

## **ADMISSION**

The school serves student who are three years old and older<sup>†</sup> to 12th grade. Students are required to apply for admission the school. Applications for admission will be considered by the Administration. The decision of the Administration as to student admission is final. So as to prevent classroom interruption, new students are admitted only during the first four weeks of school and in the first two weeks of the second semester. New students (kindergarten-12<sup>th</sup> grade) entering at the second semester must have been enrolled in another school for the first semester at the same grade level.

New students in grades 1<sup>st</sup>-12<sup>th</sup> are required to have taken the Iowa Test of Basic Skills (ITBS) and scored no more than 6 months below grade level. No student will be admitted for 1<sup>st</sup> grade and up if he or she does not speak and write English well.

Students entering kindergarten and 1<sup>st</sup> grade must show sufficient readiness to enter the classes on their entry tests and be age appropriate by September 1<sup>st</sup> of the current school year. All children, including those admitted for Prekindergarten, must be appropriately toilet trained.

Standard class placement is according to the child's age on the first day of the current school year.

|                       |  |
|-----------------------|--|
| Pre-K3                | 3 years old (out of diapers and Pullups) |
| Pre-K4                | 4 years old                              |
| Kindergarten          | 5 years old                              |
| 1 <sup>st</sup> grade | 6 years old                              |
| 2 <sup>nd</sup> grade | 7 years old                              |
| 3 <sup>rd</sup> grade | 8 years old                              |
| 4 <sup>th</sup> grade | 9 years old                              |

All new students will be on probationary placement for the first 2-9 weeks of their attendance.

### Special Education

The school does not specialize in special education services, nor is it a specialized school for students with special needs or learning disabilities. Currently, the school has facilities for teaching average and above average children who do not require additional support.

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<sup>†</sup> A student's age is calculated based on the age that the student will be on September 1 of the current school year.

**All new students will be on probation for the first 2-9 weeks. Those students showing special learning, speech, behavior, or study habit challenges may be evaluated in accordance with the school's Child Find policy and may not be able to continue at the School. The Board understands that some children need special education for these problems and encourages parents to contact their public school of residence for information on special services that may be provided.**

#### Items Required To Enter School

Before the student will be allowed to enter the classroom, the office must have:

1. Complete registration form.
2. Evidence of date of birth (An official document copy)
3. Health Certificate-any child entering the school for the first time must present a certification of a school-entry health examination performed within one year prior to entry.
4. Certificate of immunizations.
5. Documents from any previous schools.
6. Placement tests.
7. Parent signed permission slip.
8. Complete financial arrangements.
9. Signed "Acknowledgment of Mercy School Policies."

## **TUITION & FINANCIAL AID**

### Tuition & Fees

Yearly tuition is charged to all students attending the school. The yearly tuition covers educational materials used by the school as well funds the operational costs of maintaining and operating the school. The school will provide textbooks to be used by the students. Materials needed for homework should be purchased by the parents and kept at home for that purpose.

Tuition may be paid in full or in monthly payments over ten months, or according to the agreed plan with approval from the financial office. This tuition amount does not reflect additional fees or any multiple student discount given by the school.

Parents are to sign a contract, which gives specific information on payment arrangements and requirements. Tuition is based on a FULL 10 MONTH SCHOOL YEAR unless the student has transferred in.

### Tuition Guidelines

1. Tuition is due the 1<sup>st</sup> of each month.
2. If not received by the 5th working day, it is considered past due.
3. For each past due payment, a \$15.00 late fee will be charged to your account.
4. If payment is not received by the 15th, your child/ren will not be allowed to attend class until such time as payment is received.
5. All school bills must be paid before a student is admitted to semester exams and before transcripts and letters of recommendation will be issued.
6. These rules will be strictly implemented from the 1st month.

**\*NOTE:** As long as your child is enrolled at the school, whether they are present or absent, tuition is expected to be paid in full. Only if the child has been **officially withdrawn** will tuition payments not be required. The school will not provide student records until all balances are paid.

### Financial Assistance

Families with financial hardships may apply for partial tuition reduction for grades 1<sup>st</sup> through 12<sup>th</sup>. The Financial Assistance Fund is limited and depends upon donations for this purpose. Information about financial assistance may be obtained from the finance office.

Financial assistance may be denied or revoked due to recurring discipline or academic issues.

## **CHILD FIND PROTOCOL**

The Board recognizes that students may struggle at times to achieve their academic goals. However, the school does not specialize in special education services, nor is it a specialized school for students with special needs or learning disabilities. For these reasons, the Board adopts the following policy to determine whether or not a struggling student can be assisted within the school's programs and to ensure that their difficulties are not due to inadequate instruction.

### Policy

- All students will be assessed through formative/summative assessment and screened on a periodic basis to establish an academic and behavioral baseline and to identify struggling learners who need additional support.
- Students identified as struggling/at risk will be given modifications and accommodations and put on an Individual Improvement Plan.
- Parents of struggling/at risk students will be notified through the school's Academic Update Report, which will be supplemented by communication between administration/teachers and parents.
- Students showing improvement shall continue on this plan until significant development is evident and will then be returned to the regular classroom program
- Students not making adequate progress are required universal screening through the following programs.
  - The Child Guidance Program at Oklahoma City Department (Pre-K 3 thru Kindergarten).
  - Child Find – Through Edmond Public Schools. Parents should contact Edmond Public Schools to participate in this screening. The current contact for this program is Elizabeth Cahill, (405) 715-6148.
- Following the screening, school administration, the student's teacher, and parents will be scheduled for a meeting regarding appropriate intervention for students identified with disabilities. This intervention may consist of:
  - If both the school and parents believe that the student can be accommodated through minor adjustments the in school's programs, the school and parent will develop individualized, intensive interventions targeting student's skill deficits through internal or external tutoring; or
  - If the school or the parents believe the student's individualized needs can only be met by a school that specializes in providing special education services, parents are encouraged to withdraw students and seek assistance in a zoned district that will support a comprehensive special education program.
- Students may be placed in accelerated programs according to Mercy School Institute testing and grades.

**EARLY ARRIVALS, LATE PICK-UPS, & EARLY DISMISSALS**

Early Arrivals and Late Pickups

The school is not appropriately staffed to provide supervision for students before or after regular school hours. Parents are advised **not** to bring or send students to school before school hours unless a teacher or administrator has scheduled an activity or event, which necessitates early arrival or late departure.

**Late pickups of students will incur a fee of \$5.00/5 minutes. This charge shall be applied when students are picked up later than 3:45 p.m. (students in 1st-12th grade) or 3:30 p.m. (students in prekindergarten or kindergarten). Three such incidents per semester will result in a conference with parents.**

**For your child's safety, we will not allow any students to arrive earlier than 8:00 a.m. because there is no supervision.**

This provision shall not apply to students participating in the School's "Before and After School Program." However, participating students who remain after the covered time period in that program may incur late fees as specified by that program.

Early Dismissals

The procedure for early dismissals is as follows:

- a. Parents must send a note or phone the office when early dismissal is necessary. A reason must be given for early dismissal.
- b. Administrative Personnel has final approval or disapproval for dismissal.
- c. Parents are to check with the office when picking up students for early dismissal and sign an Early Dismissal Form.

Parents are NOT to go directly to the student's classroom. They must fill out a release form from the office and deliver it to the teacher prior to picking up their child early.

**ACADEMIC CALENDAR**

The Board will adopt and approve the school's academic calendar. If the school chooses to participate in the Federal Programs for Private Schools for any given year, this calendar will comply with any or all criteria for participation in the program.

## **ATTENDANCE & TARDINESS**

The Board believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. Therefore, the Board adopts the following policy regarding attendance and tardiness.

### Attendance

Parents/guardians are required to notify the school of a student's absence from school. Parents/guardians are required to telephone the attendance line between 7:45 am and 10:30 am on the first day their child is absent giving the reason for absence and expected length of absence. If the student's absence is not reported by the student's parent/guardians, the school will attempt to contact the parent/guardian to notify them of potential truancy.

Absence from school may either be excused or unexcused. Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and death of an immediate family member. No student shall receive an excused absence without proper documentation. School administration may provide appropriate penalties for unexcused absences.

If a student is to be absent from school for an extended period of time, parents/guardians must notify the school office, giving a reason and approximate date of return. Parents/guardians should notify the school as soon as possible of any planned absence. Parents/guardians are discouraged from requesting long-term absence for your child. Parents who wish to take their child out of school for one week or more, due to an excused absence, must inform the school office at least three (3) weeks in advance. Upon approval, the teacher will be notified to prepare a list of assignments to be completed and brought back on the first day the child returns to school. The parents will be responsible for the materials returning in good condition. **Vacation time is not an excuse for absence. Please schedule vacations according to the school's academic calendar.**

### Attendance and Promotion

If a high school, middle school or elementary school student misses more than twenty (20) days per year (10 absences per semester), the student may not be promoted to the next grade. Middle and elementary students missing more than (20) days, may appeal their absences to School Administration.

### Tardiness

**TARDINESS IS A DISRUPTION** to the normal conduct of classroom activities; therefore, students are expected to be punctual in arriving at assigned areas. Students are to be in Mercy Hall for Hifz at 8:15 promptly Monday-Thursday (Prekindergarten and kindergarten students should report to their classrooms). **Students arriving after 8:15 am Monday-Thursday will be counted tardy at the front desk. Students not present in classroom at 9:00 am on Fridays will be counted tardy. Students arriving after 10:30 am on any day will be counted absent.**

**ALL STUDENTS ENTERING CLASS, OTHER THAN AT APPOINTED TIMES, MUST REPORT TO THE OFFICE FOR AN ADMIT TO CLASS SLIP. PARENTS MUST ACCOMPANY THE STUDENT TO THE OFFICE.**

After a student has been tardy three times in the same quarter, the principal shall arrange a conference with the parent/guardian before the student will be permitted to enter classes. REPEATED tardiness can lead to discipline, including, but not limited to, suspension from school.

## **CURRICULUM**

The school follows the curriculum set by Oklahoma Academic State Standards and implemented under the national umbrella of Common Core Standards. In addition, the school follows national standards for Science and Common Core Standards in English/Language Arts and Mathematics. This course of study is expanded and supplemented at every level by high-quality textbooks and enriching the student with exceptional learning opportunities.

Quran, Arabic, and Islam are major academic subjects and are presented in a sequential manner beginning in prekindergarten through all grade levels. Primary focus on all levels will be building English and Arabic vocabulary. All grade level curriculums emphasize the cognitive, social, physical, and emotional development of the child.

**ACADEMIC CREDIT**

The school will provide students/families with regular notice of the academic standards required to graduate from the school. This information will be distributed annually to middle and high school students in school handbooks and will include details regarding:

- Number and types of credits needed to graduate
- Minimum enrollment requirements
- Standardized assessment
- Proficiency based promotion
- Concurrent enrollment options

### **GRADES & HOMEWORK**

The school is dedicated to providing students with a learning environment of the highest caliber. Academic excellence is stressed within an Islamic atmosphere. The Board, therefore, adopts the following grading system and policy regarding homework to be used in all school courses:

#### Grading System

##### Grades 1<sup>st</sup>-12<sup>th</sup>

Academic evaluation for students in grades 1<sup>st</sup>-12<sup>th</sup> consists of the following letters:

|             |                 |                 |                     |            |
|-------------|-----------------|-----------------|---------------------|------------|
| E-Excellent | S- Satisfactory | I – Improvement | N- Not Satisfactory |            |
| A-Excellent | B-Very Good     | C- Average      | D-Passing Threshold | F- Failing |
| E+          | =               | A+              | =                   | 95-100     |
| E           | =               | A               | =                   | 90-94      |
| E-          | =               | B+              | =                   | 85-89      |
| S+          | =               | B               | =                   | 80-84      |
| S           | =               | C+              | =                   | 75-79      |
| S-          | =               | C               | =                   | 70-74      |
| I           | =               | D+              | =                   | 65-69.     |
| I           | =               | D               | =                   | 60-64      |
| N           | =               | F               | =                   | 59         |

#### Kindergarten

Academic evaluation for student in kindergarten will be performed pursuant to a developmental checklist. Specific skills for each area of development are rated as follows:

|                     |   |
|---------------------|---|
| Not Applicable (NA) | Skill or behavior has not been produced                               |
| Not Yet (N)         | Child cannot demonstrate skill or behavior at this time               |
| In Progress (P)     | Child demonstrates skill or behavior intermittently                   |
| Consistent (C)      | Child can consistently demonstrate skill or behavior with proficiency |

Grading will be performed according to grade level, development level, and quality of work, finishing assignments, testing results, and teacher judgment. The teacher is the final judge for all grades.

#### Grading & Assessment

The Board believes that student's grades should reflect their mastery of the academic level. At the beginning of each school year or semester course, the teacher shall communicate grading standards and procedures to students and parents. These grading standards shall be consistent with the following:

1. Grades shall be based on summative evidence that the student has learned the Mercy School curriculum standards, which include the state standards.
  - a. A minimum of two (2) equally-weighted summative grades shall be entered into the grading system to determine the nine-week grade (first  $\frac{1}{4}$ ). If an end of six-week test is given, the grade is one of the equally-weighted summative grades.
    - i. A minimum of one (1) equally-weighted summative grade shall be entered into the grading system by the end of the second week of each grading period. The summative grades will be used to monitor student's growth and mastery of curriculum at the end of the nine-week quarter.
  - b. At least 4 summative grades must be entered by the end of the first semester grade report card to allow time for the student to demonstrate mastery and improve his/her grade.
  - c. Guided Practice, homework and formative assessments are not summative evidence. Grades shall reflect how well the student has met the learning standards after instruction, practice, and re-teaching as needed.
2. No assessment should be more than 10-15% of total grade. If the class's total percentage for tests is 30% of student grade, three (3) tests must be administered per quarterly marking period.
3. Points shall not be added to nor deducted from the assessment grade regarding work habits or non-academic activities.
4. If at the end of a grading period, the teacher does not have sufficient evidence to accurately measure the student's mastery of the content, it is the student's responsibility to demonstrate the learning that represents his/her achievement for the teacher to make a valid summary judgment.
5. Habitually late work or refusal to do work shall be subject to disciplinary consequences with parental involvement. A student shall not be permitted to choose a "zero" by default. Support for the student to complete work shall be provided.
6. Grades shall reflect individual student mastery of the content. Grades are not based on comparison of students to each other. While collaborative, cooperative, and group work are encouraged as instructional strategies, the teacher shall assign individual grades based on evidence of learning that occurs from doing the project as opposed to grading the project. Evidence of student learning could include an oral report, a journal entry or any other evidence the teacher deems appropriate.
7. Students who engage in academic dishonesty shall be subject to disciplinary consequences and shall still be required to do the work and/or demonstrate mastery of the content. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an

examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. Academic dishonesty will result in disciplinary action.

#### Re-Assessment

1. If a student has a grade below 70, the teacher must re-teach, then re-assess. A student shall be provided a minimum of two learning opportunities followed by reasonable and appropriate reassessments to demonstrate mastery of the content standards.
2. Students have an option to re-assess if the grade is above 70. If re-assessment results in a grade above 90, the maximum recorded grade shall be 90. A student shall be provided a minimum of two learning opportunities followed by reasonable and appropriate reassessments to demonstrate mastery of the content standards.
3. Students must be re-taught through using one-on-one or small group techniques prior to re-assessment.
4. At least two summative grades must be entered with a grade below 70 to allow for re-assessment.
5. Students will have the opportunity to re-assess summative assessments up to two weeks after the initial assessment. Summative assessments completed during the final week of a marking period can be re-assessed up to two weeks after the grading period.

Grades are assigned by teachers and may be changed by them. Principals may not change grades unless the teacher who assigned the grade is unavailable for consultation. Teachers are to:

1. Distribute written grading criteria and a course syllabus to students and parents/guardians at the outset of the semester;
2. Notify parents or guardians after three tests if students are not making satisfactory progress or if they are working significantly below their potential; and
3. Record sufficient objective data to justify decisions related to progress reports.

#### Homework

The Board recognizes that homework can improve student achievement, help reinforce learning and develop good study habits. Therefore, the school shall integrate homework as an integral part of the school program. Homework may be assigned daily Monday thru Friday. Time expectations for homework should be set according to the grade level and ability of an average performing student. Homework assignments may include, but are not limited to, practice in skills previously learned, memorization, and reports.

## **PROMOTION & RETENTION REQUIREMENTS**

### **Promotion Requirements:**

The school promotes students based upon proficiency. Therefore, the following requirements are placed on student promotion. Students in kindergarten through 12<sup>th</sup> grade must meet the following criteria:

1. Attendance at school at least 80% of the time they have been enrolled for that school year. Students missing 20 days or more must meet with parents, teacher, and principal to discuss academic progress.
2. A minimum final grade is S or C in Reading, Math, English, Spelling, and Islamic studies.
3. A score of not less than 6 months below grade level in Reading, Math, English, and Spelling on the Iowa Test of Basic Skills. If your child does not pass 2 years of Iowa Test of Basic Skills, enrollment will be denied.
4. A score of at least an S or C on the Islamic studies testing.

Students receiving a D or N in Quran or Islam, or score more than six months below grade level on the Iowa Test of Basic Skills must take a summer school recovery course at the parent's expense. Upon successful passing of a second test given at MSI before the opening of school, the student will be promoted to the next grade.

Elementary and Middle School students who do not meet attendance requirements due to documented major illness or injury may apply for a waiver to that requirement.

Prekindergarten & Kindergarten students must be developmentally ready in order to be promoted.

### **Retention**

A student not meeting the promotion requirements listed above will be retained for the next school year. A student does not meet the promotion requirements for two years in a row may be denied enrollment.

### **ACHIEVEMENT TESTS**

The Board recognizes that standardized testing of students allows an insight in to student performance. It is therefore the policy of the Board that enrolled students will sit for various standardized tests. In the fall and spring of each year, all enrolled students Kindergarten through 10th grade will be required to take various achievement tests, including the Iowa Test of Basic Skills (ITBS), ACT Aspire, ACT, and PSAT, as appropriate by grade level. Parents and students should be advised that students must pass 8<sup>th</sup> grade Reading with 80% or above to be eligible to receive a drivers permit.

The Board would encourage parents to ensure that their child is well-rested and prepared for this standardized testing. It is vital to the performance of the child for parents to see that their children go to bed early on each of the three nights preceding the testing, that their children are rested the next morning, have eaten a nourishing breakfast, and are relaxed and cheerful. An upset tired or hungry child cannot perform well at school.

### **PROGRESS REPORTS, REPORT CARDS, & PARENT CONFERENCES**

The Board believes that students and parents should be informed periodically of the student's progress in school work. Therefore, for kindergarten-12<sup>th</sup> grade, report cards shall be sent to parents or guardians within ten (10) days following the end of each nine-week period. In addition, the following provisions shall apply.

1. The Quarter grade is recorded on each student's permanent school record.
2. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems with the particular subject area.
3. The letter grades established by school policy will appear on report cards and in the student's permanent record.

Prekindergarten students will only be given report cards at the end of semesters. These report cards will be geared toward their developmental levels.

#### **Monthly Progress Reports**

Student progress reports will be sent to parents the fifth week of each 9-week quarter but may be sent anytime a teacher thinks it necessary during the term. These reports are sent to parents/guardians to encourage improvement in student performance before report cards are issued.

#### **Parent Conferences**

Parent conferences are held two times a year for all students (Prekindergarten through 12<sup>th</sup> grade) at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. **There will be no school on these days.**

Teachers may request additional conferences for students who are failing, doing poor work, continue to have poor behavior or study habits, have had a great change in their work or behavior (good or bad) or for any other reason. Parents/guardians may request a conference with their student's teacher at any time during the school year and are encouraged to do so if they have concerns about their child's grades or behaviors.

### **WITHDRAWAL FROM SCHOOL**

The Board realizes that a student may need to withdraw from school because of residence relocation or other valid reason. Additionally, a student may be asked to withdraw from the school for disciplinary or other reasons. In the case of a withdrawal, the student or his or her parent or guardian must notify and work with the principal who will assist the student with out-processing. All school-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

On a quarterly basis as scheduled by the State Department of Education, the principal will notify the Department of the name, address, race and age of any student dropping out of school during the preceding quarter. A dropout is any student who is under the age of 19 and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over 14 years of age and under 18 years of age withdraws from school, the principal shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The board of education or appropriate designee shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

**UNIFORM POLICY**

To ensure modesty and a disciplined academic environment, all students are expected to adhere to the following uniform code. Students are expected to be clean, neat, well groomed, and to dress in a manner that is non-distracting to others and that conforms to the rules below.

**Girls' Attire**

|   |  |
|---|--|
| <b>PreK3 - 5th Grade Girls Daily</b>  | <b>Abaya Option</b>  |
| <b>Shirt</b> - White or Navy polo shirt with collar (long or short sleeve)<br><b>AND</b><br><b>Jumper</b> - Navy blue, loose-fitting and down to knees in length or shirtdress<br><b>AND</b><br><b>Pants</b> - Navy blue twill, loose-fitting (skirts and shorts are not allowed) | Girls may wear Solid Navy Blue Abaya ( <b>Monday – Friday</b> )<br><br>Girls may wear a Black Abaya/Jilbab ( <b>Friday Only</b> )<br><br>White or navy shirt and navy twill pants must be worn underneath. |
| <b>OR</b>   |  |
| <b>Shirt Dress</b> - Navy blue, loose-fitting and down to knees in length<br><b>AND</b><br><b>Pants</b> - Navy blue twill, loose-fitting (skirts and shorts are not allowed)  |  |
| <b>Shoes</b> – Any color (must have rubber sole and have no open toe)   | same   |
| <b>Socks</b> - Must be worn (Clean)   | same   |
| <b>Daily Prayer Attire:</b> All girls are required to have their head, hair, and arms to the wrists covered during prayer. Students should keep at the school a hijab and other appropriate attire so that the stated conditions for prayer are met.                              |  |

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| <b>6th-12th Grade Girls Daily</b>  |
| Girls may wear Solid Navy Blue Abaya (Monday – Friday)<br>Girls may wear a Black Abaya/Jilbab (Friday Only)<br>White or navy shirt and navy twill pants must be worn underneath.   |
| <b>OR</b>  |
| <b>Shirt</b> - White or Navy polo shirt with collar (long sleeve)<br><b>AND</b><br><b>Jumper</b> - Navy blue, loose-fitting and down to knees in length<br><b>AND</b><br><b>Pants</b> - Navy blue twill, loose-fitting (skirts and shorts are not allowed) |
| <b>Shoes</b> – Any color (must have rubber sole and have no open toe)  |
| <b>Socks</b> - Must be worn (clean)  |
| <b>Hijab Required</b> – White or Navy  |

**Daily Prayer Attire** – Students are required to wear either an abaya or prayer skirt during prayer

**Boys' Attire**

| <b>Boys PreK3-12th Daily</b>   | <b>Friday Option</b>   |
|--|--|
| <b>Shirt</b> - White or Navy polo shirt with collar (long or short sleeve)   | Boys may wear white thobe or jalabiya and kufi. Undershirt must be white and pants must be matching. |
| <b>Undershirt</b> - Plain white undershirt must be worn underneath the polo shirt at all times. This shirt must be tucked into the pants while the polo shirt should be left untucked.   |  |
| <b>Pants</b> - Navy blue twill, loose-fitting (no shorts allowed)  |  |
| <b>Shoes</b> - Any color (must have rubber sole and have no open toe).   |  |
| <b>Socks</b> - Must be worn (clean)  |  |
| <b>Physical Education (PE)</b> – Boys will be permitted to change into knee-length basketball shorts and “Mercy T-Shirts” during PE class, but this is not required for participation. Boys must change again into regular uniform before entering the next class. |  |

**Outerwear**

|   |  |
|---|--|
| <b>GIRLS AND BOYS (PreK3-12th) Outerwear (in school building)</b> | Navy (plain, solid color; free from characters/designs) sweater.<br><br>**NO HOODIES INSIDE SCHOOL BUILDING  |
| <b>Outerwear (outside)</b>  | We will go outside for recess everyday unless it is raining or the temperature is below freezing. Jackets and coats will be removed and stored once inside the school building and only be permitted to wear when going outside. |

Failing to comply with uniform requirements may result in disciplinary sanctions, up to and including suspension or withdrawal.

The school is aware of the following vendors which may have some of the attire in the uniforms policy:

www.frenchtoast.com  
 www.landsend.com  
 www.gap.com  
 www.jcpenney.com  
 www.eastessence.com (Abaya)  
 www.childrensplace.com  
 Burlington Coat Factory

Target  
WalMart  
Kohl's  
JCPenney (in store)  
Old Navy  
Parker School Uniforms

## **TRANSPORTATION**

While the school may, in the Board's discretion, offer students transportation to and from school from time to time, the school has no obligation to do so. The parent/guardian of the child is solely responsible for transporting the child to and from school each day. There are three options for parents to meet transportation needs:

1. Personal Transportation - Bring your own child to school on time.
2. Car-pooling – Please arrange among parents. (For information about students living in near-by area, parents are encouraged to participate in PTO meetings.)
3. School bus – The school currently offers transport to students to and from school from centralized bus stops in South Oklahoma City and Norman. Transportation to and from school is provided at the discretion of the school and may be discontinued at any time. Students may apply for transportation from these stops on a first-come, first-serve basis. Students using the bus provided by the school will be charged a monthly transportation fee.

Students being transported on a school bus are required to follow all school rules and regulations regarding behavior and conduct while riding school buses and are required to follow all other school rules while being transported. Inappropriate behavior may result in revocation of the privilege of riding the school bus.

**DISTRIBUTION AND CARE OF TEXTBOOKS**

The Board believes that all employees and students are responsible for the proper care of school facilities, equipment and property in their use or under their control.

Cooperation is expected from the school staff regarding the care and distribution of school-owned textbooks.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the book.

**CONCURRENT ENROLLMENT**

An 11th or 12th grade student may, if he or she meets the requirements of the law and this policy, be admitted provisionally to a college as a student. To be admitted seniors and juniors must have a composite score on the ACT or unweighted high school GPA that meets the requirements of the college or university in which the student seeks to concurrently enroll.

The school will provide academic credit for concurrently enrolled in higher education courses that are correlated with the academic credit awarded by the institution of higher education and are aligned to Oklahoma academic standards. All courses must be approved by the principal or designee prior to the student’s enrollment in the concurrent course. Concurrent core classes (math, science, history/social science, English) or those pre-approved by the administration will be awarded 4 points for an “A”, 3 points for a “B”, 2 points for a “C” and 1 point for a “D”. No credit will be awarded if the student does not receive a passing grade in the class and failure in these classes could jeopardize on-time graduation. To qualify for high school credit, a student must present an official college transcript to the School counselor within ten (10) days of completion of the coursework.

The following higher education courses commonly taken through concurrent enrollment have been reviewed by the OSDE and have been approved for high school credit:

|                                    |          |   |
|------------------------------------|----------|---|
| College Algebra                    | 1.0 unit | High School Algebra II                                      |
| General Biology                    | 1.0 unit | High School Biology II                                      |
| General Botany                     | 1.0 unit | High School Botany  |
| English Composition I              | .5 unit  | High School English IV                                      |
| English Composition II             | .5 unit  | High School English IV                                      |
| Introduction to Chemistry (+ lab)  | 1.0 unit | High School Chemistry                                       |
| Chemistry I (+ lab)                | 1.0 unit | High School Chemistry                                       |
| American History Survey to 1877    | .5 unit  | High School U.S. History                                    |
| American History Survey from 1877  | .5 unit  | High School U.S. History                                    |
| Introduction to Geography          | .5 unit  | High School World Geography                                 |
| American Federal Government        | .5 unit  | High School American Govern.                                |
| Introduction to Speech             | .5 unit  | High School Speech  |
| Computer Concepts and Applications | 1.0 unit | High School Computer Apps.                                  |
| Foreign Language                   | 1.0 unit | High School Foreign Language<br>per college semester credit |

For any course not listed above, an official institution of higher education course description must be submitted to OSDE for review of course curriculum alignment with the Oklahoma academic standards to be considered for academic credit. Courses determined not to be in alignment with these standards will be given .5 elective credit only.

Applications for colleges as well as concurrent enrollment forms are located in the high school counseling (administrative) office.

#### Important Information regarding Concurrent Enrollment

- If a student is attending concurrent classes during school hours, then he/she must enroll in class(es) that do not interfere with attendance to classes at the High School. **Passes for early departure and late arrival will not be given.**
- Students cannot be tardy to High School classes due to college classes.
- All college course credit will be placed on official transcripts at the conclusion of each semester.
- Concurrent credit will be counted in the GPA on the 4.0 scale. The chart above explains whether the credit will be considered .5 or 1.0 unit of credit.
- **Any schedule adjustment/withdrawal requires the principal's signature.**
- **Parent and student are encouraged to attend an informational session regarding concurrent enrollment procedures at the beginning of each semester.**

Costs are involved with concurrent enrollment and are the sole responsibility of the student. Course fees and books are the sole responsibility of the student. Online course fees can be higher than traditional course fees.

Concurrent enrollment students must re-apply each semester.

## MERCY SCHOOL INSTITUTE

### CONCURRENT ENROLLMENT AGREEMENT

In addition to policies and procedures set by the receiving institution, all school students must agree to the following to be approved by the School to enroll in concurrent enrollment classes:

1. Once a student has officially concurrently enrolled at the college level, the student must submit a copy of his/her course schedule to the school's administrative office. This will serve as official documentation that the student is attending concurrent courses and will be used to track graduation credits.
2. Because of the school's requirement of six hours of daily rigorous instruction, students are strongly advised not to withdraw from a concurrent enrollment class. In order for a student to withdraw from a concurrent enrollment class, a withdrawal form must be signed by the student and principal. The principal will notify the parent/custodian of the student's request to withdraw from a concurrent enrollment course. The student will then be enrolled in an alternate high school course, which must be completed by the end of the semester, to maintain six hours of daily rigorous instruction.
3. If a student withdraws from a concurrent enrollment college course, future permission to enroll in college level courses may not be granted if "good cause" does not exist for the withdrawal. The determination of "good cause" for withdrawal will be the final decision of the Principal.
4. College representatives are not allowed to release information to the school without the parent/student's permission. Therefore, it is the parent/student's sole responsibility to inform the High School counselor or principal if their enrollment status changes. If changes are not communicated, successful completion of graduation requirements cannot be monitored by the School.
5. Students sign in at front desk in the presence of the secretary on duty.
6. All Mercy School rules (including those pertaining to possession of mobile phones) apply to all students until you graduate or are discharged from our record.
7. Students must adhere to Mercy School Institutes uniform policy even while on the college campus, which means a navy blue abaya or a white shirt under a navy blue jumper and navy blue twill pants (No jeans). White or navy blue hijab is permissible (black is not navy blue).
8. Leaving the school premises without authorization from administration and parents will result in an unexcused absence and/or suspension. Once students are on Mercy School premises, they may not leave without permission, nor may parent pick up the student even though the student does not have classes.

We, \_\_\_\_\_ (print student name) and \_\_\_\_\_  
(print parent name), have read and understand the expectations and requirements for the student to be concurrently enrolled. We further understand concurrent enrollment is a privilege that can be approved or disapproved based on the student's participation and

follow-through with these expectations. If the student does not abide by these requirements, we understand the student may not be approved for future concurrent enrollment requests through the School.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **STUDENT BEHAVIOR**

### Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action including, but not limited to, parent referral, detention, suspension, withdrawal or any other disciplinary sanction determined by school administration as appropriate for the offense:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Bullying (including cyberbullying)
7. Cheating
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping, eating or refusing to work in class
10. Dating, flirting or cross-gender socialization
11. Defiance of school personnel
12. Disruption of the educational process or operation of the school
13. Extortion
14. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval

15. Failure to comply with state immunization records
16. False reports or false calls
17. Fighting
18. Forgery, fraud, or embezzlement
19. Gambling
20. Gang related activity or action
21. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
22. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
23. Immorality
24. Inappropriate attire, including violation of dress code
25. Inappropriate behavior or gestures
26. Indecent exposure
27. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
28. Obscene language
29. Physical or verbal abuse
30. Plagiarism
31. Possession or distribution of a caustic substance
32. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
33. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
34. Possession of a wireless telecommunication device or other electronic device<sup>‡</sup>

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<sup>‡</sup> Electronic devices will be confiscated and subject to a \$25 fine.

35. Possession of a replica or facsimile weapon at school
36. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
37. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to school policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
38. Possession or claimed possession of illegal and/or drug related paraphernalia
39. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior school approval
40. Profanity
41. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
42. School Bus or Transportation Misconduct – While riding on any school school bus or other School-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one's body out of window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading.
43. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
44. Tardiness
45. Theft
46. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
47. Truancy

48. Unauthorized Consumption of food, gum, or drinks (except water) in class
49. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the School's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*)
50. Use, possession, claimed possession, distribution or selling tobacco, or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
51. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
52. Using racial, religious, ethnic, sexual, gender or disability-related epithets
53. Use of the school's resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
54. Vandalism
55. Violation of Board policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
56. Vulgarity
57. Willful damage to school property
58. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action. This includes, but is not limited to, electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

## Sample Disciplinary Options

- *Instructor or Administrator Intervention*

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

- *Detention or In-School Intervention*

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day as deemed appropriate.

- *School Service*

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the school's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- *Out-of-School Student Suspension*

Students may be suspended out of school.

- *Withdrawal*

A student may be required to withdraw from the school.

## Student Privileges While Under Suspension

Participation in the extracurricular/recreational activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular/recreational activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular/Recreational activities" include, but are not limited to, all school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school-sponsored activities and organizations.

## Academic Assignments While Under Suspension

Students who are suspended are expected to maintain their progress in their academic courses. A suspended student and their parent/guardian should make arrangements with the

Administration regarding how the student will retrieve and submit academic assignments. The Administration, in consultation with the assigning teacher, may require that certain assignments, tests, and/or exams be administered to the student at school at a time arranged by the administration. Any meetings with the Administration should be done by appointment.

## **HARASSMENT OR BULLYING**

The school will not, under any circumstances, condone or tolerate conduct which may constitute physical, emotional, sexual, racial, ageist abuse or disability harassment on the part of any of its staff members or students directed towards either employees or students. It is the Board's policy that all employees have the right to work in an environment free from any type of improper harassment or discrimination, and all students have the right to study in an environment free from such harassment or discrimination. Any staff member found to have engaged in such conduct will be subject to immediate discipline, up to and including job termination.

The failure to report such activities will normally result in disciplinary action. While the school does encourage healthy friendships among its staff members, management and supervisory employees, employees must be sensitive to acts of conduct which may be considered offensive by fellow employees and must refrain from engaging in such conduct.

Harassing activities by students against other students must not be tolerated. Such activities must be reported to the principal or vice principal. The failure to report such activities will normally result in disciplinary action.

It is expressly prohibited for an employee to retaliate against employees who bring claims of harassment or discrimination, reports of bullying or who assist in investigating charges as to such matters. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will suffer any adverse action because of bringing a complaint or report or assisting in the investigation of a complaint of harassment, discrimination or bullying.

### Definitions

“Discrimination” is any differential treatment– favorable or unfavorable– based on a characteristic such as age, race, religion, national origin, gender or disability. There is an exception in that an accommodation designed to alleviate the effects of a disability or pregnancy or to allow the practice of religion is not barred by this policy.

“Harassment” is defined as:

- Making submission to unwelcome sexual advances or requests for sexual favors as a term or condition of employment
- Basing or claiming to base any employment decision, grade or class assignment on submission or rejection by a staff member or student of sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature
- Creating an intimidating, hostile, offensive working, learning environment or atmosphere by:
  - Verbal actions, including calling staff members or students by terms of endearment or by making jokes which are sexual, racial, age or disability related; or
  - Use of disparaging comments, language or jokes or engaging in differential treatment based on referring to race, religion, age, national origin, color or

disability. Such comments and/or conduct are not tolerable whether made to, about or in the presence of any employee or student.

“Bullying” is defined as:

- Physical conduct or threats of physical conduct which interfere or reasonably could interfere with a staff member’s work or a student’s ability to fully engage in school activities. Conduct or threats which are potentially physically harmful or likely to induce fear or physical harm will always be inappropriate; or
- Verbal conduct which is intended to demean, embarrass, humiliate or induce fear in a co-worker or student.

## **HAZING**

Hazing constitutes unethical and unacceptable conduct that will not be tolerated by the school. To that end, the school adopts the following policy prohibiting hazing.

"Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

Endangering physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.

Endangering mental health shall include, but not be limited to, any activity, except those authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could adversely affect the mental health or dignity of the individual.

No organization having student members which is sponsored by the school or which is permitted to hold meetings or other events on school property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership upon participation in or submission to a hazing activity.

Students violating these prohibitions shall not be permitted to participate in any extracurricular/recreational activity sponsored by the school for a period determined by the administration based on the totality of the circumstances, shall be subject to disciplinary measures which may include suspension or withdrawal, and shall, when appropriate, be referred to local law enforcement authorities for prosecution.

Student Organizations which violate these prohibitions shall forfeit all rights, privileges, and recognition from the school for a minimum of one year and shall be referred to local law enforcement authorities for prosecution.

Hazing will be dealt with as outlined in the Code of Student Conduct. School employees who are linked to hazing shall be subject to discipline - including dismissal or non-renewal.

### **STUDENT POSSESSION OF DANGEROUS WEAPONS**

In order to provide a safe environment for the students and staff of the school, the Board adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons including, but not limited to, firearms are a threat to the safety of the students and staff of the school. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school.

For the foregoing reasons and except as specifically provided below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons. It will not be a defense to any disciplinary action under this policy that the student possessing the dangerous weapon did not know that it is dangerous weapon, but such claim of a lack of knowledge may be considered in mitigation of any disciplinary penalty.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities.

Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time or withdrawn from the school. Additionally, appropriate school staff members may seek to file criminal charges against the student.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

If the principal or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.
2. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the student's parents.
4. Cooperate fully with the police.
5. Transfer confiscated weapon to the police department, if feasible.

A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be admitted into the school.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular/recreational activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal is required. The principal must approve this exception in advance, the weapon must remain inoperable at all times while on campus, and the weapon must not be used in a manner which is inconsistent with the permission granted.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

### **STUDENT SEARCH AND SEIZURE**

The principal or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possessed by the student which is illegal or prohibited by school rules or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

#### Reasonableness

1. The decision to search must be based upon a reasonable suspicion that
  - A. A violation of the law or school rules has occurred or is occurring;
  - B. The student to be searched has committed the violation; and
  - C. Particular evidence of the violation will be discovered in the search.
2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
  - A. The student's age, history, and record in school;
  - B. The prevalence and seriousness of the suspected violation;
  - C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
  - D. The need to make a search without delay and further investigation;
  - E. The specificity and source of the information used as justification for the search; and
  - F. The particular teacher or school official's experience with the student.

#### Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

3. In the case of a student's person being searched, the search must be performed by a staff member of the same gender as the student and should not be excessively intrusive in light of the student's age, sex, and the nature of the suspected violation.

#### Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

#### Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended or otherwise disciplined for such refusals.

#### Reports

The administrative personnel or designee conducting the search shall prepare a report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis, and result of the search.

### **LOCKER SEARCH AND SEIZURE**

In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc., assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents, as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

## **STUDENT ORGANIZATIONS**

The Board is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise benefit students and that school policies should further students' opportunities for participation. The Board also is mindful that the primary purpose of the school is to educate its students and that the Board must maintain control and oversight of students' activities and experiences while attending school.

Therefore, the Board has determined that only school-sponsored student organizations, as that term is defined in this policy, will be permitted to utilize school facilities for meetings or other functions.

### School-Sponsored Student Organizations

The school may sponsor student organizations that the Board determines are in furtherance of and consistent with the school's educational objectives and directly related to its curriculum ("school-sponsored student organizations").

An organization shall be considered to be directly related to the school's curriculum: (1) if the subject matter of the group is actually taught or will soon be taught; (2) if the subject matter of the group concerns the body of courses as a whole; (3) if participation in the group is required for a particular course; (4) if participation in the group results in academic credit; or (5) if it is part of or an adjunct to student government, relating directly to the curriculum, to the extent that it addresses concerns, solicits opinions and formulates proposals pertaining to the body of courses offered by the school.

School-sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group. If a school employee who is non-exempt under the Fair Labor Standards Act serves as a sponsor, then the employee shall receive compensation as required by law for their work as a sponsor. Exempt employees will not receive any additional compensation for serving as a sponsor.

Application for school sponsorship shall be made by the proposed faculty sponsor and at least three (3) students who intend to participate in the organization. Each proposed student organization will submit its membership requirements, organizational structure and provisions of a constitution or other document setting out its organizational purpose and structure, subject to approval by the principal.

After the proposed organization and its constitution have received preliminary approval from the principal, the Board shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and, if requested, on an opinion rendered by the school's legal counsel that the proposed organization meets the standards of this policy.

Only school-sponsored student organizations shall be permitted to meet in or otherwise use school facilities.

### Parental Right to Withhold Permission to Participate

Parents and guardians may notify the school that they are withholding permission for their student to join or participate in one or more extracurricular school-sponsored student organizations. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction.

Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld their permission. Parents and guardians are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

Nothing in this policy prevents a club or organization from meeting when a student who is not authorized to participate is present.

**TESTING STUDENTS WITH REGARD TO THE USE OF  
ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES**

(5:90) يَا أَيُّهَا الَّذِينَ آمَنُوا إِنَّمَا الْخَمْرُ وَالْمَيْسِرُ وَالْأَنْصَابُ وَالْأَزْلَامُ رَجْسٌ مِّنْ عَمَلِ الشَّيْطَانِ فَاجْتَنِبُوهُ لَعَلَّكُمْ تُفْلِحُونَ

**“O ye who believe! intoxicants and games of chance and idols and divining arrows are only an infamy of Satan's handiwork. Leave it aside (avoid it) in order that ye may succeed.”(5:90)**

Islam takes an uncompromising stand in prohibiting intoxicants, regardless of whether the amount is little or much. If an individual is permitted to take but a single step along this road, other steps follow; he starts walking and then running and does not stop at any stage. That is why the Prophet, peace and blessings be upon him, said, "Of that which intoxicates in a large amount, a small amount is haram." (Reported by Ahmad Abu Dawood, and At-Tirmidhi). And again, "If a bucketful intoxicates, a sip of it is haram." (Reported by Ahmad, Abu Dawood, and At-Tirmidhi). This leaves no room for doubts that any substance which has the effect of befogging or clouding the mind, impairing its faculties of thought, perception, and discernment is prohibited.\*

Rationale

1. The school recognizes that, in addition to meeting the educational and spiritual needs of its students, the school must also provide the framework for living lives based in healthy and moral choices. Consistent with the stated mission of the school, the entire educational process focuses on the whole person by integrating faith with the academic, social, emotional, and physical development of the student within the Islamic tradition.
2. In recognizing that the parents are the primary educators of their children and that the family is the first school of social virtues, the school seeks to create a partnership that provides the means to deter young people from drug and alcohol use.
3. The school seeks to empower students with the knowledge and skills necessary to make responsible, healthy, moral decisions regarding their behavior. In order to accomplish this shared responsibility, communication among parents, students and the school is imperative. To that end, the school combines a comprehensive substance-abuse education program with programs of deterrence as well as resources and policies to encourage the maintenance of a healthy lifestyle by all its students.

Student and Parent Responsibilities

1. Attendance at the school is a privilege. With that privilege come responsibilities for students and parents. One of the greatest factors in an adolescent's choices regarding drugs and alcohol is the expectation of his or her parents. The school expects that parents communicate clearly to their children that the illegal use of drugs and alcohol is not acceptable. All students, parents or guardians are held to a high standard of behavior. As such, all students and parents must consent, in writing, to all aspects of

the comprehensive drug and alcohol policies and regulations in order to enroll and/or remain at the school.

2. Each student at the school is subject to expectations and consequences regarding drug and alcohol use while enrolled at the school, including school premises and/or school-sponsored activities.
3. The School shall pay for each student's first drug and alcohol test during each academic year and shall additionally pay for subsequent random tests in an academic year. Additional and follow-up drug and alcohol testing costs shall be paid by the parents/guardians of the student.
4. If a student tests positive and the results are disputed by parents, the test must be requested and taken within seven (7) days of the positive result at the parents/guardians' additional expense.
5. Students of the school shall not possess, use, sell, give or otherwise transfer or be under the influence of any drug or substance that is, or has the potential to be, mind-altering. This includes, but is not limited to alcohol, tobacco, vaping products, other intoxicants, illegal drugs, controlled substances and intoxicating inhalants.
6. **Medical Marijuana:** This policy does not prohibit the use of medical marijuana by a student with a valid medical marijuana license issued according to Oklahoma law. Oklahoma law prohibits schools from refusing to enroll or taking disciplinary action against a medical marijuana licensee based on the result of a positive drug test for marijuana. However, students who are under the influence of marijuana or possess marijuana while at school or during school activities may be subject to disciplinary action regardless of licensee status.

#### SchoolWide Drug Testing

1. All students in grades 6-12 may be selected for drug testing on a random basis during the school year. In addition to random testing, the School reserves the right to require additional testing if, in the Administration's judgment, a reasonable concern exists that a student is using or has used alcohol or drugs in violation of this policy. For the purpose of this policy, "reasonable concern" means concern that is based on from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
  - a. Observable phenomena, such as:
    - i. the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event; or
    - ii. the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.
  - b. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources;

- c. Evidence that a student has tampered with an alcohol or drug test; or
  - d. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.
2. Testing will be conducted by trained personnel. An FDA-approved hair analysis method will be utilized for annual and random drug and/or alcohol testing. Fingernails or Saliva testing will be used with students who have very little head or body hair until arrangements to collect hair can be made.
  3. Test results shall be stored securely and accessible only by the principal. Results are stored by identification numbers; no names are stored with results. Test results will not be made part of the student's permanent educational record. A student who is unable or refuses to provide a hair sample will be suspended until the matter is resolved, absent compelling medical justification.
  4. The principal will be made aware of test results. Only POSITIVE test results will be communicated to parents/guardians. If a student tests positive, one of the designated administrators will contact the parents/guardians within 2-3 weeks of the submission of the sample and inform them of the results. The student will be suspended immediately from the school.
  5. Students who test positive need to meet the following criteria before attending School:
    - a. The student will be required to complete a chemical dependency screening at an approved agency and follow all recommendations of that evaluation (counseling, follow up testing, therapy, drug treatment programs, etc.).
    - b. The student must submit to a drug and/or alcohol screening test through the school. The screening is conducted at the expense of the parents/guardians. Student will be permitted to resume attendance only if he or she shows negative results.
  6. After these requirements are met, he or she will be put on a one-year probation period during which he or she must submit to drug and/or alcohol testing every 100 days at the parents/guardians' expense (in addition to the regular probation requirements). If all test results during this year present negative results, then the student will follow the school's regular screening process starting the year after (random screening tests).
  7. If the student shows positive results for the second time, whether during the probation year or any time during his or her school career, he or she will be required to withdraw immediately from the school. Furthermore, the student may not be permitted to re-enroll at the school at any point during his or her school career.
  8. If the student or his or her family feels the test results are erroneous, the student and family have the right to request that a second test be taken. The test must be requested and taken within seven (7) days of the positive result. The cost shall be paid by the parents or legal guardians.

9. If the student or his or her family asserts that the positive test results are caused by other than consumption of alcohol or an illegal drug by the student, then the student will be given an opportunity to present evidence of such to the principal. The School will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal drug.

#### Drug and Alcohol Use and Possession

1. Possession and/or use of drugs and/or alcohol on school premises or at a school-sponsored event constitute a violation of the school's Substance Abuse Policy.
2. Any student using, being under the influence, or possessing alcohol, illicit drugs, controlled substances, intoxicating inhalants or counterfeit controlled substances or any substance that is, or has the potential to be, mind-altering will be removed from the school or school event and parents will be notified. Police may be notified and, at their discretion, will conduct an investigation. The student will be suspended for the first offense and may be withdrawn for any subsequent offence. Furthermore, students withdrawn pursuant to this provision may not be allowed to re-enroll at the school at any point during his or her school career.
3. Any student furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages, illegal or illicit drugs, controlled substances, intoxicating inhalants or counterfeit controlled substances or any substance that is, or has the potential to be, mind-altering will be removed from school or school event, police will be notified, and the student will be permanently withdrawn. Furthermore, students **will not** be allowed to re-enroll at the school at any point during his or her school career.

#### Tobacco Use and Possession

Any student using or possessing tobacco of any kind on school grounds or at any school activity or event will be subject to disciplinary action. Discipline may include, but not be limited to, parent notification, detention, suspension or withdrawal (details are available in the student code of conduct).

#### Drug and Alcohol Education and Deterrence

Education and deterrence will continue to be the focus of the school's Substance Abuse Policy. Efforts such as Drug and Alcohol Education experts, assemblies, parent education opportunities, and other resources will be utilized as available.

### **CONDUCT AT STUDENT PERFORMANCES**

This policy defines expected behavior of participants at student performances.

This policy addresses performances both on and off campus for all student groups, including but not limited to the following: bands, cheerleaders, choruses, dance troupes, drill teams, theater companies, flag teams, drum majors, talent shows, mascots, and other ensembles. Membership or participation within these extracurricular/recreational activities is a privilege, and students are expected to demonstrate appropriate and respectful behavior. The fact that an activity is not specifically listed is not a valid excuse for acting in a way that is not respectful of the school and consistent with its code of student conduct.

Suggestive, offensive, vulgar verbiage of musical lyrics and/or choreography is inappropriate. Because student performances are an integral part of the curriculum, performances (including music, theatre, and choreography) must be pre-approved by sponsors and administrative representatives before any practices and/or competitions begin. Lewd gestures, inappropriate comments, foul language, and suggestive or vulgar movements are among those behaviors which are not acceptable while practicing or performing as a member of a school group.

All behavior exhibited by students should reflect high standards. The sponsor has the responsibility to determine acceptable behavior under the direction of the school principal.

## **UNITED STATES COPYRIGHT LAW**

The school does not condone, and will not allow, violations of the United States copyright laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use for all works other than broadcast programming:

1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

### Broadcast Programs

A “broadcast program” is any television program transmitted by a television station without charge to the general public.

Teachers may not record a broadcast program for classroom use, but may request that the school record a broadcast program for the teacher’s one-time instructional use. The broadcast program must be used within ten (10) school days of the recording and must be destroyed within forty-five (45) calendar days of recording. Teachers may also view the program to determine whether to purchase the program and add it to the curriculum.

The school will not record multiple copies of the same broadcast program for an individual teacher and will not record broadcast programs without first receiving a request to record.

No broadcast program will be altered (but teachers are permitted to play only an excerpt), displayed without its copyright notice, or combined with other media to make an anthology.

### Exceptions

A further exception to the copyright law includes the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

Reference: 17 U.S.C. §107

## **ADMINISTRATION OF MEDICINE TO STUDENTS**

### **Purpose**

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

### **Definitions**

For purposes of this policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

"Parent" means a parent, a court-appointed guardian or a person having legal custody of a minor student.

### **Policy**

It is the policy of the Board that parents may authorize designated School employees to administer prescription and nonprescription medications to students with legitimate health needs. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including suspension.

As further set out below, the School retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

The parent must deliver the student's medicine to the School Administrator in its original container with the parent's written authorization for administration of the medicine. Medication will only be given in accordance with the dosage directives on the medication. The parent's authorization for medicine must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The designated employee will administer the medicine to the student or assist the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The School will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the School office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine administered.

Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year. The training will include:

- Review of school rules and regulations (including this policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. The School will maintain a current list of those authorized to administer medication.

Students who are able to self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-administration understand and agree that the School, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.

- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
  - Narcotics;
  - Prescription pain killers;
  - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  - Other medication hereafter designated in writing by the district.
- Except as otherwise provided by a written agreement between the school and the student's parents, students may self-administer non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel.

### **Nonprescription Medication**

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the minor student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

### **Prescription Medication**

School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the principal if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

**School employees are still required to call 911 in the event of an emergency.**

**MERCY SCHOOL INSTITUTE**  
**Parental Authorization to Administer Medicine**

I am the parent, guardian or legal custodian with legal custody of \_\_\_\_\_  
\_\_\_\_\_, a minor student attending this school.

This student requires medication at intervals during the school day.

I hereby give my consent and authorize \_\_\_\_\_ (an  
employee of the School District designated by the school nurse, the principal, and me) to  
administer:

\_\_\_\_\_ (name of drug), a non-prescription medication which I am  
hereby supplying you, in accordance with my written instructions or the written  
instructions of a physician which are attached hereto.

\_\_\_\_\_ (name of drug), a filled prescription medication which I am  
hereby supplying you, in accordance with the directions for the administration of the  
medicine listed on the label of the vial.

\_\_\_\_\_ (name of drug), a filled prescription medication which I am  
hereby supplying you, in accordance with the written instructions of the physician  
prescribing the medicine, which is attached hereto.

I hereby give my consent and authorize my child to self-medicate under the School's  
Policy on the Administration of Medicine to Students. **Only applicable to certain  
medications.**

I agree that the School or employees of the School shall not be liable to my student, myself, or  
the student's parent or guardian for civil damages for any personal injuries to the student  
which result from acts or omissions of school employees in administering the medicine I have  
hereby authorized. I agree that the School, its agents and employees shall incur no liability  
for any adverse reaction or injury suffered by the student as a result of the self-administration  
of medication and/or using the specialized equipment.

I agree to abide by all of the terms of the School's Policy on the Administration of Medicine to  
Students, a copy of which will be given to me on my request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Parent with legal custody/guardian