

GILBERT S. LANCE MIDDLE SCHOOL

STUDENT HANDBOOK

4515 – 80TH STREET

KENOSHA, WISCONSIN 53142

PHONE: 262-359-2240



Dear Lance Middle School Student,

Welcome to the 2016-2017 school year! We wish *all of you* a successful year at Lance Middle School.

Lance Middle School is an engaging, challenging, and supporting educational environment. We want to help you become an effective and productive citizen in our democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you participate successfully in the world of tomorrow. For these reasons, Lance Middle School has high academic and behavior expectations.

Lance Middle School believes that:

- **All students** can learn.
- **Students** have a right to attend a school that is orderly, in an atmosphere that is conducive to learning.
- **Teachers** have the right to teach in an environment that is free from disruption.

The policies, procedures, and information contained in the Lance Middle School Student Handbook have been established to ensure everyone's right to a quality education. Please take the time to learn the policies and procedures.

In conclusion, we want all of our Lance students to explore and discover their individual capabilities in order to reach their fullest potential. We encourage you to take advantage of the many opportunities Lance Middle School has to offer! Have a great year!

Sincerely,
Mr. Chad Dahlk, Principal
Mr. Michael Makowka, Assistant Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

**Lance Middle School
4515 80th Street
Kenosha, WI 53142**

Lance Middle School Office

- Telephone Number: (262) 359-2240
- Fax Number: (262) 359-2184

Principal: Mr. Chad Dahlk

Assistant Principal: Mr. Michael Makowka

Dean of Students: Ms. Amy Holm

Dean of Students: Mr. James Brown

Instructional Coach: Mrs. Kristy Gaudio

Special Education: Ms. Stacy Guckenberger

My house name is

My house teachers are:

2016-2017 School Calendar

All Fridays this year will be an early release day.

Students Report – 1 st day of school	09/01/16
Labor Day * No School	09/05/16
Parent/Teacher Conferences (PM)	10/11/16
Parent/Teacher Conferences (PM)	10/13/16
Parent/Teacher Conf. (AM) * No School	10/14/16
Professional Dev Day * No School	10/14/16
Teacher Workday * No School for Students	11/04/16
Professional Dev Day * No School	11/11/16
½ Day of School * Early Release	11/23/16
Thanksgiving Recess * No School	11/24/16
Thanksgiving Recess * No School	11/25/16
Winter Recess Begins * Close of Session	12/22/16
Winter Recess Ends * School Reopens	01/03/17
MLK * No School	01/16/17
Teacher Workday * No School for Students	01/20/17
Parent/Teacher Conferences (PM)	02/21/17
Parent/Teacher Conferences (PM)	02/23/17
Parent/Teacher Conf. (AM) * No School	02/24/17
Professional Dev Day * No School	02/24/17
Teacher Workday * No School for Students	03/24/17
Professional Dev Day * No School	03/31/17
Spring Recess Begins * Close of Session	04/14/17
Spring Recess Ends * School Reopens	04/24/17
½ Day of School * Early Release	05/26/17
Memorial Day * No School	05/29/17
Last day for students - ½ Day	06/09/17

Lance Middle School Rules and Procedures

Accident, Medication, and Illness

It is important that the **Emergency Card** in the office has current phone numbers so that parents/guardians/designees may be reached in a timely manner. **Please keep the school office updated with current telephone numbers and/or address changes.** If a student becomes ill, he/she should receive a pass from a teacher to go to the office. Upon the student's arrival, the office will contact a parent/guardian/designee. In the case of an accident, a parent/guardian/designee will be notified immediately, and an ambulance will be called if considered necessary. It should be known that schools are staffed with a nurse; however they are at individual buildings one, maybe two, times a week.

Medication: If a student is to receive any medication during the school day, the parent/guardian must fill out a **School Medication Permission and Instruction Form** and have it signed by a physician and parent/guardian. This includes prescription and over the counter medication. The medication to be dispensed will be kept in the office and dispensed according to the parent/guardian's and doctor's instructions. A parent/guardian must bring the medication to school in the original container along with the signed authorization form and turn it in to the main office. Medication will not be dispensed without following this procedure.

Attendance Procedures

Children between the ages of six (6) and eighteen (18) are required by Wisconsin Law and Kenosha City Ordinance No. 50-04 Section 11.032 to attend school on a regular basis. A student absent for part or all of five days in a semester without an acceptable excuse is considered a habitual truant and may be referred to law enforcement officials or the court system. An unexcused tardy may be considered a truancy. The City of Kenosha may impose a \$681.00 fine to the child for habitual truanancies once each semester.

Absences: Absences may be phoned in **24 hours a day at the school's main office (359-2240)**. It is the parent/guardian's responsibility to inform the school whenever their child will be absent from school. The principal has the authority to approve or deny any request to permit a student to be absent and/or leave the building during the school hours. Acceptable excuses include personal illness, family illness, death of a family member or relative, or other reasons of legitimate health or educational benefit to the student. If a student must be absent from school for a day or longer and it is not for an illness, he/she may request a **Prearranged Absence Form** from the office. This form should be turned in to the office at least 24 hours before the expected absence and must be signed by a parent/guardian. The student must take the form to each teacher for consideration and then submit it to the principal for signature. Failure to make such a request may result in an unexcused absence. If a student has a failing grade average in the majority of his/her classes or attendance records show excessive absences, a prearranged absence request may be denied. All students granted prearranged absences would be expected to make up only work missed during this absence.

Late to School, Leaving During the School Day, or Tardies: Students should report to the school's designated area for tardiness when arriving late to school. Any student leaving during the school day for an appointment must have a written note from a parent/guardian that clearly states the correct date, parent/guardian signature, and reason for leaving. All students must sign out through the main office.

Behavior Expectations

The Kenosha Unified School District is committed to providing an effective learning environment that is safe, orderly, and respects the rights of all individuals in the school community. The Kenosha Unified School District Middle Schools have created the following **expectations** to ensure that a healthy and productive learning environment exists. The expectations set the classroom and hallway behavior standards for all students. In addition to these expectations, discipline procedures and rules that reinforce the school expectations have been set. All expectations are posted school-wide and are explained to all students at the beginning of the school year.

Positive Behavioral Interventions and Supports (PBIS)

Be Safe

Be Responsible

Be Respectful

Be Successful

Positive Behavioral Intervention and Supports (PBIS) is a systemic approach to proactive, school-wide behavior based on a Response to Intervention (RtI) model. PBIS applies evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. Schools implementing PBIS build on existing strengths, complementing and organizing current programming and strategies. The PBIS model has been successfully implemented in thousands of schools in over 40 states, resulting in dramatic reductions in disciplinary interventions and increases in academic achievement. Data-based decision making is a hallmark of PBIS, allowing successes to be easily shared with all relevant stakeholders.

A student may be temporarily removed from the classroom by the teacher if it has been determined that the student's behavior has repeatedly interfered with the teacher's ability to teach the class. Repeated occurrences of the behaviors listed below may result in a suspension and a request for an Administrative Review with the possibility of an expulsion hearing.

- Uses gang language and/or engages in gang-related activities/symbols (including gang-related clothing, drawings, jewelry, and gestures).
- Uses or possesses smoking materials (including lighters, matches, and smokeless tobacco).
- Steals or vandalizes district, staff, or student property.
- Possesses and/or uses electronic communication devices with photographic capabilities on school property.
- Uses beepers and/or electronic communication devices (i.e. cell phones, walkie-talkies, etc.) during school hours without the permission of the school principal/designee. (All electronic devices must be turned off and out of sight during the school day.)
- Misuses the Internet or performs illegal acts.
- Engages in behavior that creates an unsafe situation, is sexually provocative, and/or compromises the teacher's ability to continue teaching.

- Uses profanity.
- Makes inappropriate physical contact.
- Makes inappropriate verbal comments such as name calling, teasing, or casting racial slurs.
- Participates in bullying.
- Makes disrespectful comments to students or staff.
- Incites other students to act inappropriately or to disobey the teacher or class rules.

All state laws and local ordinances apply to the school setting. According to District Policy, a student may be suspended up to five days, reported to law enforcement, and considered for Administrative Review with the possibility of an expulsion hearing if he or she:

- Uses, delivers, sells, or possess drugs, “look-alike” drugs, prescription drugs (not prescribed to the person in possession), alcohol, inhalants, or other controlled substances in school or on school property.
- Threatens or assaults school employees or students verbally, physically, or sexually.
- Uses, possesses or stores weapons, explosive devices of any kind, or laser devices on school property, school buses, or any school-related event.
- Uses or possesses pepper spray or similar substances intended to incapacitate.
- Harasses or is involved in any incident that includes harassment, sexual harassment, or hate as an issue. Harassment is no joke, sexual or otherwise. It is a violation of a person’s civil and constitutional rights and saying that you were “just joking” or “just playing” does not excuse the violation. Federal and State laws make sexual harassment illegal, whether it involves different sex or same sex situations.
- Communicates a bomb threat to any school facility.
- Extorts or attempts to extort students or staff.
- Starts fires or sets off alarms falsely.
- Fights or threatens to fight.

Head Phones: Over the ear headphones are not allowed anywhere in the building (before or after school). The only exception to this is if they are school issued headphones for testing or Spanish class. If a student needs headphones for a class per the directions of a teacher they must be the earbud style. Once the student leaves the classroom the earbuds must be out of sight. If we see any headphones/ earbuds during the school day and the student does not have direct permission from a teacher or they have them visible in the hallway the headphones will be confiscated and a parent will need to pick them up.

School Socials: Socials take place approximately once a month on Fridays from 4 – 6 p.m. at Lance. Tickets are purchased in Advisory during the week of the social. If students have had ISS, OSS, more than one detention, or received disciplinary action since the last school social, they will not be allowed to attend.

Discipline Procedures

There are several professionals involved in dealing with inappropriate behavior in Kenosha Unified School District Middle Schools. The **Classroom Teacher** is the first person who must deal appropriately with a student’s unacceptable behavior. He or she, in turn, may decide to refer the student to the **Dean of Students** who has the responsibility of discussing the concerns brought forth as well as determining what consequences may be issued. These consequences may be a student conference, detention, full or partial days with in-school interventions or out-of-school suspension. The **Principal and Assistant Principal** will also become involved as needed. Each student is assigned a **Counselor**. Parents/guardians should feel free to contact the counselor whenever it is felt that their intervention can improve the student’s attitude/behavior. Repeated unacceptable behavior will result in a request for a parent conference.

Police Liaison: Lance has a police liaison available as a resource. The officer serves as support for discipline within the building.

Dress Code

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school, and District. The District shall not require specific brands of clothing. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (including gang-related colors if for purposes of gang identification), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation.) If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing, the principal will make the final determination.

Student Technology Acceptable Use Policy

The Kenosha Unified School District expects students to use technology in ways that promote a productive educational environment. Technology includes, but is not limited to, electronic devices, private and public networks. With this educational opportunity comes personal responsibility. Primary responsibility for appropriate use of technology resources resides with the student. School and network administrators and staff will review files and communications to maintain system integrity and to ensure that the network is being used responsibly. All communication including text and images may be disclosed to third parties and/or law enforcement without prior consent of the sender or receiver. In accordance with requirements of the Children’s Internet Protection Act (CIPA), technology protection measures shall be used, to the extent practical, to promote the safety and security of users. Access to inappropriate electronic material and communications will be filtered. As part of its Internet safety practices, Kenosha Unified School District is educating students about appropriate online behavior, including interacting with other individuals on social networking websites, and chat rooms as well as cyberbullying awareness and response.

Cell Phone Policy

Once a student is inside the building, if a cell phone is seen or heard, it is taken from the student and held in the office. A parent/guardian is required to pick it up. Chronic violations will require a conference with the principal. **Students may not use a cell phone inside the building for any reason unless they have permission from a teacher.**

Fire, Safety, and Severe Weather Drills

Drills and safety procedures are practiced on a regular basis including fire drills, tornado drills, safety drills, and lockdown procedures. Students are expected to act in an appropriate manner, follow staff directions, and not put themselves or others in a potentially risky situation.

Fundraising

Only school sponsored fundraising will be allowed during school and at school activities. The building principal must approve all fundraising activities. Loaning money to others is not acceptable.

Kenosha Unified Grading Policy

A **Syllabus** shall be given to a student for each course in which that student is enrolled. The syllabus shall include content/lifelong learning standards and benchmarks, methods of assessment, point distribution, board prescribed grading scale, and course specific information.

Cheating: Acts of cheating, plagiarism, or forgery in connection with school activity are subject to disciplinary action. The severity of the offense will be looked at when dealing with the situation. Usually:

First Time: No credit, teacher contacts parent, may result in referral

Second Time: No credit, parent conference with teacher and administration, referral

Third Time: No credit, referral, suspension

Student Assistant Program

A Student Assistant Program (SAIL) is available to help students experiencing problems with tobacco, alcohol, or any other drug abuse. This program offers students an opportunity to address their concerns in a confidential and non-punitive way. A student may refer himself/herself to this program or may be referred by anyone who is concerned about the student. The emphasis of this program is to help the students, not discipline them.

Lanyards, ID's, and Assignment Notebooks/Planners

At the beginning of the school year, each student is issued a lanyard and an ID. Each grade level is assigned a color-coded lanyard as part of the district dress code. Broken or lost lanyards and ID's must be replaced at the expense of the student/parent/guardian.

Assignment notebooks/planners are to be carried at all times, and their use is required in the classroom. Student passes are contained in the assignment notebooks. If a student loses, destroys, or defaces his/her assignment notebook, the student will be required to replace the assignment notebook at the expense of the student/parent/guardian.

Lockers

Lockers are assigned to students at the beginning of each school year. Once the student is assigned a locker, that student cannot transfer to or use another locker without office approval. **Sharing a locker with another student is not allowed.** Combinations are not to be given to anyone except the person the locker is assigned. Non-school locks will be cut off. The locker is the property of the School District of Kenosha and is subject to inspection at any time by the school administration and/or the police with or without a dog trained in drug detection. As in any large school, theft from lockers is sometimes a problem. It is very important to keep lock combinations confidential. The school assumes no responsibility for articles missing from lockers. Finally, kicking or hitting lockers is prohibited.

Personal Property

The School District is not responsible for lost or stolen items. We discourage students from wearing expensive clothing or jewelry to school. Furthermore, there is no reason for students to bring personal items to school that have no educational reason for being there. Any personal items that disrupt the educational environment or pose a health and/or safety concern will be confiscated and held in the main office until a parent/guardian comes to school and takes custody of them. Backpacks must be placed in lockers at the beginning of the day and removed only at the end of the day.

Transportation

Bikes: Bikes may be brought to school and locked to the bike racks out front, **but they are to be walked while on school property.** Please lock the bicycles at all times as the school is not responsible for lost/stolen items. **Students are not allowed to bring skateboards or scooters on school property.**

Bus Regulations: Each student, at registration time, receives a pamphlet on "School Bus Rules and Regulations". It is strongly suggested that students review this information with their parents/guardians. Inappropriate behavior, which could endanger students, will not be tolerated on a bus used to transport our students, whether it is a yellow bus or city transit. **Failure to abide by the rules may result in the withdrawal of bus services.**

Weather

If there is a question whether or not schools will be in session due to inclement weather, listen to radio stations WLIP-AM, WRKR-FM, WKZN-FM or WTMJ-AM, which will broadcast closing announcements. Also, Cable Channel 20 and the Kenosha Unified School District #1 homepage will include weather information. If no announcement is made, school will be open for classes as usual. The determination to close school is made by the Superintendent of Schools in consultation with county highway officials as well as our bus services, and is not the responsibility of the school administrators.

-----CUT HERE-----CUT HERE-----CUT HERE-----

Detach, sign, and return to your advisory teacher

Please read and review the Lance Middle School Handbook/Planner with your child. Please sign, date, and return once you have reviewed this information with your child.

We/I have read and reviewed the handbook/planner with our/my child on (date) _____

Parent/Guardian Signature _____

Student Signature _____

Resources

Website Name	Link	Username	Password
Kenosha Unified Website	www.kusd.edu	None	None
Lance Website	lance.kusd.edu	None	None
Wisconsin Careers	www.wiscareers.wisc.edu	Provided	Provided
Tell Me More	Via Lance Website	ID	ID
Student Email/Google Drive	Via Lance Website	ID	Last 4 ID
Infinite Campus	Via Lance Website	ID	
The Learning Odyssey/Compass Learning	Thelearningodyssey.com	ID	ID
ALEK Math	www.aleks.com		
Big Ideas	www.bigideas.com		

My Locker Number is: _____ (Do not write your combination here!)

My Email Address is: _____@students.kusd.edu

My Teachers E-mail Addresses are:

Subject	Teacher	Email Address
Math		_____@teachers.kusd.edu
English		_____@teachers.kusd.edu
Social St		_____@teachers.kusd.edu
Science		_____@teachers.kusd.edu
Elective #1		_____@teachers.kusd.edu
Elective #2		_____@teachers.kusd.edu
Elective #3		_____@teachers.kusd.edu
Elective #4		_____@teachers.kusd.edu
Elective #5		_____@teachers.kusd.edu
Elective #6		_____@teachers.kusd.edu
Elective #7		_____@teachers.kusd.edu

Computer Checkout

Q1		Q2		Q3		Q4	
Math		Math		Math		Math	
English		English		English		English	
SS		SS		SS		SS	
Science		Science		Science		Science	
Elective #1		Elective #1		Elective #1		Elective #1	
Elective #2		Elective #2		Elective #2		Elective #2	

Lance Middle School Student Data Sheet

MATH

	<i>Spring 2016</i>	<i>Fall 2016</i>	<i>Winter 16/17</i>	<i>Spring 2017</i>
Overall RIT				
Operations and Algebraic Thinking				
The Real & Complex Number System				
Geometry				
Statistics & Probability				

Goal	Steps	Achieved
Fall RIT Goal:	1. 2. 3.	
Winter RIT Goal:	1. 2. 3.	
Spring RIT Goal:	1. 2. 3.	

Possible Steps to Help Achieve Your Goal - I WILL . . .
 Do weekly practice problems in your lowest area - Read each question carefully
 Slow down and take my time - Have no missing Math assignments
 Ask questions - Work on Compass Learning while at home

READING

	<i>Spring 2016</i>	<i>Fall 2016</i>	<i>Winter 16/17</i>	<i>Spring 2017</i>
Overall RIT				
Literature				
Informational Text				
Foundational Skills & Vocabulary				

Goal	Steps	Achieved
Fall RIT Goal:	1. 2. 3.	
Winter RIT Goal:	1. 2. 3.	
Spring RIT Goal:	1. 2. 3.	

Possible Steps to Help Achieve Your Goal - I WILL . . .
 Read ___ minutes every day - Read each question carefully
 Slow down and take my time - Have no missing English assignments
 Ask questions - Work on Compass Learning while at home

Lance PBIS Behavior Matrix

Expectations	All Settings	Classroom	Hallway/ Commons	Cafeteria	Bathroom
Be Safe	<ul style="list-style-type: none"> -Walk -Report any problems to staff members -KYHFOOTY Keep Your Hands Feet Other Objects To Yourself - Electronic devices and headphones are to be off and out of sight 	<ul style="list-style-type: none"> - Be friendly and tolerant of others - Follow classroom procedures 	<ul style="list-style-type: none"> - KYHFOOTY - Walk - ID visible and able to be produced at all times. - Electronic devices and headphones are to be off and out of sight - Remain on right side 	<ul style="list-style-type: none"> -Single-file line when waiting for lunch -Wait your turn in line - Electronic devices and headphones are to be off and out of sight 	<ul style="list-style-type: none"> -Use toilet, sink, soap, and towels correctly - Wash your hands - Dispose of garbage in receptacles - Electronic devices and headphones are to be off and out of sight
Be Responsible	<ul style="list-style-type: none"> -Listen -Include everyone -Be prepared -Be helpful - Have your planner at all times 	<ul style="list-style-type: none"> - Attend class daily - Be prepared to learn - Be on time and in your assigned seat - Follow directions 	<ul style="list-style-type: none"> -Voice level: 0 or 2 -Walk directly to and from your destinations -Have a pass at all times - Have your planner at all times 	<ul style="list-style-type: none"> -During announcements: Voice level: 0 -Voice level: 0-2 in cafeteria -Be prepared with your pass (if necessary) and your ID 	<ul style="list-style-type: none"> -Voice level: 0-1 - Return to class as soon as possible - Report issues to staff
Be Respectful	<ul style="list-style-type: none"> -Dress for success -Be honest and trustworthy -Be on time -Use appropriate voice levels in appropriate areas. (0-5) -Be kind 	<ul style="list-style-type: none"> - Listen when others talk - Clean up your space 	<ul style="list-style-type: none"> -Keep hallways clean - Respect others personal space - Respect students' learning 	<ul style="list-style-type: none"> -Keep our cafeteria clean - Remain in your seat -Use proper manners 	<ul style="list-style-type: none"> -Give others their privacy -Keep our bathrooms clean
Be Successful	<ul style="list-style-type: none"> -Be involved -Be a learner -Be present 	<ul style="list-style-type: none"> - Be a positive example to all 	<ul style="list-style-type: none"> - Make good decisions 	<ul style="list-style-type: none"> -Make healthy food choices -Observe nutrition facts 	<ul style="list-style-type: none"> - Be Clean

Lance PBIS Behavior Matrix

Settings

Expectations	Before/After School	Library/ Computer Labs	Bus	Extracurricular
Be Safe	<ul style="list-style-type: none"> -Report injuries to staff -Stay in your designated, grade-level area -Listen and follow staff instructions (<i>including crossing guard</i>) 	<ul style="list-style-type: none"> -Ask for help to reach materials -Carry your student ID -Push in your chair before leaving -Enter/exit with care 	<ul style="list-style-type: none"> -Stay seated at all times - KYHFOOTY 	<ul style="list-style-type: none"> -Stay in designated areas and use bleachers/seating appropriately
Be Responsible	<ul style="list-style-type: none"> -Voice Level: 0-3 -Be aware of others and your surroundings -Once outside, stay outside -Follow all staff instructions - Enter the building only with a pass or an approved purpose 	<ul style="list-style-type: none"> -Voice Level: Teacher Guided -Return books, materials, equipment, and supplies to proper place on time -Stay on task -Have a pass and a purpose - Stamp pass, sign in, stamp out -Use computers for academic purposes only 	<ul style="list-style-type: none"> -Voice Level: 0-2 -Remain in the first seat you choose 	<ul style="list-style-type: none"> -Follow Lance rules/etiquette for games and activities -Show your Bolt pride! -Leave school areas cleaner than you found them
Be Respectful	<ul style="list-style-type: none"> - Pick up and discard litter - Respect others personal space 	<ul style="list-style-type: none"> -Handle books with care -Handle computers and equipment with care -Work quietly -Be polite to staff and students -Keep it clean 	<ul style="list-style-type: none"> -Whatever you take on the bus leaves the bus with you -Show proper manners to the driver 	<ul style="list-style-type: none"> -Display good sportsmanship -Respect all competitors, spectators, performers, officials, etc. -Use positive, supportive language
Be Successful	<ul style="list-style-type: none"> -Observe traffic safety 	<ul style="list-style-type: none"> -Read and learn something new -Academic purposes -Practice keyboarding skills 	<ul style="list-style-type: none"> -Be aware of your surroundings 	<ul style="list-style-type: none"> -Be a team player -Practice positive sports conduct

All About Me

1. What is your favorite book? _____
2. What is the farthest point you've traveled away from home? _____
3. What is a recent movie you enjoyed, and what did you like about it? _____

4. Where is your favorite place to be and why? _____

5. What is your favorite food? _____
6. What is your favorite kind of music? _____
7. What is your favorite sport? _____
8. To what organizations / teams / clubs do you belong? _____
9. Name someone you look up to the most and why? _____

10. What are two common activities you do after getting home from school? _____
11. What is something that you would like your teachers to know about you? _____

12. What wish do you have for someone else? _____
13. What do you want to do for a career? _____
14. What is something about which you daydream? _____
15. What is something about which you are curious? _____
16. What would the title of a book about your life be? _____
17. If you could go back two years ago, what advice would you give yourself? _____

18. Describe yourself as a friend. _____

19. Describe your best friend. _____
