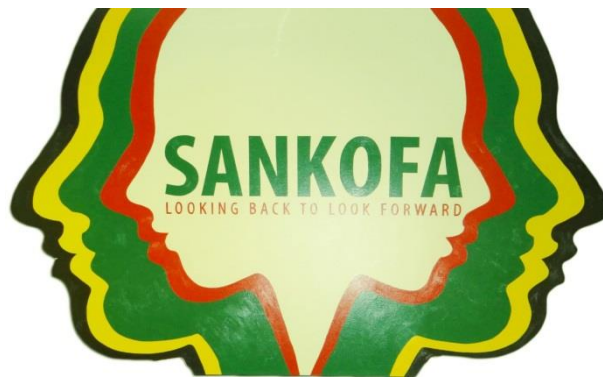


# **SANKOFA MIDDLE SCHOOL BOARD POLICY MANUAL**



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## Introduction

This School Board Policy Manual for Sankofa Middle School (SMS) contains policies adopted by the Board and regulations issued by the Administration. It also includes legal references from Federal and State Statutes. All policies, regulations and exhibit documents have been codified for easy access for the Board, Administration, staff and community at large. Policies adopted by the Board provide direction for the Administration to manage all legal activities for SMS. Regulations issued by the Administration specifically identifies rules regarding implementation of the policies. The Administration does have the flexibility to develop regulations in the absence of Board policy. It is important to note that all administrative regulations shall be in harmony with Board policy and philosophy.

The goals of the Board should give clear and concise direction to ensure the SMS staff focuses primarily on the students and parents/guardians. All regulations developed by staff must be designed to support the implementation of Board policy and philosophy. It must be understood that any new or revised policy is primarily the responsibility of the Board. Therefore, all proposals from staff regarding policy shall be presented to the Board for final disposition.

All employees have a responsibility to support all SMS policies and regulations. As a result, the employees shall become familiar with all Board policies and administrative regulations to ensure for continuity of unity and direction of the Board.

Policies are labeled with a number code. Administrative regulations are labeled with a number code and “R” suffix. Exhibit documents represent forms associated with policies or regulations.

#### Policy Codification Numbering System

1000	Sankofa Board Organization
2000	Employment Conditions
3000	Employee Behavior
4000	Instruction/Curriculum Services
5000	Student/Parent Behavior
6000	Health and Safety

#### Definition of Terms

Policy	Requiring a formal adopted position of the Board regarding a particular issue
Regulation	Specific procedures developed by the Administration primarily designed to implement the policy
Legal Reference:	Federal or State Statutes
Cross Reference:	Any reference to other Board Policies or Administrative Regulations
Descriptor:	A specific number assign to policies, regulations or forms
SMS:	Sankofa Middle School
Board:	SMS Board of Education

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### Board Organization/Responsibility

The primary responsibility of the SMS Board of Education is to initiate educational policies that play a central role in establishing systems and processes to ensure SMS' fiscal, programmatic and outcome accountability. Additionally, the SMS Board undertakes human resource functions that include making crucial decisions regarding the school's top-level leadership and key staff.

#### Board Operation

The Board does not get involved in the day-to-day operation of the school. It can only exercise its authority in a legally constituted meeting. Day-to-day school operation rests with the Chief Executive Officer hired by the Board. The Board Chairman serves as Chief Spokesperson for the Board. The only time an individual Board member possesses any authority is when a legal quorum is present and the individual is introducing or voting on a motion. Individual opinions of Board members are not binding on the Chief Executive Officer. Once adopted, all Board policies must be observed which define his/her role and conduct.

#### Financial Oversight

The SMS Board requires staff to submit timely, accurate and comprehensible financial reports. (2) *Timely* means that the reports should be produced within proximity of when the financial activity occurs. *Accurate* means the numbers are complete without deceit. *Comprehensible* means that reports are presented in such a way that can be understood. Four essential financial reports are: (1) balance sheet, (2) cash flow statement, (2) income and expense statement and (4) budget versus actual report.

#### School Achievement Outcomes

The SMS will ensure establish high standards for student achievement, maintain a focus on achieving those standards, establish appropriate boundaries through policy governing executive action, designate authority to the Chief Executive Officer to hire and fire whomever he/she chooses within law and hold the Chief Executive Officer accountable for student results within stated policy boundaries.

### Vision, Mission and Goals

The primary responsibility of the SMS Board of Education is to initiate educational policies that play a central role in establishing systems and processes to ensure the SMS' financial, programmatic and outcome accountability. Additionally, the Board undertakes human resource functions that includes making decisions regarding the top-level leadership and key staff. The SMS Board also authorizes the Administration to bring policy proposals to the Board for review and approval in addition to developing regulations to support the policies. All policies and regulations included in this School Board Policy Manual will be in harmony with the SMS **vision, mission and goal statements.**

#### **Vision**

SMS reflects an educational institution and environment whereby 90% of the student population, upon graduation, performs at or above level in reading and math. Students also exhibit strong self-esteem and possess acceptable skills in the fine arts.

#### **Mission**

The mission of SMS 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 will strive to meet 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 professes the belief that public education is a commonly shared community based, democratic experience worthy of the commitment of all involved individuals.

#### **Goals**

SMS will enroll students who are committed to the educational process as prescribed by the school's mission statement The goals are:

- All students entering kindergarten will read at or above grade level upon graduation.
- All students will master basic mathematics (addition, subtraction, multiplication and division) upon graduation.
- SMS will have clear standards of achievement and accountability for all students.
- Students will develop basic computer competency through the use of a computer lab with internet access.
- SMS will be a secure, safe drug-free and disciplined environment.

Authority in the Absence of Policy

Decisions or circumstances that have not been addressed by Board Policy shall be delegated to the Superintendent or Administrative Designee. Such decisions shall be reported to the Board as soon as feasible.

### Nature of Employment

An employee of the Sankofa Middle School is an employee of the corporation formed to operate SMS and not an employee of the local school district in which SMS is located, the sponsor of its charter school contract, the State of Oklahoma, or any of its political subdivisions. Employment with SMS is entered into voluntarily. Unless an employee has a written employment agreement or contract, employment at SMS is “at-will,” which means that both the employee and SMS may terminate employment at any time, with or without cause and with or without prior notice. If an employee has a written employment agreement or contract, the terms and conditions of employment will be pursuant to those set forth in such contract.

### Definition of Employees

Employees affected by this policy are: (1) administrators, (2) teachers, (3) secretaries, (4) teacher aides, (5) cafeteria workers and (6) custodians. Administrators and teachers represent full time positions.

### Interviews/Offers of Employment

Interviews and offers of employment for teaching staff, certified and uncertified, are conducted by the Executive Director/SMS Administration. A member of SMS Administration will conduct interviews and will make offers of employment for all other staff positions. Applicants who receive a conditional offer of employment will be subject to drug and alcohol testing.

### Orientation

New employee orientation shall take place as needed, and will be conducted by the Executive Director's Assistant. The new employee will be provided with all information pertinent to employment, including, but not limited to, information on benefits, pay, hours of work, and the rules and regulations of SMS.

### Introductory or Probationary Period

Each employee's regular employment begins with a probationary period of 90 days. At the end of the probationary period, the SMS Administration will conduct an evaluation. The probationary period may be extended to a period up to one year if the employee requires additional training to meet the minimum expectations of the position for which they are hired. The existence or completion of a probationary period does not alter or supersede the employee's written contract of employment or guarantee employment for 90 days or for any extension of the probationary period. During the probationary period, any contract employee is still subject to dismissal pursuant to the terms and conditions of their contract.



### Change of Address

Any employee whose legal name or address is changed must notify the SMS Administration and the Executive Director or designee immediately.

### Resignation

Any employee wishing to resign from their position must submit a letter of resignation one-month in advance. Should an employee wish to take accumulated time off, before leaving SMS, they will provide additional notice equal to the time off, in addition to the one-month notice. SMS reserves the right to ask a resigning employee to leave before the completion of the notice period.

Layoff (Reduction in Force)

SMS reserves the right to eliminate any position or lay off any employee for any reason, including, but not limited to economic reasons or a drop in enrollment, at any time.

### Exit Interview

All individuals leaving employment with SMS for any reason may have an opportunity for an exit interview with the Executive Director or designee. The purpose of this interview will be to obtain from the employee a written record of feelings and observations about their job, and about SMS as an employer. The SMS Administration, in a separate meeting, will review benefit information, retrieve keys and any other school property, and determine the employee's last mailing address for forwarding paychecks and income tax statements.

### Felony Records Search

A felony records search may be conducted of a prospective employee at the discretion of the Executive Director or designee. A written consent will be required from the prospective employee consenting to the felony records search to be conducted as authorized by Oklahoma law. The search will be requested through the State Department of Education, OSBI, or a properly licensed company. The search may be a state or national search. If a national search is requested, the search shall be based on fingerprints provided by the prospective employee as specified by the Oklahoma State Bureau of Investigation. The prospective employee shall pay a search fee not to exceed Fifty Dollars (\$50.00) or the cost of the search, whichever is the lesser amount, subject to reimbursement.

At the discretion of the Executive Director or designee, the SMS may permit employment not to exceed sixty (60) days pending receipt of results of felony search requests. If the Executive Director requires a search based on fingerprints, prospective employees shall be notified of the requirement, the fee and the reimbursement policy when first interviewed concerning employment. Employees shall be promptly reimbursed in full for the fee if employed by the school at the time the felony search request is made unless the person was employed pending receipt of results as set forth above.

Any person who has been employed as a full-time teacher by a school district in this state and applies for employment as a full-time teacher or a substitute teacher with SMS may not be required to have a national criminal history check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing. Likewise, any person who has been employed as a substitute teacher by a school district in this state for a minimum of five (5) years immediately preceding an application as a full-time teacher with SMS may not be required to have a national criminal history record check if the substitute teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the substitute teacher was employed stating the substitute teacher left in good standing. Any person applying for employment as a substitute teacher shall only be required to have one such felony record search for the school year. Upon request of the substitute teacher, that felony record search may be sent to any school district in which the substitute teacher is applying to teach.

### Benefits

The probationary period is used to measure work performance, and during the probationary period an employee will still be eligible for benefits, including health insurance, paid leave, and teacher retirement.

### Attendance Policy

The Board of Sankofa Middle School believes that employee attendance is paramount to the success in providing quality education for students. Failure of employees to be present at work stations adversely affects the Administration's ability to cover classrooms, cafeteria, administrative tasks and necessary maintenance functions. However, the Board recognizes the need for employees to be away from their work stations periodically. Therefore, the board directs the Administration to follow the regulations outlined in this policy. This policy shall be compatible with contractual entitlements and will be presented in such a way as to not undermine contractual agreements.

### Attendance

The Administration expects all employees to act responsibly concerning work and attendance. If an employee is late reporting for duty, he/she is expected to contact the Administration ninety (90) minutes prior to the start of their scheduled shift. In case of substitution coverage and changes in scheduling, the Administration should be notified (24) hours in advance. In case of emergency, the Administration should be contacted as soon as possible. Requests for (unpaid) leave shall be made in written form and submitted to the Administration at least three (3) days in advance. All requests shall be pre-approved in writing by the Administration.

During special times such as early release days for students, graduation, black history programs and all other daily activities, students, on occasion, are released early from school. This early release does not apply to SMS employees. All employees are required to return to work and follow the normal work hours as outlined in policy during these special events.



### Work Hours

Work hours for SMS employees are generally established as follows unless specifically stated otherwise:

Teachers: 7:20 A.M.-4:00 P.M. (Monday & Friday 3:30 P.M.)

Teacher Aides: 7:20 A.M.-3:30 P.M.

Administrative Staff: 7:20 A.M.-4:00 P.M.

Cafeteria Staff: 6:30 A.M.-2:00 P.M.

Custodial Staff: 7:00 A.M.-4:00 P.M. (One Hour for Lunch)

Administrative/Support Staff shall receive thirty (30) minutes for lunch. Teachers are required to eat lunch with their classes. All lunch breaks shall be taken between the hours of 11:00 A.M.-1:00 P.M.

### Sign In/Sign Out Procedures

All employees are required to clock in and out utilizing the time clock located at the back door as follows:

- Clock In: Prior to beginning your scheduled work day
- Clock Out: At the time you start a lunch/scheduled break
- Clock In: Upon returning from lunch/scheduled break
- Clock Out: Prior to departing the work site at the end of each day

The Administration is not responsible for signing the employee's time card. Employees shall not alter or make entries on his/her time card, the time card of another employee or clock another employee in/out. Failure to comply with these regulations constitutes falsification of time card records and could result in disciplinary action including loss of wages, and/or a recommendation for termination of employment.

### Employee Compensation Days

Employee wages/salaries are paid once per month on the last day of each month. Checks shall be disseminated after 2:00 P.M. on the last day of each month. If the last day of the month falls on a weekend, checks shall be issued on the following Monday. It is a violation of State regulations to issue pay checks early. Therefore, checks shall not be issued early to any employee.

The final day of each pay period is the end of each month for the entire school year. Administrators and teachers are compensated monthly for twelve (12) months. Secretaries, teacher aides, cafeteria workers, and custodians are ten (10) month positions with no guarantee of employment or wages during the summer months when school is not in session.

### Paid Leave of Absence

Full-time employees shall be granted twenty-four (24) hours of paid leave each year. Employees shall not be allowed to carry over unused hours from year to year. The leave can be used for any purpose. Employees shall not be allowed to take paid leave: **(1) during the months of August and May, (2) during the last work day before a holiday or the first work day after a holiday and (3) during the first work day after pay day.**

Absences that exceed the amount of leave accrued by an employee shall result in deduction of pay for each day the employee is absent from work unless the employee has gotten approval for advanced leave from the Administration. The Administration shall not grant accrued leave when special events have been scheduled for SMS. An exception is hospitalization, a legal matter with verification from the court or death of an immediate family member.

### Medical Benefits

Full time employees may be eligible for health insurance upon hire. Dental and life insurance is also available. Terms and conditions of all such insurance is established by the insurance provider and is subject to change annually. SMS is not responsible for agreements made between the insurance provider and employee.

### Advanced Leave

When an employee's request for leave exceeds the amount of leave, he/she has earned, the Administration may grant the employee an advance against future leave. Any such advance shall be conditioned upon the employee signing a consent form which authorizes payroll deductions. If the employee terminates employment, any advanced leave shall be deducted from the final pay check.

### Overtime and Compensatory Time

The terms “exempt” and “non-exempt” are terms used in the Fair Labor Standards Act to distinguish employees who perform discretionary duties and are paid on a salary basis (exempt) from those employees who perform non-discretionary duties and are paid on an hourly basis (non-exempt). Non-exempt employees are entitled to receive overtime compensation for all hours actually worked beyond 40 in any one work week. For overtime purposes, only actual hours worked are counted – i.e., holidays or any type of paid leave is not counted. **All overtime must be authorized in advance by the Executive Director/or designee.**

### Outside Employment

Any school employee who holds a job with another organization shall promptly notify SMS Administration in writing of such employment.



### Incentive Pay Policy

If there are funds available at the end of a school year, incentive pay may, in the sole discretion of the Board of Directors, be offered to any employee who demonstrates exemplary work throughout the school year and who contracts to work the ensuing school year. The incentive pay, if authorized, will be budgeted into the SMS incentive pay fund. The Executive Director will submit the names of any deserving employees to the Board of Directors and the Board may approve the incentive pay for those who contract to work the ensuing school year.

### Teacher Planning and Preparation Time

The Administration believes that planning periods are essential if teachers are to improve their performance in the classroom and students are to achieve academically. Therefore, teachers will receive a daily forty-five (45) minute planning period. However, the Administration reserves the right to reduce this time based on unforeseen occurrences. Teachers may use this time to coordinate an academic program. This includes, (1) developing lesson plans, (2) grading student work, (3) working on report cards, (4) collaborating with other teachers to improve performance, (5) communicating with parents, (6) using evidence-based approaches to design lessons and deliver instruction and (7) perform other duties as required by the Administration.

Planning periods will not be used for personal matters not related to classroom instruction. During this time, teachers are not permitted to participate in non-school related activities such as curling hair, running errands or applying make-up. Failure to comply with this procedure will result in suspension or termination of employment.

### Performance Evaluation

Each year the appropriate administrator shall conduct an annual written performance evaluation. The supervisor shall complete an evaluation form. After completion of the written evaluation form, the administrator and the employee shall meet to review and discuss performance as well as goals. Any employee receiving a transfer/promotion will be evaluated after thirty (30) days and may be subject to the regular yearly evaluation thereafter. In addition, a performance evaluation may be conducted at any time deemed necessary by the Executive Director or designee, at their discretion.

### Staff Performance Review

The Board and Executive Director recognize the importance of performance reviews in relation to staff duties and responsibilities. Through performance reviews, the Board and Executive Director seek to clarify for all parties the role of staff in providing quality education services for students attending the Sankofa Middle School. They further seek to effectuate teaching techniques critical to the success of student performance. There are two (2) areas significant to the performance review process. These are: (1) evaluation and (2) progressive discipline, if deemed appropriate and applicable (although SMS reserves the right to omit one or more steps of progressive discipline or to terminate employment immediately if such action is deemed appropriate in SMS's sole discretion and consistent with any written employment contract).

### Evaluation

The appropriate administrator will conduct a ninety-day (90) probationary period evaluation for new staff and an annual written performance evaluation for contract staff. He/she will have an opportunity to complete the evaluation form and meet with the staff member to review and discuss performance as well as goals for the year. Any staff member receiving a transfer/promotion will be evaluated after thirty (30) days and be given the regular annual evaluation thereafter. Additionally, a performance evaluation may be conducted at any time deemed necessary by the appropriate administrator, as applicable.

### Teacher Retirement

Participation in the Teacher Retirement Program is mandatory for all state-certified teachers and optional for administrators and support employees. A pre-tax deduction of 7% of the monthly salary is deducted from each participant's salary.

### Title IX Policy

Sankofa Middle School (SMS) complies with Civil Rights Laws, including Title IX of the Education Amendments of 1972. The SMS Board of Education strongly encourages staff and student victims of Title IX violations, including sexual harassment, to come forward with their complaints. Staff, students or their parents who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to Title IX violations, including sexual harassment, are encouraged to report these conditions to the Title IX Coordinator. Any employee to whom such report was made will provide notice of the report to the Title IX Coordinator for SMS.

To submit a formal complaint regarding Title IX, including sex discrimination, sexual harassment, sexual assault, domestic violence or stalking should contact the Title IX Coordinator in person or Email. The current Title IX Coordinator for SMS is:

Mr. Erik Mikel Administrator  
Address: 2 South Elgin, Tulsa, Oklahoma 74120  
Telephone: 918) 425-1407  
Email: [mjones@SMSchool.org](mailto:mjones@SMSchool.org)

SMS provides a variety of training and development opportunities for all staff, including those who respond to allegations regarding Title IX, including sexual harassment. To ensure that the Board's philosophy regarding Title IX is followed by staff, the Administration will develop specific regulations governing the implementation of this policy.

## Sexual Harassment

### **Anti-Discrimination and Harassment, Including Sexual Harassment**

All employees have the right to work in an environment free from all forms of discrimination and discriminatory conduct which can be considered harassing, coercive or disruptive, including sexual harassment. SMS' position is that harassment is a form of misconduct that undermines the integrity of the employment relationship. It refers to behavior that is contrary to law and otherwise not welcome, is personally offensive, debilitates morale, and interferes with work effectiveness.

Sexual harassment is specifically unlawful, prohibited and against SMS policy. Any sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated, whether it occurs in the workplace or at outside activities. SMS anti-discrimination and harassment policy is not limited to sexual harassment. All harassment based on minority status - i.e., race, color, gender, religion, national origin, veteran or military status, sexual preference, age, disability, pregnancy, or any other factor prohibited by applicable Federal, State, or local law is strictly prohibited and subject to discipline by SMS. It is SMS' policy to encourage reporting of all perceived incidents of harassment, regardless of the position of the alleged offender. SMS will take steps that are necessary to enforce its policy prohibiting all forms of illegal harassment. The term "workplace" includes the interior, environs and grounds of any building or office owned or used by SMS, and any location where any SMS sponsored function or event is held. Workplace also includes any SMS vehicles, computers, communication systems, cell phones, or websites.



### Discrimination and Harassment Guidelines

**Sexual harassment** is defined by the Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, time-keeping or overtime assignments, etc.); or
- (b) Submission to or rejection of the conduct by an individual is used as the basis for making employment decisions affecting the individual; or
- (c) The conduct has the purpose or effect of substantially interfering with the individual's work performance, or of creating an intimidating, hostile or offensive work environment.

The types of behavior that constitute sexual harassment may include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;
- unnecessary touching, patting, pinching or attention to an individual's body;
- physical assault;
- unwanted sexual compliments, innuendoes, suggestions or jokes; or
- the display of sexually suggestive pictures or objects.

**Discriminatory Harassment** is verbal or physical conduct that shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, veteran or military status, age, disability, pregnancy, or any other protected status or factor prohibited by law. Harassing discriminatory conduct includes, but is not limited to:

- epithets, slurs, negative, stereotyping or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, sexual preference, military status, pregnancy, age, disability, or other legally protected status.
- written or graphic material that shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, military status, pregnancy, age, disability, or other legally protected status, that is placed on company walls, bulletin boards or elsewhere on the company's premises or circulated in the workplace or on the internet.

### Procedures for Reporting

Employees should promptly report any act of sexual or minority-based harassment, discrimination, or retaliation to the Title IX Coordinator. There is not a requirement to follow any chain-of-command or priority in deciding whom to notify. You should feel free to contact The Title IX Coordinator immediately upon having suffered, or being witness to, any act of sexual or minority-based discrimination, harassment, or retaliation; you are welcome to make such a report day or night, during or after work hours, on the weekend, and even on holidays. You must submit your report or complaint in writing if you do not achieve a totally satisfactory result from any oral report or complaint of discrimination, harassment or retaliation. Such a report should be made promptly after the incident has occurred. Even if you are not the victim, if you see it, report it.

#### **Confidentiality**

SMS recognizes that confidentiality is important. SMS will protect the privacy of individuals reporting Title IX infractions, including, sexual or minority-based discrimination, harassment, or retaliation to the maximum extent reasonably possible.

#### **Investigation of Complaints**

1. After notification of the employee's complaint, an investigation will promptly be initiated to gather facts about the complaint. Such investigation will be conducted confidentially by the Title IX Coordinator to the extent practicable and appropriate in order to protect the privacy of the persons involved. Investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. Appropriate steps will be taken to separate or otherwise minimize the contact between the accused harasser and the victim of harassment. The accused harasser shall be instructed not to have or attempt to have any contact with their accuser to try to "clear things up" or otherwise.
2. After the investigation has been completed, a determination will be made by the Title IX Coordinator regarding the resolution of the case. The employee will be notified promptly after the decision is made.
3. If the investigation substantiates the complaint, the appropriate correction and/or disciplinary action will be taken, up to and including involuntary termination. Disciplinary action, including discharge, will also be taken against individual(s) who knowingly make a false or frivolous accusation.

### Non-Discrimination Retaliation

This regulation also prohibits discrimination or retaliation against any employee who brings Title IX violations, including, sexual harassment or other harassment complaint in good faith even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. This regulation also prohibits discrimination or retaliation against any other individual who in good faith participates in the investigation of a harassment complaint.

### Fraternization

Employees should refrain from dating or entering into intimate relationships with other employees and with the parents of students. Should a conflict arise as a result of the relationship, the employee(s) may be transferred to another assignment, or asked to seek alternative employment.

## Internal and External Communications

It is the goal of SMS to provide a professional environment where administrators, teachers and support personnel are able to perform at the peak of their ability, using proven educational methods, as well as their own creativity to make the educational process meaningful to both the students and teachers.

In maintaining the integrity of this goal, all personnel are charged with the responsibility of maintaining a professional attitude and remaining professional in their verbal and written communication among one another, parents, students, vendors and visitors. Therefore, **all employees are expected to use correct grammatical expressions and sentence structure when communicating to parents orally, through e-mails, letters, newsletters and other documents.** To ensure for this end, **all documents originating from employees to parents shall be approved in advance by the SMS Administration.** Failure to adhere to this directive will lead to serious adverse disciplinary action.

**All verbal and written communication that pertain to an employee's work performance is confidential.** Also, all communication to employees shall be job-related and professional. **Gossip and conversation about an employee's personal life** away from SMS corrupts the positive environment, which SMS strives to maintain. It is also important that **staff maintain dialogue with parents and students**, which is friendly, yet professional. However, engaging in friendly conversation with a **parent** outside the scope of the wellness of their individual child's personal and social development compromises the quality of the learning environment and is discouraged.

Furthermore, in ensuring SMS remains attentive to the needs of parents, staff, vendors and community contributors, it is vital that incoming and outgoing personal phone calls be limited during working hours. Personal phone call time limit is 3 minutes. **The telephone located in the kitchen area is not for personal use.** SMS empathizes with occasional phone calls to address situations and conditions that cannot be handled during non-working hours. However, the use of the office phone to maintain personal relationships with individuals unrelated to SMS or to spearhead non-school related social events is prohibited.

### Wireless Telecommunication

Except as may be required for medical reasons or authorized by the Executive Director/SMS Administration, SMS prohibits support personnel from possessing or using wireless communication devices while on school premises, in school transit, or attending a school event, unless authorized by the Executive Director/SMS Administration.

## Dress and Grooming

### **All employees are expected to dress in a manner appropriate to their particular position.**

As a representative of Sankofa Middle School, an employee's appearance is a direct reflection on the level of professionalism at SMS. For this reason, all employees shall follow these basic guidelines in regards to dress and appearance. The Administrative staff should dress in a manner that is in keeping with the accepted standards of professional office attire. The following represents a listing of approved dress standards for staff.

### **General Appearance**

- Staff members should exercise due diligence in personal hygiene. Additionally, they are to refrain from coloring the hair with exotic colors such as red, orange, purple, yellow, green or any other colors that serve as a distraction from professionalism. This also includes the wearing of head wraps.
- Staff should also refrain from body art (tattoos) that are visible to onlookers. Excessively long eyelashes and fingernails will not be permitted as well.

### **Pants**

- Length must be appropriate (5" from the top of the kneecap as measured by a ruler or the width of a 3x5 index card)
- Size appropriate-waist, seat and inseam must be hemmed and cuffed

### **Skirts and Dresses**

- Must be size appropriate
- Must be worn at waistline
- Shoulders must be covered and arm holes must be tight fitting
- Length must be appropriate (3" from the top of the kneecap as measured by a ruler or length of a 3x5 index card)
- Slits in skirts must be appropriate (no slit above the three-inch rule)

### **Shirts and Blouses**

- Must be size appropriate
- Long or short sleeved, dress shirt or Polo type sleeveless with appropriate tight-fitting armholes (no tank tops, halter tops or spaghetti straps)
- T-shirts or sweatshirts must not have any writing, pictures or graphics that unreasonably attract the attention of others or cause disruption or interference with the operation of SMS (vulgarity, sexual innuendo)
- Shirttails must be below the belt line even with arms raised above the head or when the individual is seated

### **Shoes**

All staff must wear shoes (example: dress, sandals, clogs). Flip flops are not allowed. Tennis shoes are not acceptable as daily wear.

## **Undergarments**

Appropriate undergarments must be worn at all times. Female teachers should refrain from dress styles that do not require the use of a brassier (braless). Male teachers should refrain from wearing trousers that sag. **It is important to note that all adults should dress in an appropriate manner, thus setting a fine example for students.**

## **Not Approved for School Wear**

- Leggings-female staff members
- Wide legged pants, no skin tight, no military pants (camouflage); **Denim is not acceptable**
- Holes or patches above the knee
- Pants, dresses, shorts, skirts, and shirts that have frayed ends; Denim is not acceptable
- See-through clothing
- Sleeveless shirts, blouses, without appropriate tight-fitting armholes
- Deep-scooped necklines
- Clothing that shows the bare midriff, bare back or bare shoulder
- Pajamas, bedroom shoes or other sleep wear
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages
- Clothing which displays profane or obscene language or symbols
- Emblems, insignia, badges, or other where the effect thereof is to distract unreasonably the attention of other students/staff or cause disruption or interference with the operation of SMS
- Hats, sunglasses and caps are not to be worn in the school building unless approved for special occasions. (All hats and caps shall be properly stored during the school day)
- Chains hanging from wallets or clothing
- Exposure of undergarments of any type
- Visible piercing type jewelry or paraphernalia (other than the ears); tongue piercing is not allowed
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, etc.)
- Jewelry that is offensive, excessive, distracting or is studded or pointed is unacceptable. Heavy chains are not allowed
- Miniskirts, high-low dresses, sun dresses, low cut tops and stirrup pants are not acceptable

**In the event an employee is not dressed appropriately, the Executive Director or a member of the SMS administration may ask an employee to leave SMS and return wearing more appropriate clothing. This time away from SMS will count against the employee's accrued leave or will be assessed as leave without pay. Repeated disregard for these guidelines may result in disciplinary action up to and including termination of employment.**

SMS Administration reserves the right to alter the dress code for special occasions or extracurricular activities.



Transporting Students

SMS prohibits any employee from transporting students in their personal vehicles. **Failure to comply with this procedure will result in suspension and/or termination of employment.**

### Supervision on the Playground

The Administration believes that employees should take an active role in playground supervision. Playground activities represent an extension of the classroom. Such activities give teachers the opportunity to observe motor skill development and social interaction of students. Adults should always be present when students are playing on the playground. Teacher supervision will improve safety and prevent injuries. The playground area has been designed so that teachers can see all areas. Teachers/Teacher Aides should never gather in clusters and ignore student playground activities. Pay close attention to details. Teachers should not talk unnecessarily to each other during playground duty.

### **Outside Days**

If the temperature is 32 degrees or below, students should not be allowed to go outside during lunch or student breaks. If it is above 32 degrees, students are allowed to go outside during students' breaks or lunch. However, all students must wear a coat during breaks. Before taking the students out to play, it is the responsibility of the teachers/teacher aides to ensure that all play equipment is ready for student use.

### Playground Equipment

All playground equipment at SMS has been vetted and approved for proper student use. However, there are two (2) pieces of playground equipment that could present a danger to students, if adults are not supervising properly. Students should not be allowed to climb on top of the carousel for the purpose of just sitting. The same is true with the slide. There is a proper way for students to use playground equipment safely. Therefore, adults need to ensure for this end. Before taking the children out to play, it is the teacher's responsibility to check if all the play equipment is ready for use. Check to see if it is too hot, wet, or if dangerous items are tossed on playground.

Employees need to be alert and attentive. They need to anticipate preventable problems and hazardous situations. Despite the context of the play area, whenever students are on the playground, adults are required to be present.

### Corporal Punishment

The Administration recognizes that an environment conducive for learning is paramount if children 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 (SMS) 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. Corporal Punishment shall be administered by the Administration and shall be consistent with Oklahoma Law as ordinary force for disciplining children, including but not limited to, spanking or paddling. For additional procedures regarding corporal punishment, please see the "Corporal Punishment" section of the Parent/Student/Teacher Handbook.

### Children of Staff

The Board and Administration recognize staff members have a responsibility to care for their families, especially children. However, caring for staff children on school property poses significant problems for SMS. These problems center on liability, logistical and safety concerns. The primary responsibility of staff members is to care for students who are assigned to them. We do not have the luxury of dividing time or resources to care for staff member's children during work hours. Therefore, children of staff members are not permitted on school property during normal work hours unless they are enrolled at SMS.

Additionally, staff members, who have children enrolled at SMS do not receive special consideration. Their children are subject to the same procedures for all other students. This is especially true during the lunch period. Children are required to sit with classmates under the supervision of the assigned teacher.

## Use of Student Pronouns

The Sankofa Middle School (SMS) Board of Directors believes that parents have the right to rear their children according to certain values and beliefs. Parents also have the right to request and receive pertinent information related to their child. Therefore, SMS employees shall not encourage or coerce a student to withhold information from his/her parent(s) or guardian(s). The Administration shall disclose to the students' parent(s) or guardian(s) any information known to SMS or its employees regarding material changes reasonably expected to be important to parent(s) or guardian(s). Such changes include the child's health, social or psychological development, including "identity information". Identity information refers, but is not limited to: (1) any names or pronouns used by a student at school and (2) any social transition or other transition to a gender that differs from the student's sex.

## Curriculum

The curriculum at SMS includes the following subjects:

**Reading & Language Arts:** SMS 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:** SMS' 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:** SMS' 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 SMS 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: **SMS 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. SMS 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

**GRADING SYSTEM (Third- Fifth Grade)**

SMS grading policy will be as followed:

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

### Progress Reports

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

Sankofa Middle School

Policy 4105

### Report Card

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

### Testing

All students enrolled in third through fifth 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

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 Services

The SMS Board believes that it has a responsibility to provide special education services to all qualifying students. All such services will be provided by SMS staff or SMS 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 SMS students during the regular school day. The SMS 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 SMS contractors or staff. Outside contractors not associated with SMS 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 Programs

The participation in school activities is voluntary. SMS 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.**



## Home Language Survey

The Home Language Survey (HLS) is the federally-mandated language questionnaire designed to assist in the identification of a student who is a potential or current English Learner (EL). The baseline year for a valid student Home Language Survey is 2016-2017\*. A survey completed before the 2016-2017 year is not considered valid and must be updated with a new HLS as soon as possible. **A survey completed for the 2016-2017 year or beyond is considered valid for the duration of a student's continuous enrollment in the LEA to which the survey was submitted.**

<b>SCHOOL YEAR:</b> <input style="width: 50px;" type="text"/>	<b>HOME LANGUAGE SURVEY</b>	
<b>STUDENT INFORMATION</b>		
<b>Student Name:</b> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>		<b>Grade:</b> <input style="width: 50px;" type="text"/>
Last Name	First Name	Middle Name
<b>Date of Birth:</b> <input style="width: 80px;" type="text"/>	<b>School:</b> <input style="width: 80px;" type="text"/>	<b>Student ID#:</b> <input style="width: 80px;" type="text"/>
MM/DD/YYYY		
<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>		
Is the student of Hispanic or Latino culture or origin? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Please select one or more of the following races:		
<input type="checkbox"/> African American/Black	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> Caucasian/White	
<b>The purpose of the following questions is to help determine if a student's exposure to a language other than English may make them eligible to receive additional English Learner (EL) supports.</b>		
1. What is the dominant language most often spoken by the student?		<input style="width: 150px;" type="text"/>
2. What is the language routinely spoken in the home, regardless of the language spoken by the student?		<input style="width: 150px;" type="text"/>
3. What language was first learned by the student?		<input style="width: 150px;" type="text"/>
4. Does the parent/guardian need interpretation services? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, in what language?		<input style="width: 150px;" type="text"/>
5. Does the parent/guardian need translated materials? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, in what language?		<input style="width: 150px;" type="text"/>
6. What was the date the student first enrolled in a school in the United States?		<input style="width: 150px;" type="text"/>
		MM/YYYY
<input style="width: 150px;" type="text"/> Date (MM/DD/YYYY)		<input style="width: 150px;" type="text"/> Parent or Guardian Signature
<b>SCHOOL USE ONLY</b>		
The response of a language other than English to any or all of questions #1, #2, and #3 above should prompt local review of the student's potential EL identification and assessment history in the state Accountability Reporting application. If no previous EL history is present, the student must be administered a state-approved screening tool to determine their EL status.		
<b>If this HLS will be used for the purposes of Non-EL Bilingual qualification, please indicate one of the following:</b>		
<input type="checkbox"/> A language other than English is indicated <b>TWO OR MORE TIMES</b> in questions #1, #2, and #3 above. The student is considered <b>"more often"</b> and has previously demonstrated English language proficiency on the PKST* or WIDA assessment :		
<b>Assessment Name:</b>	<b>Year Assessed:</b>	<b>Score:</b>
<input style="width: 100px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> A language other than English is indicated <b>ONE TIME</b> in questions #1, #2, and #3 above. The student is considered <b>"less often"</b> and has demonstrated English language proficiency on the PKST* or WIDA assessment. The student's PKST* or WIDA assessment score and additional qualifying score is noted on the attached "Less Often" Non-EL Bilingual Qualification Form.		
<small>*A PKST score is valid only for a student's pre-K year(s). Regardless of the PKST score earned, a student administered the PKST must be administered the WIDA K Screener at the outset of kindergarten. To qualify a student as Non-EL Bilingual beyond their pre-K year, a student must either demonstrate initial proficiency on the WIDA K Screener or subsequently on the K ACCESS or ACCESS assessment.</small>		

### Strong Readers Act

The SMS Board recognizes that being able to read is critical if students are to be successful in their educational endeavors. Therefore, reading at the earliest possible level will enhance the students' ability to develop proficient reading skills. To this end, SMS Administration will employ the scientifically-based Deborah Brown Teaching Methodology to ensure for success with the Oklahoma Department of Education Standards for reading at the elementary school level. SMS students will receive quality education that is primarily focused on reading, writing, penmanship and mathematics beginning at Pre- Kindergarten through third (3 rd ) grade levels.

All teachers will be trained to incorporate, phonological awareness, decoding, fluency, vocabulary building and comprehension during reading instruction.

#### Screening of Students

Reading deficiencies such as dyslexia will be determined by early screening for students in kindergarten, first, second and third grade. The screenings will occur at the beginning, middle and end of each school year for phonological awareness, decoding, fluency, vocabulary and comprehension. The screening instrument shall be approved by the Oklahoma State

Department of Education (OSDE).

#### Exemption to the Screening

Students who have documented evidence that meet at least one of the following criteria identified below shall be exempt from the screening. These include:

- ☐ the student participates in the Oklahoma Alternate Assessment Program (OAAP),
  - ☐ the student's primary expressive or receptive communication is sign-language,
  - ☐ the students primary form of written or read text is Braille,
  - ☐ The students primary expressive or receptive language is not English (English Learner),
- If students are granted an exemption from the screening requirement, SMS shall provide ongoing evidence of student progression toward English Language acquisition.

#### Students Not Found to be Meeting Grade level Requirements

Students not found to be meeting grade level requirements shall be provided a program of reading instruction designed to enable them to acquire desired grade level reading skills. This program of reading instruction shall be scientifically research based and aligned with subject mattered standards adopted by OSDE. The SMS program of reading instruction shall include:

- ☐ sufficient additional instruction time for the acquisition of phonological awareness, decoding, fluency, vocabulary and comprehension,
- ☐ if funding is available, tutorial instruction after regular school hours, Saturdays/Summer school,
  - ☐ assessments identified for diagnostic purposes and periodic monitoring,
  - ☐ high-quality instructional materials grounded in scientifically based research, and
- ☐ providing every family of students in pre-kindergarten through third grade access to free online evidence-based literacy instruction resources to support literacy development at home.

#### Students Who Exhibit a Reading Deficiency

Students who exhibit a deficiency in reading will receive an individual reading shall receive an individual reading intervention plan no later than Thirty (30) days after identification of the reading deficiency. The plan shall:

- ☐ describe the researched-based reading intervention services the student will receive to remedy the deficiency in reading,
- ☐ provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary and comprehension if applicable,
- ☐ monitor the reading progress of the student throughout the school year and make adjustments if necessary.
- ☐ Continue the plan until the student has met grade level requirements.

#### Reading Proficiency Team

The Reading Proficiency Team (RPT) for each student will be responsible for developing the Reading Intervention Plan. Each team shall be composed of:

- ☐ the parent or legal guardian of the student,
- ☐ the teacher assigned to the student who had the responsibility for reading instruction in that academic year,
- ☐ a teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student and
- ☐ a certified reading specialist, if one is available.

SMS will notify the parent or legal guardian of any student in kindergarten, first, second or third grade who exhibits a deficiency in reading based on the screening instrument. This notification shall occur no later than Thirty (30) days after the identification of the reading deficiency in reading.

#### SMS Strong Readers Plan

The SMS Board will adopt and implement a Strong Readers Plan. Input will be gathered from school administrators, teachers and parents or legal guardians and a reading specialist, if possible. The plan shall be submitted electronically to and approved by the State Board of Education. The plan shall be updated annually. SMS will not submit electronically annual updates to the State Board if the last plan submitted to the Board was approved.

#### Students Who Demonstrate Proficiency

If a student has demonstrated proficiency in reading through an appropriate grade level screening, SMS will notify the parent or legal guardian that the student has satisfied requirements of the Strong Readers Act.

#### Students Who Do Not Demonstrate Proficiency

If students have been identified as having a substantial deficiency in reading, parents or legal guardians will be notified in writing regarding the following items.

- ☐ the student has been identified as having a substantial deficiency in reading,
  - ☐ a description of current services provided to the student,
  - ☐ description of proposed services and supports that will be provided to student,
- ☐ that a student who is reported to fourth grade shall receive supplemental intervention services,
- ☐ strategies for parents to use in helping their children to succeed in reading proficiency and
  - ☐ grade level performance scores of the student.

No student will be assigned to a grade level based solely on age or other factors that constitute social promotion.

#### Reporting Requirements

SMS shall annually publish on its website and report electronically to OSDE, the Office of Educational Quality and Accountability and the Secretary of Education by September 1 of each school year the following information on the prior school year.

☐ The policies and procedures adopted by the SMS Board to implement the provisions of this section. This information shall include expenditures related to implementing the provisions of this policy and average daily classroom time devoting to implementing this policy,

☐ by grade, the number and percentage of all students in kindergarten through third grade who did not meet grade level targets by on the screening instrument,

☐ by grade, the number and percentage of all students in kindergarten through third grade who have been enrolled at SMS for fewer than two years,

☐ by grade, the number and percentage of students in kindergarten through third grade who demonstrated grade-level proficiency and

☐ by grade, the number and percentage of students in kindergarten through third grade who are on an individualized education program (IEP) in accordance with the Individuals with Disabilities Act (IDEA) who demonstrated grade level proficiency based on the screening instrument administered pursuant to this policy or an alternative assessment prescribed by the students IEP.

☐ Copies of the results of the screening instruments administered shall be made a part of the permanent record of each student.

Adopted:

Legal Reference: 70 O.S. 1210.520

### Behavioral Expectations

The Board believes Sankofa Middle School (SMS) 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.

**SMS requires that parents dress in an appropriate manner when entering SMS: 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.

### Student Behavior and Discipline

The SMS 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.

SMS encourages self-control, self-esteem, and cooperation. SMS 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 SMS 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.

### Classroom Problems

SMS 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. SMS 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 SMS 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.

SMS 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 SMS 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 SMS 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 SMS 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.

## Interference with Government Employees

CFR, Title 36, Chapter III, Part 327, Section 327.24 of the School Laws of Oklahoma states it is a violation of State Law for anyone to interfere with Government Employees while engaged in the performance of their official duties. It further states failure to comply with this lawful order may be a state crime pursuant to the laws of the State where they occur. This includes using curse words to intimidate the staff. For your information, all staff members of the Sankofa Middle School (Charter School) are government employees, thus falling under this category.

We bring this to your attention because sometimes individuals receive information regarding their children that is distorted or incorrect. This can be troublesome for you and can stir up negative emotions. These emotions, if left unchecked, can result in hostility toward the staff at SMS. **It is important to note that our staff is imperfect and subject to making errors.** However this does not occur often. When it does occur, we simply ask that parents follow procedure outlined in the Parent Student Handbook rather than use curse words to intimidate staff.

The procedure specifically states:

- SMS encourages open dialogue between the students, parents and school administration. If your child approaches you with a concern, listen to his side of the story and discuss the matter with his/her teacher. SMS ask that you avoid taking sides openly with your child against the school.
- If the matter cannot be resolved with the teacher, parents should contact the SMS Administration. Parents, teachers and administrators are expected to display courteous and cooperative attitudes in settling all disputes.
- If the parent does not adhere to this procedure and begins to intimidate staff through the use of curse words, the Administration has the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business classes. If any person does not cooperate with SMS staff as directed, the Administration will seek assistance from law enforcement.

### Student Parties

SMS 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.

SMS will allow parents to bring in snacks to be distributed during their child's scheduled lunch time, or at 3:00 p.m., when students have been dismissed from class. **Due to untidiness of cupcakes, we ask that parents refrain from bringing this item to be distributed.**

### Expected Behavior

- 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 two (2) 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 for Inappropriate Behavior

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 SMS Administration.

### Out of School Suspension

Any student may be suspended out-of-school in accordance with SMS 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.

A student 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.

A student suspended out-of-school for more than ten (10) days may request a review of the suspension with the SMS 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, SMS 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 (3<sup>rd</sup>) 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.

### 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](http://www.fredjones.com)).*



## 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 (SMS) 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

As a parent of Sankofa Middle School (SMS), I am aware of all discipline procedures. I further understand that if my child receives three (3) disciplinary infractions, 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, he/she will be suspended for an additional day.

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

As a parent/guardian of \_\_\_\_\_, I agree to save and hold harmless the SMS administrative 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 SMS 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. Corporal punishment shall be administered by the Administration 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.

\_\_\_\_\_  
SMS Administrative Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Materials Not Allowed at School

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 to School Property

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.



### Acceptable Use of Internet

The Sankofa Middle School (SMS) Board strongly supports House Bill 3702 that protects grades K-12 school-aged children from access to pornographic or obscene material in schools, libraries or through online digital libraries. Therefore, SMS will establish safety controls to protect students from all inappropriate materials. Students at SMS will be prohibited from sending, reviewing, or downloading materials that are child pornography as defined in current state statutes, or materials that depict child sexual exploitation as defined in current state statute or other pornographic material. Therefore, SMS will use “filters” or “blocks” to prevent access by students to inappropriate material.

Parents will be notified of the Internet Safety Policy when applying for admittance to SMS. The application for admittance includes a section on Acceptable Use and Internet Safety Policy for the Computer Network. Specific information for parents includes: (1) Personal Responsibility, (2) Terms of the Permitted Use, (3) Acceptable Rules and (4) Internet Safety. After reviewing this information, parents are required to sign a Parent’s or Guardian’s Agreement and supervise the signing of the Student’s Agreement by their child.

### Dress Code

The SMS 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. SMS 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 SMS 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

**SMS 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 SMS logo. 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, SMS 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. Eyebrow designs are not allowed for male students. Stick on/Acrylic/Gel fingernails are not permitted.**

## Tribal Regalia

Legal Reference: Title 70 O.S. 24-160

## Tribal Regalia

Sankofa Middle School Board (SMS) supports Oklahoma statute, Title 70 O.S. 24-160, which states that students enrolled in a public school district or public charter school may wear tribal regalia during the schools' official graduation ceremonies. The SMS Administration shall ensure that school personnel will not prevent students from wearing tribal regalia during official SMS graduation ceremonies.

### Tribal Regalia Defined:

Tribal regalia means traditional garments, jewelry and other adornments such as eagle feathers, eagle plume, beaded cap, stole or similar objects of cultural and religious significance worn by members of a federal recognized Indian Tribe or Tribe of another country. Tribal regalia does not include any firearms or other weapons.

### Safety:

The Board is authorized by law to specify characteristic of any garment, jewelry, other adornment, or object that the school or institution finds will endanger the safety of a student or others or interfere with graduation ceremonies if worn by a student. As such, the Board hereby prohibits any jewelry or other adornment that may otherwise be considered a weapon as an endangerment to the safety of students or others attending the graduation ceremonies. The Board further prohibits any tribal regalia garment that would cover the face or mask the face of any individual as an endangerment to the safety of students or others attending the graduation ceremonies. Additionally, the Board prohibits any tribal regalia that include flashing or strobing lights as an endangerment to the safety of students or others attending graduation ceremonies.

### Behavior:

This policy does not limit or alter the authority of School District employees to regulate student behavior pursuant to Board Policy. Regardless of whether a student is wearing tribal regalia, the District may enforce student conduct and behavior laws, rules, and policies as may be necessary.

Adopted: September 28, 2023

Updated: March 2024

### Student Jewelry

The SMS Board recognizes that wearing of jewelry by a student, if left unchecked, can serve as a distraction to an orderly learning environment. Therefore, the SMS 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.**

SMS is not responsible for any lost or stolen merchandise.

### **Student Hygiene**

SMS 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.

Dates permissible for wearing shorts will be announced each year.

### 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:

Erlish Locklear 918-340-5120 /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.



## Parents Right to Know

The Sankofa Middle School (SMS) Board believes that parents have the right to rear their children according to certain values and beliefs. Parents also have the right to bring up their children without interference unless the child's wellbeing is put at risk. Therefore, the Board directs the SMS Administration to develop procedures to include: (1) parental rights, (2) information rights, (3) State compliance procedures and (4) communication with parents.

### Parental Rights

Advance Written Notice: In regards to sex or sexuality rights, parents have the right to receive advance written notice for any class, program, curriculum, instruction, test, survey, questionnaire, or other instructional material that relates to sexual behavior, sexual attitudes or sexuality, including gender identity or sexual orientation.

Classroom Material Inspection: Parents have the right to inspect classroom materials related to Sex or Sexuality Education.

Access to Material: SMS will make all parts of the material easily accessible to parents upon request.

### Information Rights

No Withholding of Information: SMS staff are prohibited from encouraging or coercing students to withhold information from parents.

Time Disclosure: SMS will disclose important information to parents about a student's health, social or psychological development, including identity information within thirty (30) days after learning it.

### State Compliance Procedures

If a parent or guardian believes there has been a violation of parental rights, they can:

- **File a Complaint:** File a written complaint with the SMS Board of Education at (918) 425-1407. If not satisfied, parents/guardians should file a written complaint with the State Department of Education, providing details of the alleged violation by visiting [sde.ok.gov/awareity](https://sde.ok.gov/awareity).
- **SMS Notification:** The Department will notify SMS within fourteen (14) days and allow them to respond.
- **Investigation:** The Department will investigate to determine if a violation occurred and inform both the parent and SMS of the results.
- **Board Review:** If a violation is found or suspected, parents may request a hearing before the State Board of Education within fourteen (14) days of receiving the notice.

### Communication with Parents

Timely notices will be given to parents regarding their complaint.

Adopted: December 14, 2023

Education Records

SMS 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.

## FERPA

# Family Educational Rights and Privacy Act (FERPA)

Get the Latest on FERPA at <https://studentprivacy.ed.gov/>

- **Frequently Asked Questions**
- FERPA for **parents and students**, **K12 school officials** and **Postsecondary school officials**
- Protection of Pupil Rights Amendment (**PPRA**)
- **Guidance** and **Notices**
- **Filing a complaint under FERPA or PPRA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### Media Policy

The Sankofa Middle School (SMS) Board and Administration support the concept of protecting children in the learning environment and will develop a media procedure which includes a process for material review and complainant process for parents who disagree with material displayed in library books or other materials. The ***SMS Administration will ensure that its library will not contain pornographic material or other material with sexualized content.***

To ensure the library is free of pornographic material or other material with sexualized content, the Administration will include an accurate and complete listing of books in central library and classroom libraries. A committee of administrators, teachers and a least two parents will meet annually to ensure for appropriate library books and materials before being made available to students. The Administration will also include a complainant process. The complainant process will give parents an opportunity to address concerns regarding books or materials used by SMS students. The Board strongly encourages parents to come forward with their complaints regarding media, including library books or other materials used by SMS students.

#### **How to File a Complaint**

To submit a complaint regarding media materials or including library books, you should:

- file a written complaint with the SMS Board of Education providing details of any alleged violation.
- contact the SMS Administration at (918) 425-1407 to discuss your concerns.
- give your name, home address, telephone number and e-mail address. You should also identify yourself as a parent or concerned citizen.
- give a detailed description of your complaint.

#### **Resolution of Concern**

- If it can be determined by the Administration that your concern is valid, the materials will be removed from SMS.
- If there is a disagreement between you and the Administration regarding the appropriateness of the material, you can file an appeal at the next available SMS Board of Directors meeting for a final decision.
- If you disagree with the SMS Board of Education decision, you may file a written complaint with the State Board of Education providing details of the alleged violation by visiting **[sde.ok.gov/awareity](http://sde.ok.gov/awareity)**.

Legal Reference: OAC 210:35-3-126(a)(10), OAC 210:35-3-126(a)(12)

Admission Policy

It is the policy of the Sankofa Middle School 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 Middle School

Policy 5130

School Hours

7:30 a.m. – 3:00 p.m.

Pre-Kindergarten to Third Grade

### 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.

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



### School 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.**

SMS 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. **SMS 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. Upon returning to the classroom or playground, the students will be instructed to go to the restroom in an orderly fashion.

### **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

SMS 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 **SMS Newsletter**. This document includes important information about upcoming events and requests for your help at the school.

[Oklahoma House Bill 3958](#) went into effect July 1, 2024, and requires school personnel engaging in electronic or digital communication with an individual student to include the student's parent or guardian in the electronic or digital communication, unless the communication is on a school-approved platform and related to school and academics.

SMS employees are prohibited from communicating directly with students as we serve students in grades PK-3. In accordance with this law, the Deborah Brown Community School Board of Education will approve [HB 3958](#), and the current list of district-approved digital platforms which employees may use to communicate with students is limited to the following:

1. District Email
2. School Messenger
3. Board-approved Virtual Curriculum
4. Official District Social Media Platforms (This does NOT include individual employee's personal or professional social media accounts. The only approved social platforms are those official accounts for school sites and student groups, and those accounts MUST be managed by more than one school employee.)

The above platforms have been approved based on the following criteria:

1. Auditable, meaning all communication is retained and district officials can monitor or review information at any time.
2. Allowable within the district network and firewalls and does not create security issues.
3. Compatible with other district applications.
4. No additional cost to the district

### Purpose

This policy addresses all forms of group or one-on-one electronic and digital communication (including, but not limited to, email, texting, instant messages, direct messages, social media

messages, messages sent through software applications, etc.) between any District employee and students. This policy outlines the District's expectations regarding school personnel's direct digital and electronic communication with students by requiring any such direct communication with students to include the student's parent or guardian.

### **School Personnel**

School personnel includes all staff or any other persons employed full-time or part-time by the District.

### **Policy**

Pursuant to Oklahoma law, school personnel engaging in electronic or digital communication with a student must include the student's parent or guardian in the communication, unless the communication is on a school-approved platform and is related to school and academic matters. In the case of an emergency where other parties cannot be immediately included on digital or electronic communications, the student's parent or guardian shall be subsequently notified of the communication as soon as possible.

Prior to the start of the school year, the District shall compile a list of approved digital platforms for communications between District personnel and students. Such platforms will automatically include in the messaging parents or guardians who opt in. The list will be posted on the District website and distributed to District employees. These sanctioned platforms are the only appropriate method for District personnel to communicate directly with students. Outside these platforms, school personnel must affirmatively include a parent or guardian in the text message, email or other electronic communication. Failure to do so is a violation of the law and this policy.

### **Violations**

School personnel reported to be engaging in unauthorized communications with students through digital or electronic platforms shall be placed on administrative leave while the District investigates the incident and notifies the Board of Education. If the investigation results in a finding that no misconduct occurred, the school personnel shall be reinstated, and the incident shall be noted in the employee's personnel file. If the investigation finds misconduct occurred, the employee shall be disciplined according to the District's policy, up to and including termination of employment. Additionally, the incident shall be reported to law enforcement.

### **Reporting**

Students who receive communication from school personnel in violation of this policy are encouraged to report it to any District employee. School personnel who suspect, recognize, or encounter digital or electronic communications between a student or staff member that does not include a parent or guardian, or otherwise violates this policy, must report it immediately to their supervisor, the Superintendent, or other District official.

**Reference: 70 O.S. § 6-401.**

**Adopted: September 19, 2024**

### Messages

Given the number of students at SMS, 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 SMS Administration asks parents not to request office staff to give phone messages to their children. Prior planning before leaving home is greatly encouraged.

### Messages

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## Parent Involvement

We realize that positive and frequent communication between the school and parents is vital to the educational success. SMS 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 SMS 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 SMS unless permission has been granted by the Administration.**
2. Parents are encouraged to sign up and put their talents to good use for SMS. 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.

## Drop Off and 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.

**It is not the responsibility of security to open each door for every child.** These individuals are being paid to maintain order.

### WALKING STUDENTS TO CLASS (First Week)

In order to maximize our instructional day, please make sure that you follow the guidelines when walking students to class:

- Please drop off students on time. Students may first come to their classrooms at 7:30 a.m.
- All parents must check in through our Security/Front Office.
- To protect instructional time please check out of the building by the bell at 8:00 a.m.
- If you arrive after the bell you will not be allowed to walk your child to class.

Safety is our primary concern. While we certainly welcome families into our school, we cannot allow families to interrupt or delay our timely start to school, as well as the safety procedures we have in place. **We will not allow any parent/guardian/visitor inside the building after 8:00 a.m.** We appreciate your cooperation in this matter.

### 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 SMS 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 SMS placards (Student Number) visible.**

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

**SMS Placards Not Visible:** SMS security officers will ask parents to park in the main parking lot. Once the flow of traffic slows down, someone will be available to assist you, an I.D. may be required. To prevent being asked to park, have the school assign placard visible during pick-up.

### Parking

Parking spaces are provided for drop off and pick up of students and visitors. If parents are going to be on the premises for 30 minutes or longer, they will need to obtain a visitor's parking pass from Central Parking. Please follow the directional arrows for entering and exiting the parking area. The speed limit is 10 MPH. **It is important to refrain from leaving vehicles unattended. Also, do not block driveways or park in restricted parking zones.**

### Minute of Silence

The Sankofa Middle School (SMS) Board strongly supports “Minute of Silence” in public schools, including charter schools (70 O.S.-11-101.2). Therefore, the SMS Administration will ensure that students are allowed approximately one “minute of silence” each day to exercise their choice to reflect, mediate, pray or engage in any other silent activity that does not impede other students in the exercise of their individual rights.

The Board further directs the Administration to include this activity on all classroom schedules and lesson plans. Minute of Silence shall be the first activity scheduled at the beginning of each school day.

Adopted:

Legal Reference: (70 O.S. 11-101.2)

## Parent Student Compact

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

### 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**

**Erik Mikel**

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



### 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

### Drug Free School Policy

Use of alcohol or illegal drugs may jeopardize the safety of the school's employees and students. Therefore, it shall be the policy of the Sankofa Middle School to maintain an alcohol and drug-free work environment and to test employees for the use of illegal drugs. For the purpose of this policy, any individual performing service to SMS, on school premises, or during school activities, whether a paid employee or a volunteer will be considered an employee.

Please refer to the separate SMS Drug and Alcohol Testing Policy for specific details and procedures on employee testing.

### Smoking

SMS is a smoke-free workplace. Smoking is not permitted on school premises or during school activities.

Food

All food items are to be eaten in the cafeteria and not in the classrooms or the SMS Main Office.  
Soda cans are not to be seen in the classrooms or offices. Discard all food related items in the proper manner.

## 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. SMS 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.**

SMS 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 SMS. SMS 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 SMS 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 SMS. 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, SMS 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 SMS.

### 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 SMS Administration for appropriate disciplinary action, including immediate suspension under the school's policy.

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



## Diabetes Management

SMS will follow OKLAHOMA STATUTES TITLE 70. SCHOOLS DIVISION III. OTHER SCHOOL LAWS CHAPTER 15. HEALTH AND SAFETY DIABETES MANAGEMENT IN SCHOOLS ACT, regarding any student who has diabetes. (Attached on following pages)

**OKLAHOMA STATUTES  
TITLE 70. SCHOOLS  
DIVISION III. OTHER SCHOOL LAWS  
CHAPTER 15. HEALTH AND SAFETY  
DIABETES MANAGEMENT IN SCHOOLS ACT**

**§ 1210.196.1. Short title**

Sections 3 through 9 of this act shall be known and may be cited as the "Diabetes Management in Schools Act".

**§ 1210.196.2. Definitions**

As used in the Diabetes Management in Schools Act:

1. "Diabetes medical management plan" means a document developed by the personal health care team of a student that sets out the health services that may be needed by the student at school and is signed by the personal health care team and the parent or guardian of the student;
2. "School" means a public elementary or secondary school. The term shall not include a charter school established pursuant to Section 3-132 of Title 70 of the Oklahoma Statutes;
3. "School nurse" means a certified school nurse as defined in Section 1-116 of Title 70 of the Oklahoma Statutes, a registered nurse contracting with the school to provide school health services, or a public health nurse; and
4. "Volunteer diabetes care assistant" means a school employee who has volunteered to be a diabetes care assistant and who has successfully completed the training required by Section 6 of this act.

**§ 1210.196.3. Diabetes medical management plan**

A diabetes medical management plan shall be developed for each student with diabetes who will seek care for diabetes while at school or while participating in a school activity. The plan shall be developed by the personal health care team of each student. The personal health care team shall consist of the principal or designee of the principal, the school nurse, if a school nurse is assigned to the school, the parent or guardian of the

student, and to the extent practicable, the physician responsible for the diabetes treatment of the student.

**§ 1210.196.4. School nurse to administer management plan--Volunteer diabetes care assistant--Refusal to serve as assistant**

A. The school nurse at each school in which a student with diabetes is enrolled shall assist the student with the management of their diabetes care as provided for in the diabetes medical management plan for the student.

B. If a school does not have a school nurse assigned to the school, the principal shall make an effort to seek school employees who may or may not be health care professionals to serve as volunteer diabetes care assistants to assist the student with the management of their diabetes care as provided for in the diabetes medical management plan for the student.

C. Each school in which a student with diabetes is enrolled shall make an effort to ensure that a school nurse or a volunteer diabetes care assistant is available at the school to assist the diabetic student when needed.

D. A school employee shall not be subject to any penalty or disciplinary action for refusing to serve as a volunteer diabetes care assistant.

E. A school district shall not restrict the assignment of a student with diabetes to a particular school site based on the presence of a school nurse, contract school employee, or a volunteer diabetes care assistant.

F. Each school nurse and volunteer diabetes care assistant shall at all times have access to a physician.

**§ 1210.196.5. Volunteer diabetes care assistants training**

A. The State Department of Health shall develop guidelines, with the assistance of the following entities, for the training of volunteer diabetes care assistants:

1. Oklahoma School Nurses Association;
2. The American Diabetes Association;
3. The Juvenile Diabetes Research Foundation International;
4. The Oklahoma Nurses Association;

5. The State Department of Education;

6. Oklahoma Board of Nursing;

7. Oklahoma Dietetic Association; and

8. Cooperative Council of School Administrators.

B. A school nurse or State Department of Health designee with training in diabetes shall coordinate the training of volunteer diabetes care assistants.

C. The training shall include instruction in:

1. Recognizing the symptoms of hypoglycemia and hyperglycemia;

2. Understanding the proper action to take if the blood glucose levels of a student with diabetes are outside the target ranges indicated by the diabetes medical management plan for the student;

3. Understanding the details of the diabetes medical management plan of each student assigned to a volunteer diabetes care assistant;

4. Performing finger sticks to check blood glucose levels, checking urine ketone levels, and recording the results of those checks;

5. Properly administering insulin and glucagon and recording the results of the administration;

6. Recognizing complications that require seeking emergency assistance; and

7. Understanding the recommended schedules and food intake for meals and snacks for a student with diabetes, the effect of physical activity on blood glucose levels, and the proper actions to be taken if the schedule of a student is disrupted.

D. The volunteer diabetes care assistant shall annually demonstrate competency in the training required by subsection C of this section.

E. The school nurse, the principal, or a designee of the principal shall maintain a copy of the training guidelines and any records associated with the training.

#### **§ 1210.196.6. Student information sheet--Privacy policies**

A. Each school district shall provide, with the permission of the parent, to each school

employee who is responsible for providing transportation for a student with diabetes or supervising a student with diabetes an information sheet that:

1. Identifies the student who has diabetes;
2. Identifies potential emergencies that may occur as a result of the diabetes of the student and the appropriate responses to emergencies; and
3. Provides the telephone number of a contact person in case of an emergency involving the student with diabetes.

B. The school employee provided information as set forth in this section shall be informed of all health privacy policies.

**§ 1210.196.7. Student management of diabetes at school--Designated private area**

A. In accordance with the diabetes medical management plan of a student, a school shall permit the student to attend to the management and care of the diabetes of the student, which may include:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on the person of the student at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity.

B. Each school shall provide a private area where the student may attend to the management and care of the student's diabetes.

**§ 1210.196.8. Employee immunity from liability--Nurse not responsible for acts of assistant care assistant**

A. A school employee may not be subject to any disciplinary proceeding resulting from an action taken in compliance with the Diabetes Management in Schools Act. Any employee acting in accordance with the provisions of the act shall be immune from civil liability unless the actions of the employee rise to a level of reckless or intentional

misconduct.

B. A school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer diabetes care assistant.

## REQUEST FOR USING SCHOOL DEVICE FOR GLUCOSE MONITORING

I, \_\_\_\_\_, am requesting the use of a Deborah Brown Community School district electronic device for monitoring glucose during the school day. **A new form must be completed each school year.**

SMS district does not permit the use of a school device during the school day, except by written permission from the parent/guardian. All glucose monitoring will be done by the school nurse, or other individual designated by SMS during the school year.

I am aware there could be temporary interruptions in monitoring in areas without internet connection (e.g.: playground, dead zones in the site building) as well as during off campus activities/field trips.

---

**Parent/Guardian-Please fill out.**

I request the school nurse, or other designated person, to monitor my child's glucose using a SMS district electronic device during the current school year.

Effective Date \_\_\_\_\_

Student's Name \_\_\_\_\_ DOB \_\_\_\_\_ Phone # \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Verify all information is accurate and signed.**

**SMS Administration:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Asthma Policy

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

We at the Sankofa Middle School (SMS) 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 SMS, the parents will be asked to complete an asthma form giving information regarding regular medication, what can trigger an attack and advice for SMS 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 SMS 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 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 SMS 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 SMS 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 Events**

Students with asthma involved in school events should have immediate access at all times to the appropriate medication i.e., kept on their person. Teachers on such events 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.

*Sankofa School  
Emergency Operations Site Plan*

*Chase Morris Sudden Cardiac Arrest Response Plan*

*Date reviewed by school board October 24, 2024*

*CHASE MORRIS ACT  
Oklahoma Statutes Citationized  
eI Title 70. Schools  
elchapter 1 - School Code of 1971  
&rticle Article XXIV - Miscellaneous Provisions  
Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act  
Cite as: 70O.S. § 24-156(0SCN 2024)*

- A. This act shall be known and may be cited as the "Chase Morris Sudden Cardiac Arrest Prevention Act".*
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, "athletic activity" means any sport sanctioned and offered in grades seven through twelve by a school district.*
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.*
- D. A student participating in or desiring to participate in an athletic activity and the student's parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student's school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.*
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.*
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.*
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.*
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:*

- 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and*
- 2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.*
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:*
  - 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;*
  - 2. Activate the team in response to a sudden cardiac arrest;*
  - 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;*
  - 4. Provide for communication and dissemination of the plan throughout the school campus;*
  - 5. Require the response team to practice the plan by conducting periodic drills;*
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;*
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:*
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or*
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;*
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and*
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.*
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.*
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.*
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.*

*Historical Data*

*Laws 2015, SB239, c. 272, § 1, emerg! J. eff. July 1, 2015; Amended by Laws 2024, SB1921, c. 451, § 1, emerg. eff. July 1, 2024 (superseded document available).*

### *Chase Morris Act Compliance Site Plan*

*Sankofa School has developed a sudden cardiac emergency response plan. The district has collaborated with local responding EMT.*

*The team consists of:*

- ☐ *Contract Resource Officer*
- ☐ *Erlish Locklear*
- ☐ *Chandler Cotton*

*The Plan will be communicated and disseminated throughout the school by an announcement over the intercom. Following the announcement, the front office will call 911 and wait until they arrive. Other listed team members will respond to the emergency and render aid until first responders arrive.*

*Sankofa School has the following  
Emergency Medical Providers in the area:*

*TPD 911*

*TCSO 911*

*TFD 911*

*EMSA 911*

*Sankofa School has an AED on-site and it is located:*

*Main Office, top of book shelf*

***SANKOFA MIDDLE SCHOOL***

Dear Executive Director,

**ASTHMA**

I am writing to inform you that \_\_\_\_\_ (full name of the student) has asthma. I understand that you require information on my child's asthma to help you identify the areas and the activities in the school that may give rise to an asthmatic attack and details of my child's medication.

The information you require is as follows:

1. The trigger for an asthmatic attack is:

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2. I confirm that: (Place an "X" in the appropriate box)

- ☐ The asthma medication that has been prescribed by my child's doctor will be administered by me before and after the school day and the medication is not required to be given to my child during the school day.
- ☐ My child is able to take responsibility for the self-administration of his/her asthma medication and is able to carry his/her asthma inhaler during the school day. Physician Signature is required if this section is marked:
- \_\_\_\_\_
- ☐ My child is not able to self-administer the contents of the reliever inhaler while he/she is at school which has been prescribed by his/her doctor. I am writing to ask if staff of the school will assist my child when he/she request to use the asthma inhaler and medication. Details of the inhaler and medication are as follows:

_____	Name of Inhaler and Medication Dosage
_____	Method of Administering the Medication
_____	Times of the school day when medication is to be administered

I acknowledge that SMS shall incur no liability as a result of any injury arising from the self-administration of medication by my child.

\_\_\_\_\_  
Child's full name

\_\_\_\_\_  
Parent or Guardian's full name

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Primary Care Physician for Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature, if applicable

### 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 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 School 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 SMS employee and report the matter to the SMS 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 SMS Administration will immediately notify the Executive Director, or designee, of the report. The SMS 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 SMS.

### 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/Harassment

The Administration of SMS 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. SMS 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.

### Bully 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.

SMS 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, SMS 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.

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

SMS 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.

SMS 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 SMS.

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 an 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 SMS 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 SMS policy regarding student bullying prevention and intervention, SMS 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 SMS 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 SMS 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 SMS Administration to keep a record of verified and non-verified reports of bullying, and if required, to make such list available for SMS 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.

**SMS' "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 SMS 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 SMS. SMS 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 SMS 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 SMS.

## **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

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 SMS 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/SMS Administration will immediately call the Child Abuse Office, Department of Human Services and the Tulsa Police Department. The Executive Director or SMS Administration will then complete the Child Abuse Report. The report is to be signed by the Executive Director or SMS 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 SMS 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/Blood Borne Pathogens

Information regarding AIDS/HIV is prepared by a Registered Nurse and made available for parents & students in the month of December each year. Staff is trained on Blood Borne Pathogens in August of each year.

#### **Admission and Management of Students with Human Immunodeficiency Virus (HIV)/ Acquired Immune Deficiency Syndrome (AIDS)**

##### General

Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS) is one of a number of communicable diseases which require special precautions to prevent transmission in the school environment. Because there is no presently known cure for HIV/AIDS and because it is a life-threatening disease, it is imperative that specialized procedures be followed in the management of a student who is diagnosed as a carrier of the Human Immunodeficiency Virus.

##### Nature of the HIV/AIDS Virus

HIV/AIDS is a disease, which disables the body from fighting infection. The cause of the disease is infection by the Human Immunodeficiency Virus (HIV). Based upon the medical evidence presently available, it appears that there are three stages of HIV infection. The first, and most common, form of infection by HIV causes the affected person to be an asymptomatic carrier, having no symptoms but still capable of transmitting the virus to others. The second form is AIDS-Related Complex (ARC), a milder form with less severe symptoms. The third, AIDS, is the most severe form of infection and most victims die within two years.

##### Transmission of HIV/AIDS

Unlike many other communicable diseases, HIV/AIDS is not believed by most medical authorities to be transmissible through casual contact in the normal school environment. Present medical knowledge indicates that the HIV/AIDS virus is transmitted by the introduction of the virus into the blood stream through sexual contact, sharing of hypodermic needles among intravenous drug users, receiving blood transfusions from infected individuals, or at birth.

Pending further research, however, any spill of body fluid, blood, tears, semen, saliva, vomit, urine or excrement, by any individual should be considered as a possible source of infection.

##### Protection of Students with AIDS

A second consideration is the physical well-being of the AIDS student. Since AIDS severely depresses the immune system, any of the minor infections or childhood diseases which are

common among children could be life threatening to a student afflicted with AIDS. It may thus be advisable to recommend a restricted educational environment, either permanently or temporarily.

### **Protection of Other Students and Employees**

The first consideration must be the protection of other students from infection by the HIV infected student. The possibility of spreading HIV through casual contact such as occurs in a school situation is "remote". According to medical researchers, most HIV infected students can continue without restriction in the regular classroom; however, such students may not be allowed to participate in contact sports or swimming. If a student is prone to biting or other similarly aggressive behavior, is incontinent, has open skin lesions, or is subject to drooling, a more restrictive environment, which minimizes the exposure of other students to his/her body fluids, may be prescribed. Any employee assigned to work with this type of student must be informed of the potential contagiousness of the student.

### **Cleanup of Body Fluids**

Since it is not always known whether a student is infected with the HIV virus, rubber gloves and a 1 to 10 solution of household bleach in water are to be used in cleaning up a spill of body fluid by any student. Insofar as possible, paper towels or other disposable products are to be used.

Following cleanup, the rubber gloves and paper towels are to be sealed in a plastic bag and discarded. Used sanitary napkins are also to be sealed in plastic bags and disposed of in the same manner. Other materials used in the cleanup, such as mop heads, rags or clothing is to be thoroughly rinsed in bleach and water solution or washed separately in hot water. Thorough hand washing with soap and water is also advised. These precautions will help to guard against the spread of not only HIV/AIDS but also other more communicable, though less deadly, diseases.

### **Referral of HIV/AIDS Infected Students**

The Executive Director will refer the case of any student who has been diagnosed as having HIV/AIDS to the Tulsa City County Health Department. If medical authorities verify that the student is infected with HIV and if there is a possibility that other students or employees might become infected from the HIV infected student, the Executive Director is authorized to arrange a safe, temporary placement for the student until permanent arrangements can be made.

Following a thorough analysis of the case, the Tulsa City-County Health Department will make a recommendation as to whether, and under what conditions, the student should be permitted to continue in school. The Health Department will then notify the Executive Director in writing of their recommendation in the case. A copy of their recommendation will be sent to the parents or guardians of the student.

If the student's parents or guardians are dissatisfied with the Health Department's recommendation, they may send a written request for a review of the case to the Tulsa City-County Health Department. The parents or guardians, together with the child's physician, shall have the right to attend all review meetings regarding their child's case to ask questions, and to present any matters in response to the recommendation. If an alternative education program is required, the Manager of Education Services will establish that program in the

least restrictive environment possible. At least once each semester, the Manager of Education Services will call for a meeting with the student's parents, the family physician, and the City-County Health Department to review the case and, if needed, make any adjustments in the student's program.

### **Confidentiality Requirements**

Protection of the confidentiality of information regarding HIV infected students is of utmost importance. Only those employees who have an absolute need to know are to be made aware of the identity of HIV infected students. The Executive Director will identify by name, those employees who are to be given this information. This list will be given to the Manager of Education Services who will be responsible for ensuring that only authorized employees are made aware of the student's condition, and that they are informed of the potential legal consequences of revealing that information. When an HIV infected student is identified, the Manager of Education Services will establish a separate file on that student to which only he and those identified employees are to have access. No entry regarding the HIV infections is to be made on the student's cumulative record, health card, the computerized student database or other record.

### 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 numbers 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

### Tuberculosis Testing

All employees will be expected to submit to tuberculosis testing should the Executive Director require it. The school will pay for all such testing.

Staff

- Name badges should be worn by staff at all times.
- In cases of emergency, staff must contact the Administration.
- All staff must challenge parents/visitors who are not wearing a visitor's badge.
- Ensure that all outside doors, (especially the back door) are kept locked at all times.
- Ensure that children do not play in areas that are out of bounds.
- All staff must challenge visitors on the grounds during playtimes.
- When first reporting for duty, all staff must enter through the front door.
- External doors should be kept locked at all times (doors can be opened internally but not externally).
- Windows are to be secured at all times.

### Visitors

- Visitors, including contractors, must enter 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.
- Contractors and individuals providing other services must sign in at the main office.
- Parents will be reminded of our security strategies through newsletters or open letters to parents from the Administration.

Outside Security

- All outside gates are to be kept closed during and after school hours.
- All playground equipment must be safe and inspected on a regular basis.

### Inside Security

The inside brown Metal Detector Door leading into the main building is to remain open Tuesdays and Fridays between 7:30 A.M.-8:30 A.M. The door remains open during this time frame due to students reporting to class.

When in use for special events/services, the last teacher of the last class to use the door is responsible for ensuring that it is locked after entering or leaving the building. When students are not in the building, this door is to remain closed.

Safety procedures center on the health and safety of all students. Unlocked gates and doors represent an unsafe condition for students. Be aware of your surroundings. Ensure that every entry way to school property is always secured and safe. If you observe something that is strange or out of the ordinary, report it immediately to the Administration.

Riley Boatwright Act

**Riley Boatwright Act- Accident, Illness**

Emergency Medical Services will be provided to all individual, especially students, if they suffer medical trauma due to accidents or illness at school related activities before and after school hours. SMS staff has been trained in first aid and safety, including CPR. Such training allows the staff to provide first respondent assistance in times of medical emergency. This service by staff also serves as an immediate prelude to getting medical assistance in times of from Emergency Medical Service Providers, such as EMSA or a Physician.

The Riley Boatwright Act specifies that emergency medical personnel or services should be provided immediately for illness or injury to all individuals, especially students. Therefore, when a life-threatening illness or injury occurs at any school sponsored event before or after school hours, the SMS Administration will be notified immediately. If the injury or illness applies to a student, parents will be notified immediately as well. Every parent must sign **Consent to Treat a Minor and Emergency Medical Form**. A copy of this form will be placed in the student's classroom file. This form will only be used when parents cannot be reached in a reasonable amount of time during an emergency medical situation. The Administration will ensure that emergency medical treatment is administered immediately. Additionally, the Administration will also contact Emergency Medical Service providers, such as EMSA or Physician assistance as well.



## Student Health Concerns

**Procedures for Prevention of Staff and Student Accidents, Administration of Medicines**

The Sankofa Middle School (SMS) Board believes that it should provide a safe and orderly learning environment for students. Additionally, staff should work in an environment that is safe and orderly as well. The Board recognizes that many accidents can be avoided. Therefore, SMS will reduce significantly any accidents that may occur on school property. Accidents are defined as any unforeseen occurrence that could cause injury to people or damage or loss of school property.

The Following represents a plan of action to reduce accidents

- To reduce risks the Administration and Custodial staff will do weekly inspection to the facility to identify and eliminate any hazards found on school property.
- Ensure that staff and students are aware of any potential hazards such as playground equipment.
- All staff should report to the Administration any hazards that may exist.
- Mr. Erik Mikel will serve as the safety officer for SMS.
- All accidents should be reported to him immediately.
- If a student is involved in an accident, parents are notified immediately.
- If a staff member is involved in an accident, the next of kin is notified immediately.
- Ensure that first aid boxes are available for use if needed.
- Medicines are not administered to students without written permission from the parent.
- All approved medicines are kept in the main office.