator so that another person may provide coverage. Teachers shall be present in their classrooms when students are there. Support employees scheduled for playground duty must be prompt in assuming that responsibility.

While students are in the hallways, upper-grade teachers shall assist with traffic. School bus monitoring shall be on a voluntary basis if possible. If sufficient volunteers are not available, teachers shall be assigned to these duties. Meetings and/or conferences required by the administration may extend beyond the teacher workday.

## **TELEPHONE USAGE AND MESSAGES**

Classes must not be interrupted for routine telephone calls. Personal calls made by teachers should be made during conference periods or lunch periods. Teachers will not be interrupted from classes to answer school business or personal calls. Messages will be taken for all calls to teachers by the office staff and placed in mailboxes. Phone messages from parents should be returned within 24 hours and documented. Personal cellular devices should be silenced/turned off while teachers are in their instructional setting with students.

Students should not call parents during the school day unless they are sick or there is an emergency.

## **TITLE IX**

(Policies FB, DA, DAA)The Friend Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Friend School administrators, teachers, and support staff will be required to have yearly training on Title IX.

Friend School Title IX Coordinator

Susan Coble  
1307 County Road 1350  
Chickasha, OK 73018  
scoble@friend.k12.ok.us  
405.224.3822

**TOBACCO USE PROHIBITED**

(Board Policy CKDA) In the interest of the health and safety of its employees, students and visitors, it is the policy of the Friend Board of Education that all use of tobacco products and vaping is prohibited in all school-owned buildings, and in school vehicles that transport students. This policy pertains to all school buildings, office buildings, gymnasiums, outbuildings, and any other structure similarly used and/or leased by the district to other community agencies. The Tobacco-Free Schools Policy shall apply to all school employees, students, visitors, and spectators. This also applies to all staff when they are traveling with students.

**TRAVEL REIMBURSEMENT**

(Board Policy DEE) Expenses incurred by individuals for travel on behalf of the district should be reimbursed. Reimbursements will be made upon approval by the Board of Education after the proper presentation of supporting documents. For more information please see the policy following this section. You will need to request a reimbursement form from the financial secretary when you return.



**VACATION AND HOLIDAYS FOR STAFF**

(Board Policy DEBA) Support personnel of Friend School employed on a 12-month basis shall receive credit for ten days of paid vacation per year, accrued at a rate of one day per month after the first two months of employment.

Full-time support personnel are entitled to time off with pay for holidays that are observed by the school district or specified by contract. Designated holidays are New Year's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving, and Christmas.

**VISITORS AT SCHOOL**

All visitors, including parents, are required to report to the office immediately upon entering the building. There will be a sheet there to sign in and out on. The Board of Education welcomes the active interest of parents and citizens in public schools and invites the community to visit at any time. However, since schools are a place of work and learning, certain limits must be set on visitations and on visitors. The administration is responsible for all persons in the building and on school grounds. School visitations by students who are not enrolled in the Friend Public Schools are prohibited. The administration shall approve any exceptions to this policy. Parents who need to come into the building to pick up their child will be required to go through the office. The administration has the authority to ask any person who is a threat to maintaining peaceful conduct in the building to leave. This authority extends to school activities and field trips. Any person who is asked to leave the premises may not return without the written permission of the superintendent for a period of six months.

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## **WEATHER CLOSING**

If weather conditions deteriorate to the extent that the safety of students may be jeopardized school will be dismissed. Local TV, Friend Website, Facebook, and TeacherEase will be utilized to get the word out.

## **WORKMAN'S COMPENSATION**

Any employee who sustains a work-related injury/illness has the right to file a claim with the Workman's Compensation and should inform his/her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported as soon as possible. This will enable the eligible employee to qualify for benefits as quickly as possible. Worker's compensation will be disallowed for the first three calendar days of a disability caused by an injury. Sick leave should be used for these days. Sick leave will not be paid for any day's absence for which the employee receives compensation pursuant to the Oklahoma Workers Compensation Act. Benefits will not be paid if the injury/illness is proven to be due to: self-infliction, fighting, use of drugs or alcohol, a failure to use proper safeguards and/or equipment, or a failure to observe proper safety precautions. Neither the Friend School district nor the insurance provider will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty athletic, recreational, or social activities. All claims need to be filed with the superintendent.

## **WORK ORDERS**

Work orders for maintenance and custodial issues need to be turned in to the office for Gary Dewbre. A form is in your notebook if you do not have one. Please print off several to have on hand. Work orders for technology issues will need to be filled out in the library.

**All employees will receive an employee handbook each year. By signing for this handbook each signature will acknowledge that:**

- I have received and read the school's safety policy/procedures and I have been given the opportunity to ask questions and have received clarification of any area of the policy/procedures that I questioned. I agree to abide by the provisions in the policy/procedures and I understand failure to do so may result in disciplinary actions up to and including termination of my employment with Friend School.
- I have received training from the school for the duties associated with my job and I understand the potential hazards and physical requirements of these duties as well as the necessary precautions to control these hazards.
- I have been informed and I understand that I am to report any accident and injury while performing the duties of my job to my immediate supervisor immediately, or if in their absence, the next available representative.
- I have been informed and I understand that I am to immediately report any unsafe acts and or conditions that I discover during the performance of my job duties.