

SANKOFA MIDDLE SCHOOL OF CREATIVE AND PERFORMING ARTS



Parent/Student Handbook 2022-2023

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Introduction

The Board and Administration want to express our appreciation for you selecting Sankofa Middle School of Creative and Performing Arts (Sankofa) as the school of choice for educating your children. It is our intent for your child to be successful during the school year 2022-2023. In order for this to occur, it is important for you to become familiar with the contents of the **Parent/Student Handbook**.

Next, students are expected to be at school on a regular basis. **Unnecessary student absences** can and will adversely affect your child's ability to be successful in school. For your information, the maximum number of absences allowed for students per semester is ten (10 days). Any student, whose absences exceed this amount, may be retained in his/her current grade due to lack of attendance. Please make sure your child is at school on a regular basis.

Homework is another key component for student success. If parents want their children to achieve academic excellence, they must understand that homework is a vital part of academic growth. Homework helps students to build strong academic skills. Please review and check your child's homework for completeness and accuracy. It is also important for you to sign the homework before returning it to school.

Finally, the school year 2022-2023 will be an exciting year for students. Let us ensure for this end by **working together as partners in supporting instructional activities at SANKOFA**.

MISSION STATEMENT

The mission of the Sankofa Middle School of Creative and Performing Arts (SANKOFA) is to promote excellence and improve student learning by providing each student an academically enriched curriculum in a safe, secure, and nurturing environment. The school strives to meet the social, intellectual, psychological and physical needs of each child, thus teaching the total child, in a climate characterized by high academic and behavioral expectations. The school professes the belief that public education is a commonly shared, community based, democratic experience worthy of the commitment of all involved.

VISION STATEMENT

Sankofa Middle School of Creative and Performing Arts reflects an educational institution whereby 90% of the student population, upon graduation, performs at or above grade level in reading and math. Students also exhibit strong self-esteem and possess acceptable skills in the arts.

GOALS

The Sankofa Middle School of Creative and Performing Arts will enroll students of parents, who are committed to the educational process, as prescribed by the school's mission statement.

The goals of the Sankofa Middle School of Creative and Performing Arts are:

- All students will master basic mathematics. (addition, subtraction, multiplication and division)
- SANKOFA will have clear standards of achievement and accountability for all students.
- The students will develop basic computer competency through the use of the computer lab with internet access.
- SANKOFA will be a secure, safe, drug-free, and disciplined environment.

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Board Policy Statement

Behavioral Expectations for Staff/Students/Parents

The Board believes Sankofa Middle School of Creative and Performing Arts (SANKOFA) should exhibit an environment that is safe, orderly and conducive to learning. To this end, staff, students and parents shall refrain from behavior that is disruptive in nature. Disruptive behavior includes but is not limited to: violence, force, noise, coercion, agitation, making threats, throwing rocks, fighting, scuffling, wrestling, boxing, karate kicking, putting others in a headlock, pushing, hitting, intimidating and instilling fear in others.

SANKOFA requires that parents dress in an appropriate manner when entering SANKOFA: breasts are not to be exposed- no braless, strapless, or sagging pants.

Staff can be terminated and students can be suspended for exhibiting such behaviors and at the discretion of Administration, reported to the appropriate law enforcement agency. Parents exhibiting disruptive behavior may be barred from the campus. If negative behavior occurs at year-end, loss of attendance privileges could be extended to the next school term.

Opportunities will be provided for staff and parents to participate in developing strategies for disruptive behavior. Such strategy development will be ongoing during Administrative/Parent Informational Meetings. It is important to note that the Board/Executive Director will make the final determination as to what strategies should be implemented for Sankofa Middle School of Creative and Performing Arts.

STUDENT BEHAVIOR AND DISCIPLINE

The SANKOFA community, including students, parents, teachers, administrators and others, must work together to create and maintain an orderly learning environment that promotes effective teaching and learning.

SANKOFA encourages self-control, self-esteem, and cooperation. SANKOFA believes that a structured environment and specified expectations will enable each student to understand that good behavior and appropriate manners are a prerequisite to learning and living with others.

It is the duty of the parent and teacher to guide and instruct students in proper and moral conduct. Therefore, students are required to maintain standards in courtesy, kindness and honesty. Viewed as the “authority” figures in the relationship, adults must display personal integrity, expertise in the area of academics and consistency in expectation levels and consequences. Teachers must expect parental understanding and cooperation of the school’s philosophies and goals, cooperation and assistance in these areas if students are to achieve maximum growth in self-discipline and learning.

All students at SANKOFA have basic rights with responsibilities. They should expect an excellent education with clear instructions and expectation levels. They deserve clear

knowledge of their responsibilities and subsequent consequences. As a realistic preparation for life in general, it is essential that students learn at their specific levels of development. They alone control these consequences by their own choices of behavior and/or efforts. Students will receive honest and helpful evaluations. Within this basic framework, reciprocal manners and respect are required. This will result in a secure, caring and productive environment for learning.

MISUNDERSTANDINGS OR CLASSROOM PROBLEMS

SANKOFA encourages open dialogue between the teachers, students, parents and school administration. If your child approaches you with a concern, listen to his or her side of the story and then discuss the matter with his/her teacher. SANKOFA asks that you avoid taking sides openly with your child against the school.

If the matter cannot be resolved with the teacher, parents may contact the SANKOFA Administration. Parents, teachers and School Administrators are expected to display courteous and cooperative attitudes in settling all disputes.

PARENT BEHAVIOR

All parents and/or guardians are expected to report to the school office prior to visiting a teacher in the classroom. Parents/guardians are also expected to schedule an appointment with the respective teacher and wear a visitor's pass at all times while in the school facility.

SANKOFA wants to provide each of its students with the best educational environment possible. This requires cooperation from parents, teachers, students and the Administration. To achieve such cooperation, the Administration respectfully requests parents, grandparents, guardians and other adult relatives who visit SANKOFA to dress and conduct themselves appropriately at all times. The appropriateness of dress and conduct of visitors will be solely determined by the Administration.

Upon noncompliance with SANKOFA procedures, the Administration will exercise its right and authority to: (1) order any person out of the school building and off school property when it appears the presence of this individual is a threat to the peaceful operation of school business and classroom instruction and (2) seek assistance from law enforcement if the person does not comply or cooperate with SANKOFA staff.

As a matter of record, it is a violation of State Law for anyone to disrupt or interfere with the Administration, teachers or other school employees while in the performance of their duties.

STUDENT PARTIES SPONSORED BY INDIVIDUAL PARENTS

SANKOFA does not allow parties sponsored by any individual parent to occur on school premises during the regular school day. Such parties include birthday and various other celebrations as well. Allowing such parties creates a liability that is unacceptable for our

school. It is important to note that individual parties would create a tremendous loss of instruction time for children as well. Parents should not ask teachers or the administration to schedule individual parties for children. For your information, we do provide opportunities for children to participate in fun activities; however, such activities are built into the existing schedule and do not take away from instruction time and create liability issues.

EXPECTED BEHAVIORS AND SOCIAL INTERACTIONS:

- All individuals should treat each other with respect, concern, care and fairness.
- All individuals should display good citizenship and acknowledge responsibility for their behavior.
- All students should attend classes on time and actively engage in learning.
- All students should abide by the standards set forth in the School-Wide Discipline Plan.

Within the first few weeks of school, each teacher will send home an administrator-approved copy of his/her classroom discipline plan including a statement of rules, rewards/incentives, and consequences. Each parent/guardian will be asked to read the plan, sign, and return a statement indicating that it has been read and understood.

The most positive and supportive actions are to be taken to reinforce the kinds of behaviors we want our students to exhibit. In addition to classroom/teacher – initiated rewards and incentives, the Executive Director or his/her designee will provide daily/weekly/monthly and quarterly recognition for those students who strive to achieve and behave appropriately (daily announcements, recognition, assemblies, certificates, parties, educational excursions, etc.).

STEPS TO BE TAKEN FOR INAPPROPRIATE BEHAVIOR NO EXCEPTIONS

Each teacher will maintain a Behavior Management form to include the dates and times of each individual student's inappropriate behavior, warnings, timeouts in class recovery periods in another classroom, citations issued, parent contacts made, loss of privileges, and parent/teacher conferences. If the student receives three (3) check marks for inappropriate behavior, the teacher will refer the student to the SANKOFA Administration.

OUT OF SCHOOL SUSPENSION POLICY

Any student may be suspended out-of-school in accordance with SANKOFA policies on student discipline for: violation of a school regulation; immorality; adjudication as a delinquent for an offense that is not a violent offense (For the purposes of this provision, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offense” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense “ shall include the offense of assault); possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and the possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act, provided that possession of a firearm shall result in out-of-school suspension as stated below. The school’s regulations and standards on the student discipline are stated in the Parent/Student Handbook, School-Wide Discipline Plan, and policies of the school’s administration and Board of Directors.

Before a student is suspended out-of-school, the school’s administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions, such as reassignment to another classroom or in-school detention. Except for possession of a firearm, no out-of-school suspension shall extend beyond the current and the succeeding semester.

Any student found in possession of a firearm while on any school property or while in any school bus or other vehicle used by the school for transportation of students or teachers to any school activity shall be suspended out of school for a period of not less than one (1) year, to be determined by the school’s Board of Directors. The term of the suspension may be modified by the Executive Director or designee on a case-by-case basis. For purposes of this paragraph, the term “firearm” shall mean and include all weapons as defined by 18 U.S.C., Section 921. In all cases of a violation of this policy, the appropriate law enforcement authorities will be notified.

Students suspended out-of-school for ten (10) or fewer days shall have the right to appeal the decision of the Administration to a committee composed of administrators or teachers, or both. The student’s parent or guardian shall submit the appeal in writing to the school’s Executive Director or designee within three (3) school days. The committee shall determine if a violation of school policy has occurred and the reasonableness of the term of out-of-school suspension. The decision of the committee shall be final.

Students suspended out-of-school for more than ten (10) days may request a review of the suspension with the SANKOFA administration. Such request shall be submitted within three (3) school days of the first effective date of the suspension. If the Executive Director or designee does not withdraw the suspension, the student shall have the right to appeal the decision of the Executive Director or designee to the school’s Board of

Directors. The student's parent or guardian shall submit the appeal in writing to the school's Executive Director or designee within three (3) school days of the date the notice is given to the Executive Director. Upon full investigation of the matter, the Board shall determine if a violation of school policy has occurred and the reasonableness of the term of the out-of-school suspension. The decision of the Board of Directors shall be final.

At its discretion, SANKOFA may provide an education plan for students suspended out of school for five (5) or fewer days pursuant to the provisions of this paragraph. The following provisions shall apply to students who are suspended out-of-school for more than five (5) days only, as authorized by law, and who are guilty of acts other than possession of a dangerous weapon or a controlled dangerous substance. Upon out-of-school suspension, the parent or guardian of a student suspended out-of-school pursuant to the provisions of this paragraph shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school's administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides only for the core units in which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. For the purposes of this paragraph, the core units shall consist of the minimum English, Mathematics, Science, Social Studies, and Art Units required by the State Board of Education for grade completion in kindergarten through third (3rd) grade. The plan shall set out the procedure for the education and shall address academic credit for work satisfactorily completed.

Students suspended out-of-school who are on an Individual Education Plan pursuant to the Individuals with Disabilities Education Act, P.L. No. 101-476, or as otherwise required by law, shall be provided the education and related services in accordance with the student's Individualized Education Plan.

REASONS FOR IMMEDIATE REFERRAL TO THE SANKOFA ADMINISTRATION AND ONE-DAY SUSPENSION:

- Insubordinate and open defiance of teacher, staff member or administrator
- Repeated use of profanity
- Documented and repeated conduct that violates school rules and regulations and disrupts the educational process or endangers the health and safety of the student, other students or school personnel. (*Studies have shown that eighty percent of classroom disruption consists of students talking to their neighbors and fifteen percent of classroom disruption consists of students being out of their seats. www.fredjones.com*).

REASONS FOR IMMEDIATE REFERRAL TO THE SANKOFA ADMINISTRATION AND LONG-TERM SUSPENSION:

- Immorality,
- Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this Policy, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offense” as specified in Section 571 of Title 57 of the Oklahoma statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault,
- Possession of an intoxicating beverage, low-point beer as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. B. Any student found in possession of a firearm while on any District or other public school property or while in any school bus or other vehicle used by the District or a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the Board of Directors pursuant to the provisions of this Policy. The term of suspension may be modified by the Executive Director or designee on a case-by-case basis. For purposes of this paragraph, the term “firearm” shall mean and include all weapons as defined by 18 U.S.C., Section 921.
- Violation of any of the following items:
 1. Arson, attempted arson;
 2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic computerized or electronic message.
 3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
 4. Cheating;
 5. Conduct that threatens or jeopardizes the safety of others;
 6. Cutting class or sleeping, eating or refusing to work in class;
 7. Disruption of the educational process or operation of the school;
 8. Extortion;
 9. Failure to attend assigned detention, or other disciplinary assignment without approval;
 10. Failure to comply with state immunization records;
 11. False reports or false calls;

12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation and bullying, including but not limited to students, school employees and volunteers;
16. Hazing (initiations) in connection with any school activity;
17. Immorality
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by words or acts, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession of a caustic substance;
27. Possession of obscene materials;
28. Possession, without prior authorization, of a wireless telecommunication device;
29. Possession, threat or use of a dangerous weapon or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances;
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions);
36. Truancy;
37. Use or possession of tobacco in any form;
38. 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;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Using school technology (i.e., computers, Internet, electronic mail, and other technology) for personal use, in violation of school policies, or in a manner not authorized by the school;
41. Vandalism;

- 42. Violation of the School's policies, rules or regulations or violation of school rules or regulations;
- 43. Vulgarity;
- 44. Willful damage to school property;
- 45. 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, which may include in-school placement options or out-of-school suspension.

CORPORAL PUNISHMENT

The Administration recognizes an environment conducive for learning is paramount if students are to be successful with their classroom endeavors. The staff will use various forms of discipline to ensure for an orderly learning environment. One approach to discipline used at Sankofa Middle School of Creative and Performing Arts (SANKOFA) is corporal punishment. This form of discipline is defined by Oklahoma Law as ordinary force for disciplining children, including but not limited to spanking or paddling.

It is important to note the Administration would prefer not to use corporal punishment to correct inappropriate behavior; however, it recognizes that it is difficult for some parents to leave their place of employment to administer a spanking to their child when needed.

Corporal punishment shall be administered by the Administration only and shall be consistent with Oklahoma Law. Teachers shall not administer any form of corporal punishment. Students will not receive two (2) spankings in the same day. Parents will be notified in writing when corporal punishment is used by the Administration. It is important to note that a teacher can physically restrain a child if reasonable. The Behavioral Management Form will be sent home at the end of the day with the child.

Corporal punishment is not to be considered as the preferred choice of discipline for children. Other forms of discipline, including but not limited to, counseling and suspension, supervision, are used regularly to correct inappropriate behavior.

**HOLD HARMLESS AGREEMENT
BETWEEN
PARENT AND SANKOFA MIDDLE SCHOOL OF CREATIVE AND
PERFORMING ARTS**

As a parent of Sankofa Middle School of Creative and Performing Arts (SANKOFA), I am aware of all discipline procedures. I further understand that if my child receives three (3) disciplinary infractions, my child will receive an immediate suspension for the balance of the day. The Administration will call me to pick up my child from school. If I fail to arrive within one (1) hour to pick up my child, the suspension will extend for an additional day.

As a parent/guardian of _____, I agree to save and hold harmless the SANKOFA officer, administrative staff and other designated staff against any liability brought forth by any acts of appropriate and acceptable discipline. Discipline such as verbal reprimands and corporal punishment represent appropriate discipline. Corporal punishment is defined by Oklahoma law as ordinary force for disciplining children, including but not limited to spanking or paddling. If such discipline is ineffective, the SANKOFA staff will contact me before any further discipline is administered.

As a parent, I have the option to allow the administration to administer corporal punishment to my child upon presenting such a request in writing to the SANKOFA Administration. This request shall serve as permission for the administration to administer corporal punishment if necessary. Corporal punishment shall be administered by an Administrator only and shall consist of not more than two (2) swats. Students will not receive two (2) spankings in the same day. Parents will be notified in writing when Corporal punishment is used by the Administration. Teachers shall not administer any form of Corporal punishment. It is important to note that teachers can physically restrain a child if reasonable and necessary.

☐ **Yes**, I accept the Hold Harmless Agreement and I consent to my child receiving Corporal punishment.

☐ **No**, I do not accept the Hold Harmless Agreement and my child may **not** receive Corporal punishment.

SANKOFA Administration

Date

Parent/Guardian Signature

Date

CERTAIN MATERIALS NOT ALLOWED ON SCHOOL PREMISES

Parents are asked to discourage their children from bringing radios, games, toys, cell phones, I-Pods, pencil sharpeners, glitter, fingernail polish, lip gloss, make-up, artificial/acrylic/gel nails, candy and all popular entertainment devices to school. These items can cause unnecessary distractions.

DAMAGES

Parents will be responsible for any willful damage to the school property by their child. Parents will be billed accordingly.

WIRELESS COMMUNICATION DEVICES

Wireless communication devices are prohibited on the premises.

DRESS CODE

The SANKOFA Board recognizes that dress and grooming have a direct impact on the learning environment. Without certain restrictions, student dress and grooming can adversely affect the learning environment. SANKOFA is committed to providing a safe, secure and orderly learning environment. Therefore, dress and grooming shall not adversely affect students' participation in the classroom, school programs, school related activities or disrupt the learning environment.

Therefore, the SANKOFA Board directs the Administration to monitor and enforce policy related to student dress and grooming. The following represents guidelines the Administration should implement. These include: (1) student dress code, (2) student jewelry and (3) student hygiene.

STUDENT DRESS CODE

SANKOFA philosophy is that all students will dress in uniforms to encourage respect for the school. Students are required to wear black or brown shoes and the appropriate uniform as designated by the Administration. Uniforms should display the SANKOFA monogram. **Black or Brown tennis shoes are not acceptable. All shoes should have a brown or black sole. Female students shall not wear high heel shoes.** Each student should have a minimum of four (4) complete sets of uniforms. Students who are not wearing the proper uniforms Monday through Friday will be sent home for non-compliance. On Friday, students may wear only blue denim jeans, SANKOFA t-shirt and tennis shoes. Wearing the school uniform shirt with jeans shall not be acceptable. All uniforms shall be clean and presentable when worn by the student. If non-uniform clothing on Free Dress Day is allowed, students should not display letters, numbers or

pictures on their clothing. Students may not wear shoes with lights on them in any way. All students are required to wear their natural hair color.

STUDENT JEWELRY

The SANKOFA Board recognizes that wearing of jewelry by a student, if left unchecked, can serve as a distraction to an orderly learning environment. Therefore, the SANKOFA Board directs the Administration to follow procedures as outlined in this policy statement. Jewelry is defined as (1) earrings, (2) watches, (3) rings, (4) bracelets, (5) necklaces and (6) fashion pins. Students are **only** allowed to **wear one piece of jewelry.** An exception to **this allows female students to wear one pair of earrings.** Stud earrings worn by female students are limited to the earlobe. **Male students are not allowed to wear earrings. Nose rings/studs, body piercing with jewelry, tongue studs and eyebrow rings are not acceptable.**

SANKOFA is not responsible for any lost or stolen merchandise.

STUDENT HYGIENE

SANKOFA believes that lack of personal hygiene increases the risk to health, safety and welfare of all students. It also detracts from maintaining an orderly and healthy learning environment. To this end, it is the responsibility of the parent or guardian to ensure that students bathe regularly. **Parents should also ensure that backpacks are clean and inspected daily. All uniforms should be washed regularly.**

Non-compliance regarding this policy shall result in a parent conference with the Administration. Continued non-compliance will result in student suspension.

HOMELESS

As per the McKinney-Vento Act every child has the right to an education. This includes homeless children. Please be an advocate for this crucial act and make all families aware of their rights in education. There are many organizations homeless families can contact for help regarding immunizations, food, housing, support. A few are listed below:

- “ Boys and Girls Club 918-425-7534
- “ Food Bank 918-585-2800
- “ Tulsa Health Dept. 918-595-4280
- “ Medical Services 918-582-1972
- “ Salvation Army 918-582-7201
- “ Shelter 415 W. Archer, Tulsa, OK
- “ Shelter 506 N. Cheyenne, Tulsa, OK

If any of this pertains to you or someone you know you may contact:
Oklahoma Liaison Tammy Smith 405-522-3260

ANNUAL NOTIFICATION

A school must annually notify parents of students in attendance to:

- Inspect and review their children’s education records;
- Seek amendment of inaccurate or misleading information in their children’s education records;
- Consent to most disclosures of personally identifiable information from education records

The annual notice must also include:

- Information for a parent to file a complaint of an alleged violation with the Family Policy Compliance Office (FPCO);
- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person;
- Information about who to contact to seek access or amendment of educational records

Means of notification:

- Can include local or student newspaper, calendar, student program’s guide, rules handbook or other means reasonable likely to inform parents;
- Notification does not have to be made individually to parents.

EDUCATION RECORDS DISCLOSURE POLICY

SANKOFA endorses the guidelines established by the Family Education Rights and Privacy Act, which pertains to the rights and protection of privacy of parents and students. Information having to do with performance and evaluation of students obtained in the course of professional service shall remain confidential and shall not be disclosed outside the school without written parental consent unless required by law, as in cases of potential harm to self, potential harm to others or suspected child abuse. Educational records will be furnished to schools to which students are transferring or other designated individuals with parental permission. Parents have the right to request and obtain information contained in their child's academic records.

ADMISSION POLICY (Add New Transfer Law???????????)

It is the policy of the Sankofa Middle School of Creative and Performing Arts to admit students of any race, color, sex, religion, nationality, ethnic origin, or physical handicap, to all rights, privileges and programs generally accorded or made available to students at the school. The school does not discriminate based on race, color, sex, religion, nationality, ethnic origin, or physical disability in admissions, personnel policies and general practices.

SANKOFA SCHOOL HOURS

8:00 a.m. – 3:30 p.m.

MONEY

Parents, for legitimate reasons, may send money to school in an envelope. It is important to write the student's name and purpose for the money on the outside of the envelope. This money should be delivered only to the teacher of the student or someone within Administration on the date it is due.

SANKOFA will not be responsible for any money that is lost or stolen due to not following policy.

MEALS

We encourage all students to eat a nutritious breakfast prior to coming to school. Proper nutrition is important for proper thinking. The school provides breakfast and lunch at a nominal fee for those students who do not qualify for free and reduced priced meals. Weekly or monthly payments for the lunches are made directly to the school.

Late arrival to school:

Parents must notify the front office no later than 9:00 a.m. in order for students to be counted for lunch. Failure to do so may result in students receiving an alternative meal.

SANKOFA is not required to provide meals if payment is not made for the current day's meal or if funds in a student's account are not sufficient to cover the cost of the meal. **SANKOFA will not extend any credit for breakfast or lunch.** A sandwich and milk may be provided to any student who does not have funds available.

Red juices are prohibited. Breakfast is served from 7:30 a.m. to 7:55 a.m. Students that enter the cafeteria after the specified time will not be permitted to eat breakfast.

CAFETERIA RULES

During mealtime, students are to enter the cafeteria quietly and in an orderly fashion. Students are expected to sit in their assigned seats. Lunch is to be eaten silently. If students need assistance, they are expected to raise their hand. When lunchtime has ended, the students are to line up and exit the cafeteria quietly.

TARDIES

Any student who arrives after 8:15 a.m. is considered tardy. Students who arrive at school late must be escorted to the office by the parent or the adult bringing the student to school.

ABSENCES

A written note or a telephone call from the parent explaining all absences is mandatory. When the school is not contacted concerning the absence of a student, it will be recorded as an unexcused absence. The maximum number of absences allowed per school semester is 10 days. Any student, whose absences exceed this amount, may be retained in his or her current grade level due to lack of attendance.

When it is necessary for a student to leave school prior to 3:00 p.m., the parent or guardian must send a note stating the reason and time the student is being removed from the school. The parent must come to the school office to pick up the student. Classes are not to be interrupted except by office staff. If a parent authorizes another individual to pick up the student, the parent must notify the school in writing of the name and the person's relationship to the student. If the student leaves before 1:00 p.m., they will be counted as absent for one half day.

COMMUNICATION WITH PARENTS

SANKOFA desires to communicate freely with the parents. Every effort will be made to ensure that parents are informed of their child's progress and upcoming events. Parents should exercise their right and responsibility to show interest in their child by taking time to ask for the **SANKOFA Newsletter**. This document includes important information about upcoming events and requests for your help at the school.

MESSAGES

Given the number of students at SANKOFA, it is not possible to deliver phone messages to students. Each time a message is delivered to a classroom, it interrupts the educational process. Therefore, the SANKOFA Administration asks parents not to request office staff to give phone messages to their children. Prior planning before leaving home is greatly encouraged.

PARENT INVOLVEMENT

We realize that positive and frequent communication between the school and parents is vital to the educational success. SANKOFA seeks to foster this important relationship by encouraging parents to be involved in their child's education. We offer you several ways to become involved in the SANKOFA community and in the education of your child.

1. Parents are always welcome to visit their child's classroom. However, we will discontinue your opportunity to visit if it causes disruption in the classroom. As a courtesy, parents should contact the teacher before planning their visits and check in with the administrative office before going to the classroom. **Classroom visits are limited to 30 minutes. School age children are not permitted to visit SANKOFA unless permission has been granted by the Administration.**
2. Parents are encouraged to sign up and put their talents to good use for SANKOFA. There is an expectation of nine (9) hours of volunteer time per year. **Parents are not permitted to volunteer in the same classroom where their children reside.** There are frequent opportunities throughout the school year where parent support is greatly needed and appreciated.

CHANGE OF ADDRESS

It is the parents' responsibility to inform the school of any change in home phone number, cellular telephone number, place of employment, and telephone number at their place of work. This is necessary in case of an emergency.

MORNING DROP OFF AND EARLY PICK UP PROCEDURE

MORNING DROP OFF

Our doors open at 7:30 A.M. **Please have your children ready to exit the vehicle.** The obligation of teaching children to open and close vehicle doors is the parents' responsibility. Adhering to this responsibility will help the children to become independent.

EARLY PICK UP

To maintain an appropriate closure to the instructional day, early dismissal of students between 2:15 P.M. and 2:40 P.M. will not be permitted.

Parents/guardians/daycares picking up a student prior to 2:15 P.M. must park in a designated parking space and not in the pickup lane. Individuals must then exit their vehicle and report to the main SANKOFA entrance door.

Parents will be required to show ID or give the student's assigned student number to the office staff. **Please do not call the office prior to arriving as we will not bring the student to your vehicle.**

Please have all SANKOFA placards (Student Number) visible.

Student pick-up will begin at 2:45 P.M.

CURRICULUM

The curriculum at SANKOFA includes the following subjects:

Reading & Language Arts: SANKOFA Reading and Writing programs build a strong foundation for a lifetime of learning. This foundation is made up of skills and strategies that lead to early independence in decoding, comprehension, writing and thinking.

Mathematics: SANKOFA' Mathematics program is an age-appropriate introduction to such concepts as **addition, subtraction, multiplication, division, fractions and geometry.** Operations, thinking skills, problem-solving, mental math, estimation, data organization, probability and statistics are emphasized at every grade level.

Cultural Studies & Geography: SANKOFA' African American and Social Studies programs are bursting with real-life fabric of our heritage, homes, communities, country and world.

Science: Developing scientific thinking among our students is an important part of the SANKOFA Science program. This program provides frequent opportunities to develop science process skills that support scientific inquiry. Students develop critical thinking skills and scientific reasoning skills as they respond to thought-provoking questions.

Character Building: SANKOFA Social and Living Skills program educates students on appropriate classroom behavior, manners and how to handle their emotions and conflicts.

HOMEWORK

Parents who want their children to achieve academic excellence must understand that **homework** is a vital part of academic growth. SANKOFA is committed to providing all students with the tools for academic success. Slacking off in any skill building process is very costly, if not disastrous. On the other hand, the student who practices diligence in the lifelong process of problem solving and memorization reaps unlimited benefits.

Homework is an extremely important part of any skill-building subject. On a daily basis, instructors will ask students to complete homework assignments. **Students who fail to bring the required homework to school will automatically receive three (3) check marks and will immediately be sent to the office.** Parents are asked to provide their child with a quiet place to study. Parents should check their child's work to ensure for completeness and accuracy. The homework should be signed by a parent and returned to school on a daily basis.

GRADING SYSTEM

SANKOFA grading policy will be as followed:

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 - 0

An Asterisk (*) indicates that the student is working below grade level.

PROGRESS REPORTS

Teachers will send home frequent updates on your child's progress in school on an as-needed basis.

REPORT CARD

Report cards will be sent home at the end of each quarter.

TESTING

All students enrolled in kindergarten through third grade will be given the DIBELS reading assessment. This test is designed to provide a broad range of related measures of achievement and performance ability in the area of reading.

PARENT/TEACHER CONFERENCES and PARENT MEETINGS

Attendance of parents at Parent/Teacher Conferences and school parent meetings is mandatory. This is the time to inform parents of what students are learning and instruct them in ways they can better assist their child in the learning process. While we feel that both parents should attend the conferences, we understand scheduling problems with working parents. We ask that at least one parent attend all conferences.

NON-SCHOOL RELATED SPECIAL EDUCATION SERVICES FOR STUDENTS

The SANKOFA Board believes that it has a responsibility to provide special education services to all qualifying students. All such services will be provided by SANKOFA staff or SANKOFA contractors. Providing such services by school staff is the only way to ensure for proper management. On occasion, some parents choose to seek such services through a family physician. When this occurs, contractors outside of the Administration's purview are requesting to work with SANKOFA students during the regular school day. The SANKOFA Administration does not have the resources or staff to monitor such services.

Therefore, any special education activities such as speech pathology, hearing screening or other needed special education services shall be provided by SANKOFA contractors or staff. Outside contractors not associated with SANKOFA cannot provide services for students during the regular school day.

FIELD TRIPS

Field trips are an integral part of the curriculum. The field trips provide opportunities for exploratory learning and opportunities for demonstrating socialization skills. The cost for each field trip is minimal and offset by the parents. Parents will be asked to sign a field trip permit to show their permission for each trip. A signed "Authorization for Medical Care" form must be on file to be carried with the classroom teacher on all trips outside the school. ??????

Teachers will accompany classes on trips outside the school and often request the help of parents. **Due to liability concerns, parents shall not ride with their children on the school bus when it is used to transport students on various field trips.**

PARTICIPATION IN SCHOOL ACTIVITIES/PROGRAMS

The participation in school activities is voluntary. SANKOFA strives to include all students in our school programs. **However, if students exhibit behavior problems, they may be excluded from participating in the activities/programs.**

EMERGENCY TREATMENT PLAN

Contacts in times of Emergency

- Police Department: 911 (Inform operator to come with sirens off)
- Fire Department: 911 (inform operator to come with sirens off)
- Ambulance: 911 (Inform operator to come with sirens off)

In case hospitalization is needed as a result of the emergency, we will use:

Hillcrest Medical Center

Responsible Party: Owner or Executive Director:

Deborah Brown

Responsible Party in Absence of Executive Director

Erlish Locklear, II

Millard Jones and Aisha Brown

An announcement (**Bailey**) will be made over the intercom. Doors should be shut; blinds closed and continue teaching. No one should enter the hallways

Additional information:

Poison Control: 1-800-522-4611

Child Abuse Hotline Number: 1-800-522-3511

HEALTH AND IMMUNIZATIONS

New students are required to present current records of immunization. All immunization records must be consistent with the state law in effect at the time of your child's first day of attendance. All students must turn in **health certificates** by the first day of school. Failure to do so will result in your child receiving an unexcused absence from school for each day said failure to provide proper health certificate occurs.

Students becoming afflicted with a contagious disease or head lice will be prohibited from attending school until he/she is free from such disease. Upon their return to school, they must have a signed doctor's letter stating such.

Students afflicted with ringworms must be removed from school and treated. They may return to school once released by a physician.

Students who are ill must be kept home from school. If students experience a fever, most doctors recommend they not return to school before 24 hours after a temperature has returned to normal.

If students arrive at school sick or become ill at school, parents will be called to pick them up. If the parents cannot be reached, one of the two alternative emergency numbers will be contacted, which must be on file in the school office. SANKOFA staff will continue calling the parent, or other emergency contact, until the child is picked up from school.

If students require medication during the school day, the following procedures will apply.

1. **Prescription medication** must be in the original container labeled with the student's name, date, directions and the physician's name.
2. **Non-Prescription medication** must be in the original container labeled with the student's name, date, directions and the parent's name.
3. Parents and their children's physician must sign a **medicine slip** before the school representative will administer medication (See Asthma Policy).

Coping with Pandemics such as SARS-COV-2 which causes Coronavirus Disease including COVID 19 and its variants Delta, Omicron, etc.

SANKOFA will continue to improve in the way it responds to pandemics such as COVID 19 and its variants. Therefore, we are recommending that parents consider following certain strategies to ensure for a safe and healthy learning environment at SANKOFA. SANKOFA will continue using certain provisions with staff to ensure that students function in an in-person environment that is safe and healthy during pandemics.

Recommended Areas for Parental Consideration

- Minimize play dates for your child with other children.
- Cover your mouth when coughing or sneezing.
- Wash hands thoroughly with soap and water for twenty (20) seconds.
- When soap and water are not available use alcohol (70%) based hand sanitizer
- Avoid touching eyes, nose or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay away from work or school or other people who are sick with respiratory symptoms such as a fever or cough. (State Law 63 O.S. 6303)
- Notify health officials and SANKOFA if your children test positive for COVID-19.
- Continue using multiple layers of safety to prevent transmission, including vaccinations and mask wearing, if necessary.
- Follow guidance from federal health officials such as CDC.

EMERGENCY SCHOOL CLOSING

There are times when certain emergency conditions warrant the closure of SANKOFA. These conditions include: (1) inclement weather and (2) other emergency conditions. As a general rule, if Tulsa Public Schools has closed due to inclement weather, SANKOFA will also be closed. Announcement of the closure will be made on all major radio and television stations. All time missed for inclement weather will be made up at the end of the school year.

If the need to close school for other emergency reasons is evident, this will be done through a special notice from SANKOFA.

SAFETY

Students will participate in regular drills exercising safe fire, severe weather, and intruder lock-down procedures. Any student involved in an incident which threatens the safety of any individual or group will be referred to the SANKOFA Administration for appropriate disciplinary action, including immediate suspension under the school's policy.

SCHOOL SECURITY

The Board believes that safety should be the utmost concern for all parents. Therefore, the Administration has developed specific procedures to ensure for the safety of staff, students and parents/visitors.

- Visitors must enter and exit the school through the front entrance.
- Parents must make an appointment prior to meeting with staff.
- Parents visiting classrooms must wear a visitor's badge
- Parents will be reminded of our security strategies through newsletters or open letters to parents from the Administration

ASTHMA POLICY

GUIDELINES FOR TEACHING AND NON-TEACHING STAFF WITH REGARD TO THOSE STUDENTS WITH ASTHMA

We at the Sankofa Middle School of Creative and Performing Arts (SANKOFA) are conscious of the increasing number of students suffering from asthma and through this policy we hope to support and encourage the uninterrupted education of these students.

Symptoms of Asthma

- Coughing during which wheezing or whistling noises can be heard
- Periods of breathlessness

Causes of an Asthma Attack in School

- Viral infections (especially colds)
- Allergies
- Vigorous exercise
- Cold weather or strong winds
- Excitement or prolonged laughter

A Student with Asthma in Your Class

When a student with asthma joins SANKOFA, the parents will be asked to complete an asthma form giving information regarding regular medication, what can trigger an attack and advice for SANKOFA as to what action to take if their child has an asthma attack. If an asthmatic student does not have their inhaler easily accessible to hand them then the chances of a medical emergency developing are greatly increased.

Therefore, all inhalers and nebulizers for students who cannot properly administer their own asthma medication, will be kept in the Administrative Offices. When there is a need to administer Asthma Medication (inhalers and nebulizers), the **administration will follow the procedures outlined on the official Asthma Form signed by the parent.** Students will be reminded on a regular basis how to access their inhalers so that in an emergency situation, they know the procedures. Classroom teachers will keep a list of those students who may need to use an inhaler or nebulizer.

If a student with asthma is wheezy, they should not be sent outside in very cold weather. The student should therefore remain in the school either with another teacher or in the administrative office. Staff on indoor duty should be informed and also instructed in how to use inhalers and nebulizers.

Self-Administration of Inhaled Asthma Medication

Self-Administration of inhaled asthma medication is permitted for those students whose parent/guardian has provided SANKOFA the following:

- Written authorization by a parent or guardian for the student to self-administer the medication,
- Written statement provided by a parent or guardian, from the physician treating the student, that the student has asthma and is capable of self-administration of medication,
- Parent or guardian of the student provides the school with an emergency supply of the student's medication,
- Parent or guardian of the student signs a statement acknowledging that Sankofa Middle School of Creative and Performing Arts shall incur no liability as a result of any injury arising from the self-administration of medication by the student. The form will be provided to only those parents or guardians of asthmatic students.

Parents or guardians are advised that SANKOFA and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

What to do if a Student Suffers an Asthma Attack

Action needed to deal with an asthma attack does not require specific medical training and the following guidelines will be of assistance:

- Ensure medication is taken promptly and properly
- Stay calm and reassure the child
- Encourage the student to breathe slowly and deeply

Following consultation with the Executive Director or SANKOFA Administration, parents should be contacted immediately if:

- The medication has had no effect after 5 – 10 minutes
- The student becomes distressed and unable to talk
- The student becomes exhausted
- The student's lips turn blue
- The student's pulse is faster than 120 beats per minute
- There are any doubts about the student's condition

School Visits

Students with asthma involved in school visits should have immediate access at all times to the appropriate medication i.e., kept on their person. Teachers on such visits should be fully conversant with the child's condition and the type of treatment necessary.

P.E.

Whenever possible the student should take a normal part in P.E. activities. Where appropriate, the student should be allowed to take the medication before the activity. Warm up activities are helpful to the student.

DRUG FREE SCHOOL POLICY

Any teacher, officer or employee who has reasonable cause to suspect that a student may be under the influence of, or that a student has in his or her possession, alcoholic beverages, non-intoxicating alcoholic beverages (e.g., low-point beer), or a controlled substance as defined by law, shall immediately notify the Administration of such suspicions. The Executive Director or designee shall immediately notify the parent or legal guardian of the situation, and where appropriate, the local law enforcement authority. The student is subject to a long-term suspension.

NON-SMOKING ENVIRONMENT

The Sankofa Middle School of Creative and Performing Arts is a smoke-free and tobacco-free environment. **Smoking is not allowed on school grounds, inside or outside, by students, staff, parents or visitors.**

GUN FREE SCHOOLS ACT

A state law requires educational agencies to suspend from school for a period of not less than one year, a student who is determined to have brought a firearm to school. This policy requires that any student who brings a firearm to school be referred to the criminal justice or juvenile justice system.

STUDENT DRUG ABUSE POLICY

The Administration recognizes there may be problems associated with student drug abuse. Primary concern is for the best interest of the students. To this end, teachers and administrators, in reporting students who appear to be under the influence of drugs, will use the following procedure. Such drugs include, but are not limited to: (1) non-intoxicating beverages, (2) alcoholic beverages or (3) other controlled dangerous substances.

PROCEDURE

When it appears to a teacher from personal observation a student may be under the influence of a dangerous substance identified, he/she should attempt to obtain a corroborative observation from another SANKOFA employee and report the matter to the SANKOFA Administration.

The teacher's report will state the date, time and place of the observation. He/she will also describe the actions of the student or other circumstances that lead the teacher to believe the student was under the influence of non-intoxicating beverages, alcoholic beverages or controlled dangerous substances.

The SANKOFA Administration will immediately notify the Executive Director, or designee, of the report. The SANKOFA Administration will also immediately notify the student's parent or legal guardian of the report. The notification of the student's parent or

legal guardian may be verbal; however, notification shall be promptly confirmed in writing.

A copy of this administrative procedure will be delivered to each employee of SANKOFA.

DANGEROUS WEAPONS POLICY

Federal and state law prohibit the possession and/or carrying of dangerous weapons or replicas by students, employees, or others while on school property, at a school sponsored activity, or on a school bus. Dangerous weapons include but are not limited to: an automatic weapon, rifle, shotgun, any pistol, revolver, live ammunition, bullets, B.B. gun, pellet gun or any imitation firearm; dagger, bowie knife, dirk knife, switch blade knife, spring type knife, sword and knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, manually operated pocket knife, utility scouting knife or box knife, exacto knife, or knives of any kind or any object with a blade; blackjack, multi-fingered rings, loaded cane, billy hand chain, metal knuckles, pipes or any weapon, item or object capable of or used to inflict bodily harm; knowingly participating in the concealment of a weapon on school grounds, bus or at a school-sponsored activity. Students will be held responsible if they are found in possession of such objects or weapons regardless of the circumstances. The Administration will contact local law enforcement authorities if a student is found to have violated this policy.

BULLY/HARRASSMENT REGULATION

The Administration of SANKOFA recognizes that aggressive behavior on the part of students poses a disruption to the educational process. Such aggressive behavior, in many instances, can be directly attributed to bullies. On occasion, students being bullied fail to seek assistance from staff, feeling that staff will fail to help them, thus aggravating the situation. SANKOFA exhibits a philosophy strongly supporting a “no-bullying” position.

As Used in This Policy:

1. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical act, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student;
2. “At school” means on school grounds, in school vehicles, at school sponsored activities, or at school-sanctioned events;
3. “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including,

but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer; and

4. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed to another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

STUDENT BULLYING PREVENTION AND INTERVENTION

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

SANKOFA expressly prohibits any form of bullying behavior by students at school, as well as active or passive support for acts of bullying, harassment and intimidation.

In addition, SANKOFA prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes, but is not limited to, bullying through 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 bullying, harassment, or intimidation at school.

SANKOFA is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting student harassment, intimidation, bullying, and threatening behavior.

SANKOFA will ensure that students shall participate in an annual education program that sets out expectations for behavior and emphasizes an understanding of harassment, intimidation, bullying, and threatening behavior. Students shall also be informed of the consequences resulting from bullying conduct toward their peers.

SANKOFA will also ensure the principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules, and regulations of SANKOFA.

The Administration recognizes there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward and individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to SANKOFA policy regarding discrimination.

Retaliation is expressly prohibited against any person who participates in reporting, investigating, or addressing any incident of student bullying behavior. Any person who knowingly makes false accusations against another person will be appropriately

disciplined pursuant to this policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file.

STUDENT BULLYING PREVENTION AND INTERVENTION

In furtherance of the SANKOFA policy regarding student bullying prevention and intervention, SANKOFA shall:

1. Require students to be notified annually and new students to be notified upon enrollment of the process by which to report bullying, whether in person, in writing, or anonymously;
2. Enable students to report acts of bullying to teachers, counselors, and school administrators;
3. Enable the parents or guardians of students to file reports of suspected bullying;
4. Require teachers, counselors, school administrators and other school staff members who witness acts of bullying or receive reports of bullying to promptly notify school administrators in writing;
5. Require school administrators to identify the appropriate personnel to document, investigate, and review all reports of bullying they receive;
6. Require prevention and intervention strategies, as described below, based on building data, as defined by SANKOFA policy, for school staff to address bullying behaviors. These interventions will be on a continuum, ranging from those aimed at prevention to those interventions that address more serious bullying behavior on a case-by-case basis;
7. Include prohibitions and guidance concerning bullying in the SANKOFA educational material provided to staff, students, and parents;
8. Require school administrators or designee to notify the parent or guardian of any student who commits a verified act of bullying and the parent or guardian of any student against whom such act was directed;
9. Require the SANKOFA Administration to keep a record of verified and non-verified reports of bullying, and if required, to make such list available for SANKOFA inspection and to report annually to the State Department of Education;
10. Ensure the training of school personnel to be sensitive to the interpersonal dynamics of bullying behavior so that they recognize the need to protect all students from reprisal, retaliation, and false accusations.

SANKOFA’ “Prevention and Intervention Strategies” referenced above include, but are not limited to:

1. Implementation of a positive behavioral intervention and support process or another evidence-based model approach for the safe school climate or for the prevention of bullying, including any such program identified by the State Department of Education;
2. A school survey to determine the prevalence of bullying, which take place during the second or third quarter of each school year and a summary of which will be made available to a District office designee; and
3. Establishment of a Safe School Committee for each school site. The Safe School Committee will consist of at least seven members that will review the survey results and reported bullying incidents and recommend strategies to prevent bullying behaviors. One member of the Safe School Committee must participate in the investigation of bullying reports;
4. The development, posting and enforcement of rules at each school site that prohibit bullying and establish appropriate consequences for those who engage in such acts, as defined by SANKOFA policy;
5. The constant provision of adult supervision at each school site of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur;
6. Inclusion of grade-appropriate research-based bullying prevention curricula, as compiled by the State Department of Education and which is reported annually using a fidelity checklist to submit to Safe School Committee members;
7. The participation of all employees directly involved with student services in annual bullying awareness/intervention training and suicide prevention training;
8. The participation of all new employees directly involved with student services in bullying awareness/intervention training and suicide prevention training before reporting to their new positions;
9. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of those students and involved school staff members;
10. School-wide training related to the provision of a safe school climate;
11. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, which may include discussion panel, Safe Schools Committees, PTSA, parent involvement facilitators, and the like;

12. Referrals of students and parents to community mental health care options, as appropriate; and
13. Requesting disclosure of any information concerning students who have received mental health care for an incident that indicates an explicit threat to the safety of students' applicable state and federal laws and regulations.

REPORTING BULLYING

Each staff, student, and parent, who believes a student is being subjected to “bullying,” as defined in this policy, shall immediately report the same to a member of the Administration of SANKOFA. SANKOFA will conduct a prompt and appropriate investigation of the reported incident and take all and necessary actions to ensure the activity ceases, inclusive of reporting the activity to the appropriate law enforcement agency.

Bully Proofing Your School is a comprehensive approach for elementary schools to identify and intervene with bullies. Thus, the SANKOFA will utilize this approach to attempt to completely eradicate the bully syndrome. Staff and parent representatives will be trained on how to use the program effectively. The staff will receive training on this approach and follow-up on an as needed basis. Parent training will occur during the Parent Informational Meeting. Supplemental materials will include: (1) Protecting Students from Harassment and Hate Crimes, published by the U.S. Department of Education, (2) Safeguarding Our Students: An Action Guide and (3) Early Warning/Timely Response, A Guide to Safe Schools.

With effective training for teachers and strong parental support, the administration believes that the bully concept will be eliminated from SANKOFA.

PARENT RESPONSIBILITY REGARDING BULLYING/ABUSE

Prior to reporting alleged bullying or abusive acts to the Administration, parents may want to consider three (3) important areas. These include: (1) seeking out time to educate yourself regarding bullying/abuse, (2) communicating with your children on a regular basis regarding bullying/abuse and (3) ensuring that your children understand what bullying and abusive acts represent.

Educate yourself regarding bullying/abuse

Learn the kind of individuals who bully or abuse children. Stay alert to possible dangers in your neighborhood. Understand the person who bullies/abuses is usually known by your child.

Keep the lines of communication open with your child

Be a good listener. Sometimes children are reluctant to report bullying/abuse. They may have been threatened by the abuser. Patiently draw your children out with appropriate questions and most of all listen to their answers.

Train your children

Make sure they fully understand what bullying and abuse represent. Show them how to use this information to protect for their own protection, including teaching them what to say if approached by an abuser. Make sure they report any acts of bullying/abuse to the proper authorities.

CHILD ABUSE AND REPORTING

Suspected child abuse will be reported to the appropriate agency. Failure to report such information promptly can result in a misdemeanor. The law also grants immunity from any criminal or civil liability to any person who in good faith makes such a report.

Evidence of child abuse may consist of physical marks on the body or the child may relate incidents indicative of child abuse (sexual assault) when no physical marks are evident. Any suspected case of child abuse or neglect should be reported immediately to the SANKOFA Administration or Executive Director. Failure to comply with this request will result in suspension and or termination. A nurse will be called in to examine the child. If the evidence appears to confirm the suspicion of abuse or neglect, the Executive Director/SANKOFA Administration will immediately call the Child Abuse Office, Department of Human Services and the Tulsa Police Department. The Executive Director or SANKOFA Administration will then complete the Child Abuse Report. The report is to be signed by the Executive Director or SANKOFA Administration, the nurse and any other staff member involved.

The original completed form of the Child Abuse Report is to be retained by the Executive Director or SANKOFA Administration and the remaining copies sent to the Department of Human Services for distribution to the Youth Bureau of the Tulsa Police Department and the Child Abuse Registry of the Oklahoma Department of Human Services.

DISASTER PLANS

The Administration recognizes that a well-planned safety program ensures for a safe environment for all staff and students. As a result of this situation, the following represents procedures for a tornado, bomb threat, fire drill and terrorist threat. Additionally, A Safe School Committee will be formed to address areas affecting violence, disaster and other safety issues that include intervention and prevention.

Tornado Warning

On receiving a tornado warning, a lookout will be posted to keep school officials advised of the tornado's approach. Advance preparation will be made for turning off electrical

circuits and fuel lines if the tornado approaches the school. Students will be moved to sections the school offering the greatest protection.

Bomb Threat

In the event of a bomb threat, the following procedures will be followed. The safety of students is the prime consideration in the procedures authorized for use; however, schools will not necessarily be evacuated or classes dismissed as a direct result of bomb threats.

- Call the Police Department (911) immediately stating “name of the school has received a bomb threat.”
- The person receiving the call should attempt to ascertain:
 - When will the bomb detonate?
 - Where is the bomb?
 - What does it look like?
 - What will cause it to explode?

Exception: If the threat indicates an immediate time for the explosion to occur, (10 minutes or less), it may be advisable to evacuate the school before calling the Police Department.

- Be prepared to give the Police Department a description of the voice and the exact wording of the message. The person receiving the call should notice any background noises as well.
- The Executive Director or designee will discuss with the Police Department what action to follow; however, the final decision regarding evacuation and subsequent action will be made by the Executive Director or designee.
- The Executive Director should establish and post a clear chain of command to eliminate confusion as to who is in authority in her absence.

Fire Drill

Several activities related to fire safety will be planned and implemented by the Executive Director or his/her designee in association with civil authorities to ensure for orderly movement of students to the safest available space. To this end, the following procedures will be used.

- The fire signal will be several blasts of the horn.
- Every drill will be regarded as a real fire.
- Students are not to stop for wraps, books, or any personal property.
- After practice drills at the beginning of the school year, there will be no advance warning of fire drills.
- Each person will respond to the alarm signal by leaving the school.
- Provisions will be made for assisting handicapped students.
- Monitors will be appointed to ensure that restrooms are clear.
- Lines will move quickly and in single file to a designated place outside of the school. Pushing, talking or any kind of horseplay will not be tolerated.
- Students will be directed to a place away from the school so as not to interfere with firemen or their equipment.

- Teachers will remain calm during an actual fire and supervise students properly to avoid panic.
- The school will not be re-entered until the proper “all-clear” signal is given.
- Each teacher will keep an up-to-date attendance record and secure it immediately when the fire signal sounds. As soon as the teacher has directed the students outside to a previously designated location, he/she will immediately call the roll to determine if all students are present.
- Exit fire regulations will be displayed in each classroom in a noticeable place. These regulations will show the number of exits and alternate exits to be used in an emergency situation.

Disruptive Behavior/Possible Terrorist

The specific codes used for disruptive behavior and possible terrorist threats are **Code Blue** and **Rumpelstiltskin**.

Code Blue is used when individuals exhibit out-of-control, severe misbehavior causing extreme disruption and/or endangering the health and safety to students, himself/herself, and/or others. When this situation is evident, the following procedures will be utilized.

- The employee shall immediately call for assistance utilizing his/her assigned two-way radio. The following statement shall be made on the radio, “I have a Code Blue in Room #_____.”
- An Administrator or support employee will respond to the call.
- Room Clear: If students are throwing objects or involved in a fight or other disruptive behavior, the teacher will remove the disruptive students from the classroom.

Rumpelstiltskin will be announced over the PA system in the event of an intruder in the school. Upon hearing a **Rumpelstiltskin**, teachers will lock their doors and have the children to get under desks and remain silent until further notice.

AIDS/HIV Awareness

Information regarding AIDS/HIV is prepared by a Registered Nurse and made available for parents & students in the month of December each year.

Human Trafficking

Information to alert parents and students regarding the definition of Human Trafficking, and warning signs to watch for, are presented by a Registered Nurse in January each year.

Suicide Prevention

Suicide prevention is a topic covered by a Registered Nurse and made available to parents and students annually.

MENINGOCOCCAL DISEASE

Oklahoma State Law 70 1210.195 require dissemination of the following information on Meningococcal Disease:

Source: Communicable Disease Division-Oklahoma State Department of Health

What is Meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria Meningitis*. This bacterium can infect the blood causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. In Oklahoma, the number of *Neisseria meningitidis* cases have been on the decline since 2000, with the case ranging from 34 in 2000 to ten in 2004.

How is the disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease?

Anyone can get meningococcal disease. For some adolescents, such as first year college students living in dormitories, there is an increased risk of meningococcal disease. Other persons at increased risk include contacts of a person known to have had this disease, immune compromised people, people without a spleen, and people traveling to parts of the world where meningococcal meningitis is more common. These persons should talk to their physician about the meningococcal vaccine.

What are the symptoms?

People can carry the bacteria in their nose and throat without becoming ill. People ill with septicemia may have fever, nausea, vomiting, and a rash. People that are ill with meningitis will have fever, intense headaches, vomiting, and a stiff neck. It is important to seek care from a physician as soon as possible if these symptoms appear. Meningococcal disease can have a high risk of death if it is not treated promptly.

How soon do the symptoms appear?

The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin or ceftriaxone are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease be treated? Only people who have been in close contact (household members, intimate contacts, health care personnel performing mouth to mouth resuscitation, day care center

playmates, etc) need to be considered for preventive treatment. Such people are usually advised to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin, or ceftriaxone) from their physician. A public health nurse will work with the family of the patient to identify all family, friends, and contact that need antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease and do not need treatment with the antibiotic.

What are the risks from meningococcal vaccines?

Source: Department of Health and Human Services-Center for Disease Control and Prevention

A vaccine, like any medicine could possibly cause serious problems such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm or death is extremely small.

Mild Problems

- Up to about half of people who get meningococcal vaccines have mild side effects such as redness or pain where the shot was given.
- If these problems occur, they usually last for 1 or 2 days. They are common after MCV4 that after MPSV4.
- A small percentage of people who receive the vaccine develop a fever.

Severe Problems

- Serious allergic reactions within a few minutes to a few hours of the shot are very rare.
- A few cases of Guillain-Barre Syndrome, a serious nervous system disorder have been reported among people who got MCV4. There is not enough evidence to tell whether they were caused by the vaccine. This is being investigated by health officials.

For further information call or visit on the World Wide Web: (405) 271-4060

<http://www.health.ok.gov/programs/cdd> (800) 232-2522

SANKOFA MIDDLE SCHOOL OF CREATIVE AND PERFORMING ARTS

Parent-Student-School Compact 2022-2023

Dear Parent/Guardian:

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibility:

- Provide high Quality curriculum and learning materials.
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress.
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
 - Back to School Night
 - Parent-Teacher Conferences (2)
 - Monthly School Calendar of Events
 - Parent Education Sessions
 - Frequent reports regarding your child's progress
 - Opportunities to talk with staff, volunteer in class, and observe classroom activities

Parent Responsibility:

- Encourage your child to attend school regularly.
- Encourage your child to show positive school behavior.
- Review your child's homework.
- Monitor television watching and encourage positive use of your child's extracurricular time.
- Volunteer in your child's school and classroom, if time or schedule permits.
- Attend Parent-Teacher conferences and participate, when appropriate, in decisions relating to your child's education.

Student's Responsibility:

As a student, I will share the responsibility to improve my academic achievement and achieve the State's high standard. I will:

- Do my homework every day and ask for help when I need to
- Follow directions the first time they are given
- Attend school every day and arrive on time
- Follow all school rules at all times
- Be kind, respectful and courteous to myself, my teachers and others
- Be actively involved in the learning which takes place in my classes
- Be prepared for all my classes with all required materials
- Give to my parents or the adult who is responsible for my welfare, notices and information from my school

Please review this School-Parent-Student Compact with your child. This Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress. Thank you for your support and involvement in your child's education. We agree to work together, to the best of our abilities, as educators, parents and students to fulfill our common goal of improving school instructional programs.

Please sign below indicating that you have read, understand and agree to this compact and return to the school.

Parent/Guardian Name PRINT

Student Name PRINT

Grade

Parent/Guardian Signature

Student Signature