

DEBORAH BROWN COMMUNITY SCHOOL



Parent/Student Handbook 2026-2027

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Introduction

The Board and Administration want to express our appreciation for you selecting Deborah Brown Community School (DBCS) as the school of choice for educating your children. It is our intent for your child to be successful during the school year 2025-2026. In order for this to occur, it is important for you to become familiar with the contents of the **Parent/Student Handbook**.

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

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

Finally, the school year 2025-2026 will be an exciting year for students. Let us ensure for this end by **working together as partners in supporting instructional activities at DBCS**.

MISSION STATEMENT

The mission of the Deborah Brown Community School (DBCS) 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

Deborah Brown Community 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

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

The goals of the Deborah Brown Community 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) upon graduation.
- DBCS 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.
- DBCS will be a secure, safe, drug-free, and disciplined environment.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov.

This institution is an equal opportunity provider.

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STUDENT & PARENTAL BEHAVIOR

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Board Policy Statement

Behavioral Expectations for Staff/Students/Parents

The Board believes Deborah Brown Community School (DBCS) 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.

DBCS requires that parents dress in an appropriate manner when entering DBCS: 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 Deborah Brown Community School.

STUDENT BEHAVIOR AND DISCIPLINE

The DBCS 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.

DBCS 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 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 DBCS 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

DBCS 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. DBCS 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.

DBCS 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 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 DBCS 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 DBCS 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 Deborah Brown Community 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 DBCS. **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:

- DBCS 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. DBCS 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 DBCS 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 DBCS staff as directed, the Administration will seek assistance from law enforcement.

STUDENT PARTIES SPONSORED BY INDIVIDUAL PARENTS

DBCS 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.

DBCS 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 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 DBCS Administration.

OUT OF SCHOOL SUSPENSION POLICY

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

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

REASONS FOR IMMEDIATE REFERRAL TO THE 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 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 Deborah Brown Community

School (DBCS) 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 DEBORAH BROWN COMMUNITY SCHOOL**

As a parent of Deborah Brown Community School (DBCS), 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 DBCS 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 DBCS 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 DBCS 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.

DBCS Administration

Date

Parent/Guardian Signature

Date

CERTAIN MATERIALS NOT ALLOWED ON SCHOOL PREMISES

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

DAMAGES

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

WIRELESS COMMUNICATION DEVICES

The Administration recognizes that telecommunication or other electronic devices can be a valuable tool for effective instruction and student learning. These devices i.e. cell phones, computers, laptops, can also be a distraction in providing quality education for students. Therefore, students will refrain from using electronic devices during the regular school day (bell to bell). However, the Administration may permit the use of such devices in cases of emergency or if these devices are directed related to student instruction.

Violation of this policy can result in confiscation of devices for the remainder of the school day. Repeated violations can result in student suspension.

DRESS CODE

The DBCS 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. DBCS 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 DBCS 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

DBCS 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 DBCS 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. Stick on/Acrylic/Gel fingernails are not permitted. 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, DBCS 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 on male students.

STUDENT JEWELRY

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

STUDENT HYGIENE

DBCS 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 26, 2025- This is the last day for students to wear shorts.

Friday, May 1, 2026 Students may wear shorts.

Dress and Grooming for Parents Entering DBCS

The Administration recognizes clothing and the way we wear it represents a definite statement regarding our attitude and intentions. DBCS believes that our students and staff must never promote debased thinking and conduct that is unprofessional. This thinking is highlighted in our dress and grooming policies for staff and students. We believe that parents should reflect that same belief. It is for this reason that when parents enter the DBCS facility or attend DBCS sponsored events, they should exhibit modesty in their dress and grooming. Therefore, the Administration expects parents, guardians and other visitors to reflect a dress code for modesty when attending DBCS or school sponsored events. Specifically, dress and grooming should: (1) be free of clothing with inappropriate logos, slogans, phrases and pictures, (2) have undergarments hidden from view, (3) wear opaque clothing materials, tops and bottoms, (4) have shoulders completely covered, (5) have all cleavage concealed, (6) have midriff area and back covered and (7) knee length for bottom garments.

American Flag and Pledge of Allegiance Policy

The DBCS Board believes that it is essential to recognize the significance of the American Flag and Pledge of Allegiance. The flag represents enduring values that our nation founded upon. Additionally, the Pledge of

Allegiance reminds us of our commitment to these values. In order to carry out the spirit and intent of the Boards beliefs, the Administration will implement the following procedures to include:

- ensuring that the American Flag is flown or displayed on campus without infringement;
- promote the respectful presentation of the flag, ensuring that it is treated with respect;
- ensuring that students are led in reciting the Pledge of Allegiance on Monday of each week;
- ensuring that anyone can refuse to participate in the Pledge of Allegiance for personal reasons if they choose to do so.
- submitting a detailed report regarding the **display of the American Flag** and **weekly recitation of the Pledge of Allegiance**.

Following these guidelines, DBCS will contribute to a unified and respectful learning environment that enhances the fundamental principles of our nation.

Student Transfer Policy

Purpose

This policy outlines the procedures and standards governing student transfers into and out of Deborah Brown Community School in accordance with the Oklahoma Open Transfer Act and other applicable state laws. It also includes a distinct process for students with disabilities as required by state regulation.

General Transfer Procedures (Open Transfer Act)

Application Process: a. Transfer requests must be submitted using the standard application form provided by the school or available on the school website. b. Applications may be submitted at any time throughout the year, but approval is subject to capacity and other eligibility requirements. c. A written decision shall be issued to the parent/guardian within 30 calendar days of receiving a completed application. d. While applications may be submitted year-round, initial transfer applications for the upcoming school year should be submitted by June 1 to allow timely capacity determination.

Approval Criteria: a. Transfer approval is contingent upon capacity, student discipline history, and attendance. b. The school may deny a transfer if it would exceed capacity or violate class-size limits as defined by state standards. c. The Board shall annually establish and post on the school website the capacity for each grade level prior to accepting transfer applications. Capacity shall be based on facility limitations, staffing levels, and educational program considerations.

d. The school will publicly post the number of available transfer seats by grade level and update the posting as seats are filled or become available.

Priority Enrollment Categories:

- The following students may receive transfer preference, subject to capacity: siblings of currently enrolled students, children of full-time school employees, and students returning from an approved leave of absence.

Special Considerations:

- Transfer requests submitted on behalf of students in foster care, military-connected students, or students experiencing homelessness shall be reviewed and accommodated consistent with federal and state law requirements.

Appeal Process for Denial: a. A parent/guardian may appeal a transfer denial by submitting a written appeal to the charter school board within 10 calendar days of the denial notification. b. The Board shall review and respond to the appeal within 30 calendar days of receipt. c. The Board's decision on appeal is final unless otherwise required by law.

II. Transfers for Students with Disabilities

Per OAC § 210:10-1-18(b)(1) and OSDE-SES Policies and Procedures (2024), p. 411, transfers for students with disabilities are not governed by the Open Transfer Act. These transfers shall follow separate legal and procedural requirements to ensure the provision of a Free Appropriate Public Education (FAPE) in accordance with the Individuals with Disabilities Education Act (IDEA) and state policies.

Transfer Requests Involving an IEP

When a student with a disability seeks a transfer:

- The receiving district must determine whether it can implement the student's existing IEP or whether revisions are necessary.
- A review of the student's current IEP and supporting records shall be conducted promptly upon receipt of the transfer request.
- The receiving district's IEP Team will convene, as needed, to determine service availability and ensure FAPE.
- The transfer will not be approved if the district is unable to provide services in accordance with the student's IEP. Decisions must be made in a manner that is non-discriminatory and based on individual needs and district resources, not on the nature or category of the disability.

Appeal of Transfer Denial (Students with Disabilities)

If a transfer request for a student with a disability is denied:

- The parent/guardian may submit a written appeal to the Director of Special Education within 10 calendar days of the decision.
- The appeal will be reviewed by a committee appointed by the Superintendent, including special education personnel, within 15 calendar days.
- The district will provide a written response to the parent/guardian following the review.
- The parent/guardian retains all procedural safeguards under IDEA and may request mediation, a due process hearing, or file a state complaint with the Oklahoma State Department of Education if they believe their child has been denied FAPE or discriminated against.

III. Alignment with Discipline Policies

Any discipline-related transfer decisions involving students with disabilities shall be consistent with OSDE-SES Policies and Procedures (2024), Chapter 12, and federal IDEA regulations, including but not limited to:

- Conducting Manifestation Determination Reviews (MDRs)
- Providing continued access to services and supports as required
- Ensuring no denial of transfer or educational services based solely on disability-related behaviors

IV. Non-Discrimination Statement

Deborah Brown Community School does not discriminate in transfer decisions on the basis of race, color, national origin, sex, disability, or any other classification protected by federal or state law.

V. Annual Review

This policy and capacity data shall be reviewed and approved by the Board annually to ensure compliance with applicable state law.

Legal Authority

Oklahoma Administrative Code (OAC) § 210:10-1-18(b)(1) Oklahoma Statutes, Title 70 O.S. § 8-101.2 et seq. OSDE Special Education Policies & Procedures (2024) Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et seq. 34 C.F.R. §§ 300.300–300.536

Approved: February 25,2025

GENERAL INFORMATION

PGS. 14-20

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

Deborah Brown Community School Board of Education Policy Anti-Discrimination, Harassment and Antisemitism Policy Approved: September 23, 2025

It is the policy of Deborah Brown Community School that all students, employees, volunteers, and visitors have the right to learn and work in an environment free from discrimination, harassment, and hostile conduct. The district prohibits discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, age, sexual orientation, gender identity, and any other protected class under state or federal law including antisemitism.

I. Purpose

The purpose of this policy is to ensure an inclusive, respectful, and equitable environment for all students, staff, and faculty. Discrimination, harassment, or retaliation based on protected characteristics is strictly prohibited. This policy consolidates protections under federal and state law, including legislation addressing antisemitism.

II. Definitions

A. Discrimination:

Unfavorable or unequal treatment of an individual or group because of a protected characteristic.

B. Harassment:

Unwelcome conduct, whether verbal, written, online, or physical, that is severe, pervasive, or persistent enough to create a hostile environment or results in adverse academic, employment, or programmatic decisions.

C. Antisemitism:

Hostile acts, statements, rhetoric, or behaviors directed at people because they are, or are perceived to be, Jewish. Examples include, but are not limited to:

1. Stereotyping Jewish people (e.g., conspiracies about control of institutions or money).
2. Denial, minimization, or distortion of the Holocaust or other antisemitic historical events; praising or justifying such denial.
3. Use of slurs, epithets, symbols, or images (e.g., swastikas, offensive memes, defamatory caricatures) targeted at Jewish students or staff.
4. Targeting Jewish students, staff, or buildings with graffiti, vandalism, or threats.
5. Repeated or severe questioning of a Jewish person's loyalty or patriotism because of their Jewish identity.
6. Harassment that uses antisemitic tropes, dehumanizing language, or calls for exclusion/violence.

D. Protected class:

A group or individual protected by local, state, or federal nondiscrimination laws.

III. Reporting Procedures

A. Who may report

Any student, staff member, parent/guardian, or other community member who believes they have experienced or witnessed discrimination, harassment, or antisemitism.

B. How to report

Reports can be made orally or in writing to:

1. mwashington@dbcschool.org or 918-425-1407
2. the district Civil Rights/Compliance Officer: Marian Washington or
3. via the district's online reporting system: dbcastulsa.org

C. Anonymous reports

The district shall accept anonymous reports but note that anonymous reports may limit the district's ability to investigate fully.

D. Timing

Reports shall be made as soon as possible after the incident. There is no bar to reporting late; however, prompt reporting assists with effective investigation and remediation.

IV. Investigation Process

A. Initial response

Upon receipt of a report, the district shall take immediate steps to protect the complainant's safety and preserve evidence. Interim measures (e.g., schedule changes, no-contact directives) may be put in place pending investigation.

B. Investigation

The district shall conduct a prompt, thorough, and impartial investigation. The investigator shall interview all relevant parties, gather evidence, and document findings. Investigations shall be completed within a reasonable timeframe; the district shall notify parties of extensions and estimated completion dates.

C. Standard of proof

The district applies a preponderance of the evidence standard.

D. Outcome & remedies

If a violation is found, the district shall implement remedies reasonably calculated to end the misconduct, prevent its recurrence, and address its effects (e.g., counseling, discipline, academic

support, facility security, restitution). Both the complainant and respondent shall be informed of the outcome to the extent permitted by law.

V. Discipline and Corrective Actions

Disciplinary actions shall be administered in accordance with district policy and applicable law and may include warning, restitution, suspension, expulsion, termination, or referral to law enforcement when appropriate. Staff discipline shall follow personnel policies and collective bargaining agreements where applicable.

VI. Retaliation Prohibited

Retaliation against any individual for making a good-faith report, participating in an investigation, or opposing discriminatory practices is strictly prohibited and shall be subject to disciplinary action.

VII. Prevention, Education, and Training

- A. The district shall provide annual training for staff and orientation for new employees and volunteers on:
 1. identifying and reporting discrimination and harassment, including antisemitism;
 2. cultural competency and bias awareness; and
 3. how to support impacted students.
- B. The district shall provide age-appropriate education for students that promotes mutual respect, counters stereotypes, and addresses bullying and hate incidents.
- C. The district shall maintain educational materials and resources for families and the community.

Approved by the DBCS School Board of Education on Sept. 23, 2025

Board President: Kenneth James

Head of School: Deborah Brown

Legal Reference: Title VI of the Civil Rights Act of 1964 and Title 70 O.S. § 24-162

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

he 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

DBCS 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.

Family Educational Rights and Privacy Act (FERPA) Policy

Purpose

The Sankofa School Board of Education is committed to protecting the privacy and confidentiality of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and applicable Oklahoma law. This policy outlines the rights of parents and eligible students, the procedures for accessing and amending education records, and the limitations on disclosure of personally identifiable information (PII).

I. Definitions

Parent: A natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian. Eligible Student: A student who is 18 years or older or who attends a postsecondary institution. Education Records: Records maintained by the school district that are directly related to a student. Directory Information: Information not generally considered harmful or an invasion of privacy if released.

II. Directory Information

The district may designate the following as directory information:

- Student's name
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Honors and awards received

- Photograph
- School or district of enrollment

Note: The district is not obligated to publish directory information. Parents or eligible students may opt out of the release of directory information by submitting a written request to the school principal within 10 school days of the annual FERPA notice.

III. Right to Inspect and Review Education Records

Parents and eligible students have the right to inspect and review the student's education records within 45 calendar days of the district receiving a request.

Procedure:

- Submit a written request to the school principal identifying the records to be reviewed.
- The school will arrange access and notify the requester of the time and place where records may be inspected.
- If the student is an eligible student, rights transfer from the parent to the student.

IV. Right to Request Amendment of Records

Parents or eligible students have the right to request that the district amend records believed to be inaccurate, misleading, or in violation of the student's privacy rights.

Procedure:

- Submit a written request to the school principal clearly identifying the part of the record to be changed and stating the reason for the request.
- The district will decide whether to amend the record within 15 school days and notify the parent or eligible student of the decision in writing.
- If the request is denied, the parent or eligible student has the right to request a formal hearing by submitting a written appeal to the Superintendent within 10 school days of the denial.
- A hearing will be held within 10 school days of the appeal request. The parent or eligible student may present evidence.
- The hearing officer will issue a written decision within 10 school days of the hearing.
- If the outcome is unfavorable, the parent or eligible student may place a statement of explanation in the record.

V. Consent for Disclosure of Personally Identifiable Information (PII)

The district shall not disclose personally identifiable information from a student's education record without prior written consent from the parent or eligible student, except as permitted by law.

VI. Exceptions to Consent Requirement

The district may disclose PII without consent to the following legally authorized parties:

- School officials with a legitimate educational interest (e.g., teachers, administrators, counselors)
- Officials of another school in which a student seeks or intends to enroll
- Authorized federal, state, or local educational authorities for audit or evaluation
- Organizations conducting studies on behalf of the school district
- Accrediting organizations
- Judicial orders or lawfully issued subpoenas (with appropriate notice to parent or eligible student)
- Health and safety emergencies
- Juvenile justice system officials under specific state law provisions

All disclosures will be documented in the student's record unless otherwise exempted by law.

VII. Annual Notification

Annual notification of FERPA rights will be provided via the student handbook, posted on the school's website, and included in annual enrollment materials.

VIII. Record of Disclosures

The school shall maintain a written record of all requests for access to and disclosures of personally identifiable information from student records, except for disclosures to school officials with legitimate educational interests and other limited exceptions under FERPA.

IX. Retention and Destruction of Records

Student records shall be retained and securely disposed of in accordance with the Oklahoma School District General Records Disposition Schedule and applicable state law.

X. FERPA Training for Staff

All school staff who have access to student education records will receive annual training on FERPA requirements and the district's confidentiality policies.

XI. Protection of Digital Records

The district shall ensure that electronic student records are secured with appropriate access controls, encryption where appropriate, and restricted to authorized personnel only.

XII. Complaints

Parents or eligible students who believe their rights under FERPA have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920

Responsible Administrator: Director of Student Services

Sankofa School Policy Review and Approval Date: September 11, 2025

ADMISSION POLICY

It is the policy of the Deborah Brown Community 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

7:30 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.

DBCS 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 free to our students due to our participation in the Community Eligibility Program (CEP). 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. 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.

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.

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

DBCS 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 **DBCS 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.

DBCS 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.

5. Purpose

6. **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.**

7. School Personnel

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

9.

10. Policy

11. 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
12. electronic communications, the student's parent or guardian shall be subsequently notified of the communication as soon as possible.
- 13.
14. 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.
- 15.
16. Violations
17. 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
18. disciplined according to the District's policy, up to and including termination of employment. Additionally, the incident shall be reported to law enforcement.
- 19.
20. Reporting
21. Students who receive communication from school personnel in violation of this policy are encouraged to report it to any District employee. School personnel who

22. 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 DBCS, 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 DBCS Administration asks parents not to request office staff to give phone messages to their children. Prior planning before leaving home is greatly encouraged.

PARENT INVOLVEMENT

We realize that positive and frequent communication between the school and parents is vital to the educational success. DBCS 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 DBCS 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 DBCS unless permission has been granted by the Administration.**
2. Parents are encouraged to sign up and put their talents to good use for DBCS. There is an expectation of nine (9) hours of volunteer time per year. **Parents are not permitted to volunteer in the same classroom where their children reside.** There are frequent opportunities throughout the school year where parent support is greatly needed and appreciated.

CHANGE OF ADDRESS

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

MORNING DROP OFF AND EARLY PICK UP PROCEDURE

MORNING DROP OFF

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

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 of school)

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 DBCS 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 DBCS placards (Student Number) visible.

Student pick-up will begin at 2:45 P.M. Parents who pick up one (1) student will enter Front Parking Lot to pick up your child.

Daycares and parents who pick up two (2) or more students are to drive to the back door of the school down the PICKUP LANE.

DBCS Placards Not Visible: DBCS 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. 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 the front office. 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 Deborah Brown Community School (DBCS) Board strongly supports "Minute of Silence" in public schools, including charter schools (70 O.S.-11-101.2). Therefore, the DBCS 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)

INSTRUCTION

PGS. 21-24

CURRICULUM

The curriculum at DBCS includes the following subjects:

Reading & Language Arts: DBCS 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: DBCS' 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: DBCS' 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 DBCS 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: DBCS 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. DBCS 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)

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

PARENT/TEACHER CONFERENCES and PARENT MEETINGS

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

NON-SCHOOL RELATED SPECIAL EDUCATION SERVICES FOR STUDENTS

The DBCS Board believes that it has a responsibility to provide special education services to all qualifying students. All such services will be provided by DBCS 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 DBCS students

during the regular school day. The DBCS 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 DBCS contractors or staff. Outside contractors not associated with DBCS cannot provide services for students during the regular school day.

FIELD TRIPS

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

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

PARTICIPATION IN SCHOOL ACTIVITIES/PROGRAMS

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

HEALTH & SAFETY

PGS. 25-43

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

Owner or Executive Director:

Deborah Brown

Responsible Party in Absence of Executive Director

Aisha Brown

Tanek Young

Resource Safety Officer

Kevin Ferguson

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

DIABETES MANAGEMENT

DBCS 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.

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. DBCS 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.

DBCS 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 DBCS. DBCS 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 DBCS 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 DBCS. 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, DBCS 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 DBCS.

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

SCHOOL SECURITY

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

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

ASTHMA POLICY

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

We at the Deborah Brown Community School (DBCS) 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 DBCS, the parents will be asked to complete an asthma form giving information regarding regular medication, what can trigger an attack and advice for DBCS 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 DBCS 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 Deborah Brown Community 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 DBCS 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 DBCS Administration, parents should be contacted immediately if:

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

School Visits

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

P.E.

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

Student Self-Administration of Asthma, Anaphylaxis, and Cystic Fibrosis Medication and Stocking of Epinephrine and Inhalers

(a) **Purpose.** The purpose of this policy is to provide clear guidance to school personnel, the students, and the parent(s) or guardian(s) regarding the self-administration of prescribed medication for asthma, anaphylaxis, and cystic fibrosis. This policy also outlines procedures for the stocking and administration of epinephrine and inhalers by trained school staff in the event of an emergency. It is intended to support student health, safety, and compliance with state law, specifically the *Emerson Kate Cole Act* (as amended by House Bill 2047, effective August 29, 2025), codified in statute Title 70 O.S.

§ 1-116.3, as amended.

(b) **Definitions.**

(1) **"Inhaler"** means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

(2) **“Medication”** means, for purposes of this policy, a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, an anaphylaxis medication used to treat anaphylaxis including but not limited to Epinephrine prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

(3) **“Respiratory distress”** means the perceived or actual presence of coughing, wheezing or shortness of breath.

(4) **“Self-administration”** means a student's use of medication pursuant to prescription or written direction from a physician.

(c) **Policy Statement.** It is the policy of **DBCS** to allow students with asthma, anaphylaxis, or cystic fibrosis to self-administer prescribed medication in accordance with Title 70

O.S. § 1-116.3. DBCS supports responsible self-care by students who have been properly instructed in medication administration and whose parent(s) or guardian(s) and physician(s) have submitted the required documentation. In addition, the district elects shall not maintain and administer stock medication for emergency use by trained personnel, as mandated by the *Emerson Kate Cole Act*. The provisions herein are intended to safeguard student health in the event of an unexpected medical crisis such as anaphylaxis or respiratory distress.

(d) **Student Self-Administration Requirements.** A student may self-administer medication under the following conditions:

(1) **Parental Authorization.** Written permission must be submitted by the parent(s) or guardian(s) authorizing self-administration.

(2) **Physician Statement.** A written statement from the treating physician must confirm:

(A) the diagnosis (asthma, anaphylaxis, or cystic fibrosis);

(B) the student's ability to self-administer; and

(C) that the student has received proper instruction.

(3) **Emergency Supply.** An emergency supply of the student's medication must be provided to the school.

(4) **Liability Notification.** The parent(s) or guardian(s) shall be notified in writing that the school district assumes no liability from injuries resulting from self-administration.

(5) **Waiver Acknowledgement.** The parent(s) or guardian(s) must sign a waiver acknowledging no liability on the part of the school district.

(6) **Annual Renewal.** All documentation must be updated annually each school year.

(7) **Student Possession.** Authorized students may carry their prescribed medication at all times and use their prescribed medication as necessary while on school grounds or attending school activities.

(e) **Stock of Epinephrine and Inhalers.** DBCS elects not to stock epinephrine and/or inhalers:

(1) **Epinephrine.**

(A) **Parent Notification.** The parent(s) or guardian(s) shall be notified in

writing that a trained school nurse or staff member may administer epinephrine if they believe, in good faith, that a student is experiencing anaphylaxis.

(B) **Waiver Requirement.** A signed waiver of liability from the parent(s) or guardian(s) must be on file prior to any administration.

(C) **Staff Designation.** There shall be a designated employee responsible for acquiring and maintaining epinephrine at each school site.

(D) **Post-Administration Notification.** The parent(s) or guardian(s) shall be notified following administration of an epinephrine to their student.

(2) **Inhalers.**

(A) **Parent Notification.** The parent(s) or guardian(s) shall be notified in writing that a trained school nurse or staff member may administer an inhaler if they believe, in good faith, that a student is experiencing respiratory distress.

(B) **Staff Designation.** There shall be a designated employee responsible for acquiring and maintaining the inhalers and any required spacers or chambers.

(C) **Post-Administration Notification.** The parent(s) or guardian(s) shall be notified following administration of an inhaler to their student.

(f) **Field Trip and Off-Campus Activity Protocol.** For off-campus activities or field trips, the supervising staff shall ensure students authorized to self-administer medication have access to their prescribed medications. Staff shall also ensure that emergency response protocols are in place and that trained personnel are available to respond appropriately to symptoms of anaphylaxis or respiratory distress.

(g) **Documentation and Recordkeeping Procedures.** All documentation related to self-administration permissions, physician statements, and liability waivers shall be securely maintained in the student's health record and accessible to authorized personnel.

(h) **Staff Training Protocol.** In accordance with the *Emerson Kate Cole Act*, DBCS shall ensure all teachers and school employees who are directly responsible for students complete annual training on food allergies, recognizing anaphylaxis, and administering epinephrine. This training must be completed before the school year begins or upon hiring, shall be documented in personnel files, and may be delivered online or in person by a school nurse or a recognized training program.

(h) **Emergency Protocol.** If a student is believed to be experiencing an anaphylactic reaction or respiratory distress, a school employee shall immediately contact 911, and if properly trained and authorized, administer the appropriate medication. The responding staff member shall inform emergency personnel of the symptoms observed and any medication administered. The parent(s) or guardian(s) shall be notified as soon as possible following the incident.

(i) **Implementation and Review.** This policy shall be reviewed and updated annually. DBCS shall adopt and implement, at a minimum, the provisions of the model policy created by the Oklahoma State Board of Education, in consultation with the State Board of Health,

as required by the *Emerson Kate Cole Act*.

(j) **Liability Protection.** DBCS, its employees, and agents shall not be held liable for any injury resulting from the self-administration or emergency administration of medication in accordance with this policy. This protection extends to situations in which medication is administered, not administered, or self-administered, provided the action or inaction is based on the good-faith judgment of authorized personnel. Additionally, any licensed physician who prescribes stock medication to the district shall be immune from liability for any injury resulting from the use of such medication.

(k) **Legal Authority.** DBCS Board of Education policy is aligned with the *Emerson Kate Cole Act* (as amended by House Bill 2047, effective August 29, 2025), codified at Title 70 O.S. § 1-116.3, as amended, and the model policy and rules developed by the Oklahoma State Department of Education in consultation with the State Board of Health.

Approved by the DBCS Board of Education on Sept. 23, 2025

Superintendent: Deborah Brown

Legal Reference: Title 70 O.S. § 1-116.3

EPI-PEN & INHALER MEDICATION AUTHORIZATION

****DBCS does not stock Inhalers or Epi-pens****

PART I: To be Completed by the Parent/Guardian

*We strongly encourage all medications to be administered at home. All first time uses should be done at home first. I hereby authorize DBCS School personnel to administer medication to my child as directed below. I agree to release, indemnify, and **hold harmless DBCS** and any of its officers, staff, contractors or agents from lawsuit, claims, expense, demand, or action against them for administering medication to my child. I am aware medication will be administered by a non-health professional. I have read the procedures outlined and I assume responsibility as required.*

Child's Name _____ DOB _____

Medication Name and Prescription # _____

Symptoms/Conditions for which the medication is ordered _____

Possible Side Effects from Medication _____

Special Instructions (if any) _____

Parent's Signature

Daytime Phone

Date

PART II: To be Completed by a Physician (for Inhalers and Epi-pens)

For Epi-pens: Emergency injections are administered by non-health professionals. For this reason, only pre-measured doses of Epinephrine may be given. It should be noted that these staff members are not trained observers; therefore, they cannot observe for the development of symptoms before administering the injection. I understand that the rescue squad will always be called when Epinephrine is injected, whether or not the child manifests any symptoms of anaphylaxis). The following injection will be given immediately after report of exposure to:

Indicate specific allergen and type of exposure (i.e. ingestion, skin contact, inhalation)

Check as appropriate (medication expiration date must be clearly indicated) Epi-Pen/ Epi-Pen Jr.:

☐ Give the pre-measured dose by auto injection

☐ Repeat dose in 15 minutes if rescue squad has not arrived (2 kits needed)

For inhalers:

Please select one of the following (for inhalers only):

☐ I believe it is best for the camp staff to carry the inhaler and given to my child upon request.

☐ I believe this child can use the medication properly and may carry the medication on

his/her person. The medication listed on this form is a long term medication and may be administered as needed.

Physician's Name and Phone Number

Physician's Signature

Date

DBCS Use

This form is complete and the medication is appropriately labeled. ☐ Initial
☐ Date The child ☐ (has/ has not)
been approved to carry own Epi-Pen or inhaler.

Specific Information and Procedures

Epinephrine

1. Epinephrine may not be administered without parent/guardian and physician authorizations.
2. Medication may not be accepted by personnel unless the Authorization Form is completed and signed.
3. A Physician may use office stationery or prescription pad in lieu of completing the physician section of the DBCS form if it includes: child's name, allergen for which Epinephrine is being prescribed, brand name, amount of pre-measured epinephrine, time for repeat doses if deemed necessary, physician's signature, and date.
4. The parent/guardian is responsible for submitting a new form whenever there is a change in dosage or a change in the conditions under which epinephrine is to be injected.
5. Only pre-measured doses of epinephrine may be given by Sankofa personnel.
6. Medication must be properly labeled by pharmacist. Expiration date must be clearly indicated.
7. If repeat doses of Epi-pen injections are in the physician's order, the parent/guardian must supply two Epi-pen kits.
8. Medications must be hand delivered by the parent/guardian and any unused portions must be picked up by the parent/guardian immediately after effective date or on child's last day.
9. Epi-Pens shall be kept accessible to authorized staff (out of children's reach).
10. Under no circumstances may any staff member facilitate the taking of any

- medications outside of the procedures outlined above.
11. DBCS does not assume responsibility for unauthorized medication taken independently by the child.

Inhalers

1. All medications to be administered during program hours must have parent/guardian authorization.
2. The parent/guardian must transport the medication to the program and give to designated staff.
3. The Medication **must be** properly labeled with the child's name, medication name, exact dosage to be taken, and exact time dose is to be taken. The medication must be in the original container. The form and container must match.
4. First dosage must be taken at home.
5. Parent/guardian is responsible for submitting new authorizations each time there is a change in dosage which medication is to be administered.
6. Medications may not be accepted by personnel unless the Authorization Form is completed and signed.
7. Inhalers shall be kept accessible to authorized staff (out of children's reach).
8. The parent/guardian must retrieve unused portions of medication immediately after the effective date expires or at the end of the child's enrollment. Medications not claimed will be destroyed.
9. Under no circumstances may any staff member facilitate the taking of any medications outside the procedures outlined here.
10. Sankofa does not assume responsibility for unauthorized medication taken independently by the child.

DEBORAH BROWN COMMUNITY 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 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 DBCS 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 Deborah Brown Community 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 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 DBCS 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 DBCS Administration will immediately notify the Executive Director, or designee, of the report. The DBCS 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 DBCS.

DANGEROUS WEAPONS POLICY

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

BULLY/HARRASSMENT REGULATION

The Administration of DBCS 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. DBCS 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.

DBCS 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, DBCS 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.

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

DBCS 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.

DBCS 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 DBCS.

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 DBCS 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 DBCS policy regarding student bullying prevention and intervention, DBCS 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 DBCS 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 DBCS 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 DBCS Administration 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.

DBCS’ “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 DBCS 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 DBCS. DBCS 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 DBCS 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 DBCS.

PARENT RESPONSIBILITY REGARDING BULLYING/ABUSE

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

Educate yourself regarding bullying/abuse

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

Keep the lines of communication open with your child

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

Train your children

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

CHILD ABUSE AND REPORTING

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

Evidence of child abuse may consist of physical marks on the body or the child may relate incidents indicative of child abuse (sexual assault) when no physical marks are evident. Any suspected case of child abuse or neglect should be reported immediately to the DBCS 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/DBCS Administration will immediately call the Child Abuse Office, Department of Human Services and the Tulsa Police Department. The Executive Director or DBCS Administration will then complete the Child Abuse Report. The report is to be signed by the Executive Director or DBCS 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 DBCS Administration and the remaining copies sent to the Department of Human Services for distribution to the Youth Bureau of the Tulsa Police Department and the Child Abuse Registry of the Oklahoma Department of Human Services.

DISASTER PLANS

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

Tornado Warning

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

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

Bomb Threat

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

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

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

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

Fire Drill

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

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

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

Disruptive Behavior/Possible Terrorist

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

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

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

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

AIDS/HIV Awareness

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

Human Trafficking

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

Suicide Prevention

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

MENINGOCOCCAL DISEASE

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

Source: Communicable Disease Division-Oklahoma State Department of Health

What is Meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria Meningitis*. This bacterium can infect the blood causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. In Oklahoma, the 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

DEBORAH BROWN COMMUNITY SCHOOL

Parent-Student-School Compact 2025-2026

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