

Sankofa School

Parent/Student Handbook 2019/2020

Introduction

The Board and Administration want to express our appreciation for you selecting Sankofa School as the school of choice for educating your children. It is our intent for your child to be successful during the school year 2019-2020. In order for this to occur, it is important for you to become familiar with the contents of the **Parent/Student Handbook**.

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

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

Finally, the school year 2019-2020 will be an exciting year for your child. Let us ensure for this end by working together as partners in supporting instructional activities at Sankofa.

The Administration

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MISSION STATEMENT

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

VISION STATEMENT

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

GOALS

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

The goals of Sankofa School are:

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

ANNUAL NOTIFICATION

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

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

The annual notice must also include:

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

Means of notification:

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

EDUCATION RECORDS DISCLOSURE POLICY

Sankofa School 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 system 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.

RECORDS MANAGEMENT POLICY

Sankofa School Administration believes that records management represents a critical component in ensuring for efficient and effective delivery of services for parents, staff and students. Therefore, Sankofa will ensure for the accuracy and security of all records. All records are kept in secured locations in the Sankofa facility. Records include: (1) financial, (2) student testing records during the testing periods, (3) personnel records and (4) other records that are confidential and require security measures.

All financial records are kept in a secured location in the financial manager's office. She is the only individual who has access to these records. Sankofa follows the OSDE procedure for securing student test records during testing periods. Personnel records are kept in a secured location in the Administration office.

The Executive Director of Sankofa or her designee is responsible for ensuring that record keeping represents a priority. Professional Development is administered to staff members responsible for using the records to ensure for confidentiality and security. This training will emphasize the need to ensure that records are not altered by staff.

ADMISSION POLICY

It is the policy of Sankofa 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.

SCHOOL HOURS

7:45 a.m. –2:30 p.m. Third Grade

7:45 a.m. – 3:00 p.m. Fourth & Fifth 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.

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

MEALS

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

Late Arrival to School:

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

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

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

CAFETERIA RULES

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

The school 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. Please exercise your right and responsibility as a parent to show interest in your child by taking the time to ask for our newsletter, which includes important information about upcoming events and request for your help at the school.

MESSAGES

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

PARENT INVOLVEMENT

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

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

EARLY RELEASE DAYS

The staff of Sankofa School will make every effort to communicate with parents regarding early release days. Please make sure that all current information is on file. Failure to pick up children in a timely manner will result in Sankofa contacting an outside agency for assistance.

CHANGE OF ADDRESS

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

PARKING

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

CURRICULUM

The curriculum at Sankofa includes the following subjects:

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

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

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

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

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

HOMEWORK

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

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

GRADING SYSTEM (Third Grade)

Sankofa grading policy will be as followed:

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

GRADING SYSTEM (Pre-Kindergarten – Second Grade)

- O Outstanding
- E Excellent
- S Satisfactory
- I Improved
- N Needs to Improve

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

PROGRESS REPORTS

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

REPORT CARD

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

TESTING

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

PARENT/TEACHER CONFERENCE and PARENT MEETINGS

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

NON-SCHOOL RELATED SPECIAL EDUCATION SERVICES FOR STUDENTS

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

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

FIELD TRIPS

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

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

PARTICIPATION IN SCHOOL ACTIVITIES/PROGRAMS

The participation in school activities is voluntary. Sankofa strives to include all students in our school programs. **However, if behavior problems have been exhibited, a student may be excluded from participating.**

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 a student experiences a fever, most doctors recommend that they be kept out of school for 24 hours after a temperature has returned to normal.

If a student arrives at school sick or becomes ill at school, the parent will be called to pick him/her up. If the parents cannot be reached, one of the two alternative emergency numbers will be contacted, which must be on file in the school office. Sankofa staff will continue calling the parent, or other emergency contact, until the child is picked up from school.

If a student requires 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 labeled with the student's name and the date the medication was brought to school. It must also be in the original container.
3. Parents and their children's physician must sign a **medicine slip** before the school representative will administer medication (See Asthma Policy).

EMERGENCY SCHOOL CLOSING

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

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

SAFETY

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

SCHOOL SECURITY

The Board believes that safety should be of the utmost concern to 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.

STUDENT HYGIENE

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

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

Key Dates:

Friday, September 20, 2019- This is the last day for students to wear shorts.

May 1, 2020- Students may wear shorts.

ASTHMA POLICY

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

We at Sankofa School are conscious of the increasing number of students suffering from asthma and through this policy we hope to support and encourage the uninterrupted education of these students.

Symptoms of Asthma

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

Causes of an Asthma Attack in School

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

A Student with Asthma in Your Class

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

Therefore: All inhalers and nebulizers for students who cannot properly administer their own asthma medication will be kept in the Administrative Offices. At no time will someone within Administrative Office at the appropriate time and will be supervised when they use the inhaler. Student 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.

If a student with asthma is wheezy, they should not be sent outside in very cold weather. The student should therefore remain in the school either with another teacher or in the administrative

office. Staff on indoor duty should be informed and also instructed in how to use inhalers and nebulizers.

Self-Administration of Inhaled Asthma Medication

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

- Written authorization by a parent or guardian for the student to self-administer the medication,
- Written statement provided by a parent or guardian, from the physician treating the student, that the student has asthma and is capable of self-administration of medication,
- Parent or guardian of the student provides the school with an emergency supply of the student's medication,
- Parent or guardian of the student signs a statement acknowledging that Sankofa 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 Sankofa and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

What to do if a Student Suffers an Asthma Attack

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

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

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

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

Sankofa 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:

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 whilst 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 Sankofa 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 Director 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 School is a smoke-free and tobacco-free environment. No smoking is allowed on school grounds, inside or outside, by students, staff, parents or visitors.

GUN FREE SCHOOLS ACT

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

STUDENT DRUG ABUSE POLICY

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

PROCEDURE

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

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

The Sankofa School Administration will immediately notify the Executive Director, or her designee, of the report. The Sankofa School 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, the notification shall be promptly confirmed in writing.

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

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 Regulation

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

As Used in This Policy:

1. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical act, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student;
2. “At school” means on school grounds, in school vehicles, at school sponsored activities, or at school-sanctioned events;
3. “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer; and
4. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed to another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

STUDENT BULLYING PREVENTION AND INTERVENTION

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

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

In addition, Sankofa prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes, but is not limited to, bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel, and concerns bullying, harassment, or intimidation at school.

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

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

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

The Administration recognizes there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward 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 Sankofa policy regarding discrimination.

Retaliation is expressly prohibited against any person who participates in reporting, investigating, or addressing any incident of student bullying behavior. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to this policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file.

STUDENT BULLYING PREVENTION AND INTERVENTION

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

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

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

1. Implementation of a positive behavioral intervention and support process or another evidence-based model approach for the safe school climate or for the prevention of bullying, including any such program identified by the State Department of Education;

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

REPORTING BULLYING

Each staff, student, and parent, who believes a student is being subjected to “bullying,” as defined in this policy, must immediately report the same to a member of the Administration of Sankofa School. Sankofa will conduct a prompt and appropriate investigation of the reported incident and take all appropriate 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, Sankofa School will utilize this approach to attempt to completely eradicate the bully syndrome. Staff and parent representatives will be trained on how to use the program effectively. The staff will receive training on this approach and follow-up on an as needed basis. Parent training will occur during the Parent Informational Meeting. Supplemental materials will include: (1) Protecting Students from Harassment and Hate Crimes, published by the U.S. Department of Education, (2) Safeguarding Our Students: An Action Guide and (3) Early Warning/Timely Response, A Guide to Safe Schools.

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

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

How is the disease spread?

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

Who is at risk of getting this disease?

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

What are the symptoms?

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

How soon do the symptoms appear?

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

What is the treatment for meningococcal disease?

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

Should people who have been around a person infected with meningococcal disease be treated?

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

What are the risks from meningococcal vaccines?

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

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

Mild Problems

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

Severe Problems

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

For further information call or visit on the World Wide Web: (405) 271-4060
<http://www.health.ok.gov/programs/cdd> (800) 232-2522

OTHER RELEVANT POLICIES-NO EXCEPTIONS**Board Policy Statement****Behavioral Expectations for Staff/Students/Parents**

The Board believes the Sankofa School 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. **We also ask that parents dress in a conservative manner: breasts are not to be exposed- no braless, strapless, or sagging pants.** Staff can be terminated; 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 on countering 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 the Sankofa School.

STUDENT BEHAVIOR AND DISCIPLINE

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

Sankofa encourages self-control, self-esteem, and cooperation. DBCS 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 educator to guide and instruct the 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, the adults must display personal integrity, expertise in the area of academics and consistency in expectation levels and consequences. Teachers must expect parental understanding of the school’s philosophies and goals, cooperation and assistance in these areas if maximum growth in self-discipline and learning is expected.

All students at Sankofa have basic rights with responsibilities. They should expect an excellent education with clear instructions and expectation levels. They deserve clear knowledge of their responsibilities and subsequent consequences. As a realistic preparation for life in general, it is essential that students learn at their specific levels of development. They alone control these consequences by their own choices of behavior and/or efforts. Students will receive honest and helpful evaluations.

Within this basic framework, reciprocal manners and respect are required. This will result in a secure, caring and productive environment for learning.

MISUNDERSTANDINGS OR CLASSROOM PROBLEMS

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

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

PARENT BEHAVIOR

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

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

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

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

STUDENT PARTIES SPONSORED by INDIVIDUAL PARENTS

Sankofa School 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 us 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.

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

EXPECTED BEHAVIORS AND SOCIAL INTERACTIONS:

- All individuals should treat each other with respect, concern, care and fairness.

- All individuals should display good citizenship and acknowledge responsibility for their behavior.
- All students should attend classes on time and actively engage in learning.
- All students should abide by the standards set forth in the School-Wide Discipline Plan.

Within the first 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 TO BE TAKEN FOR INAPPROPRIATE BEHAVIOR NO EXCEPTIONS

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

OUT OF SCHOOL SUSPENSION POLICY

Any student may be suspended out-of-school in accordance with the Sankofa School 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, the School-Wide Discipline Plan, and the 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 Superintendent 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.

Student's 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 within three (3) school days of 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.

Student's suspended out-of-school for more than ten (10) days may request a review of the suspension with the administration of the school. Such request shall be submitted within three (3) school days of the first effective date of the suspension. If the Executive Director does not withdraw the suspension, the student shall have the right to appeal the decision of the Executive Director 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 within three (3) school days of the date the notice is given of the Executive Director's decision. 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 the school 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 the 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 grades kindergarten through fifth grade. The plan shall set out the procedure for the education and shall address academic credit for work satisfactorily completed.

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

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

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

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

- Immorality,
- Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this Policy, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offense" as specified in Section 571 of Title 57 of the Oklahoma statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault,
- Possession of an intoxicating beverage, low-point beer as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. B. Any student found in possession of a firearm while on any District, or other public school, property or while in any school bus or other vehicle used by the District or a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the Board of Directors pursuant to the provisions of this Policy. The term of suspension may be modified by the Superintendent 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 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 consist of not more than two (2) swats. 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 are used regularly to correct inappropriate behavior.

**HOLD HARMLESS AGREEMENT
BETWEEN
PARENT AND SANKOFA SCHOOL**

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

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

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

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

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

Sankofa Administration

Date

Parent/Guardian Signature

Date

CERTAIN MATERIALS NOT ALLOWED ON SCHOOL PREMISES

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

DAMAGES

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

WIRELESS COMMUNICATION DEVICES

Wireless communication devices are prohibited on the premises.

DRESS CODE

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

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

STUDENT DRESS CODE

Sankofa philosophy is that all students will dress in uniforms to encourage respect for the school. Students are required to wear black or brown shoes and the appropriate uniform as designated by the Administration. Uniforms should display the Sankofa 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, Sankofa t-shirt and tennis shoes. Wearing the school uniform shirt with jeans shall not be acceptable. All uniforms shall be clean and presentable when worn by the student. If non-uniform clothing on Free Dress Day is allowed, students should not display letters, numbers or pictures on their clothing. Students may not wear shoes with lights on them in any way. All students are required to wear their natural hair color.

STUDENT JEWELRY

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

DBCS is not responsible for any lost or stolen merchandise.

School Visits

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

P.E.

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

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:

Jennifer Manners 918-425-1407 /Oklahoma Liaison Tammy Smith 405-522-3260

Sankofa

Parent-Student-School Compact 2019-2020

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