



Oklahoma Islamic Academy Volunteer Bylaws

The purpose of having OIA Volunteers is to enhance and support the educational experience at OIA. An OIA Volunteer's purpose is to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at OIA through volunteer and financial support. An OIA Volunteer serves as a promoter of OIA and its interests within and outside the community. **The role of the OIA Volunteer is limited to the specific activities and events assigned by the OIA administration. OIA Volunteers are not permitted to make decisions about the school, students, staff, or anything related to matters outside of the assigned events and activities. OIA Volunteers should involve all OIA Volunteers in decision-making and maintain transparency among its fellow volunteers. Side-conversations and unilateral decisions between OIA Volunteers are not permitted. Eligibility: Volunteering at OIA shall be open to all parents, guardians, and staff members of Oklahoma Islamic Academy.**

* OIA Volunteers may not disclose information about OIA's internal matters or financial matters. Additionally, any student/staff information obtained by OIA Volunteers must be kept strictly confidential. OIA Volunteers are required to uphold the integrity of the school, maintain school expectations, and maintain transparency about all issues concerning OIA.

1. OIA Volunteers should never engage in negative conversations relating to OIA.
2. It is incumbent upon all OIA Volunteers to immediately stop any conversations or discussions pertaining to OIA that are outside of the responsibilities or actions of the OIA Volunteer.
3. OIA Volunteers are not permitted to withhold information from OIA Administrators relating to OIA matters of integrity.
4. OIA Volunteers must never be involved in attempts to undermine school administration, a school employee, or the school in general.
5. OIA Volunteers are not permitted to make unilateral decisions regarding any matter that affects school or policies, regulations or matters of school integrity. A comprehensive definition of school integrity is included in this document.
6. OIA Volunteers must have full faith and trust in the decision-making process of the OIA Administrators.
7. OIA Volunteers should not waiver in their support of the OIA Administrative team and approach the OIA Administrative team with professional courtesy, meaning that both parties have an understanding that OIA Administrators are leaders in their positions, and relational trust is a necessary component.
8. The OIA Administration expects all OIA Volunteers to recognize that OIA's Administrators are experts in their field, are capable of making sound decisions, are not reactive, and follow through with all decisions after careful and thorough investigation.
9. The OIA Administration expects all OIA Volunteers to trust that OIA will never allow for favoritism or nepotism.
10. The OIA Administration expects all OIA Volunteers to trust that OIA embodies a strong and positive school leadership team.
11. OIA Volunteers should never serve as a "middle man" between OIA Administration and stakeholders. The OIA Volunteer's responsibility is only to promote positivity and uphold the integrity of OIA. If a situation arises whereby an individual/stakeholder brings a personal concern to the OIA Volunteer, this information needs to be relayed directly to OIA Administration.
12. Violation of bylaws and policies by any OIA Volunteers will be grounds for termination.
13. OIA Volunteers who are aware of other OIA Volunteers violating OIA Volunteer Bylaws and/or school policies and fail to make a report to the OIA School Administration will also be determined to be in violation.

*The OIA administration reserves the right to make any changes at any time pertaining to OIA Volunteers. The OIA Administration reserves the right to terminate any OIA Volunteers for any reason, at any time, and without prior notice/discussion.

**The OIA Administration reserves the right to veto any votes or decisions in the best-interest of the school.

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Code of Conduct for all OIA Volunteers

Purpose and Scope-The purpose of the Code of Conduct for all OIA Volunteers is to provide a mutual understanding to all OIA Volunteers about conduct expectations while on school property, at school events, and when interacting with OIA employees, students, and OIA stakeholders.

General Propositions-We expect all OIA Volunteers to have a fundamental understanding and commitment to the following general propositions: Teachers, administrators, and parents/guardians want all children to learn in a safe environment. Teachers, administrators, and parents/guardians must work together for the benefit of all students. All parents/guardians, visitors, and members of the school community deserve to be treated with respect. The school should be provided an opportunity to resolve issues of concern AND IT SHOULD NEVER RESORT TO PUBLIC CRITICISM.

Prohibited Behaviors-In order to provide a peaceful and safe school environment, OIA prohibits the following behaviors by OIA Volunteers:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone, or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with OIA's operations, including the effective operation of classrooms, an employee's office or duty station, a campus lobby, or school grounds, including school events, parking lots, and car pickup
- Meet with any OIA staff members without an appointment or force him or herself into the school building uninvited or without an appointment.
- Threatening to do bodily harm to an OIA employee, visitor, fellow parent/guardian or student
- Threatening to damage the property of an OIA employee, visitor, fellow parent/guardian or student, damage or destruction of school property.
- Threatening to undermine school administration
- Encouraging the dismissal of an OIA employee
- Threatening to defame, share OIA information, details, information, particulars, materials and/or documentation, and emails, or messages.
- Excessive unscheduled campus visits, emails, text messages, voicemails, or phone messages - Please remember that school staff and administration may not be immediately available to speak with you. The only way to ensure that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators attempt to return all phone calls/emails within 24 hours.
- Making public comments that are derogatory or offensive in nature regarding the school or school staff - Any concerns that you may have must be communicated through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all. This includes use of any social media medium, including but not limited to: websites, blogs, wikis, or social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr, etc.

Consequences

Depending upon the severity of the incident, OIA Volunteers may be ejected from or otherwise banned from campus and participation in volunteering, school-sponsored events, and may be penalized under criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should an OIA Volunteer fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow.

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Definition of School Integrity

School integrity is an essential aspect of operating a successful school. It refers to a school's commitment to ethical principles and values, such as honesty, transparency, and accountability, in all operations and dealings. OIA prides itself on a strong ethical culture, in which employees and stakeholders are encouraged to act in accordance with the highest ethical standards. OIA prides itself on being trustworthy and reliable toward school stakeholders and employees. The OIA Administrative Team is equipped and solely responsible for managing risks and navigating regulatory issues.

Key Components of OIA's School Integrity

OIA's school integrity comprises several key components essential to building an organization's culture of ethics, honesty, and accountability. These key components include:

1. **Ethics and Values:** OIA has a clear set of ethical values that guide its decision-making processes. These values are communicated to all employees and committees and serve as a foundation for OIA's culture and operations, which include honesty, fairness, respect, responsibility, and transparency.
2. **Compliance:** OIA complies with all applicable laws and regulations and its internal policies and procedures. Compliance involves adhering to ethical standards and guidelines established by OIA. OIA also maintains an ethical and legal framework, outlining the boundaries for acceptable conduct. The Code of Conduct for all OIA Volunteers can be found in this document.
3. **Transparency:** OIA operates transparently in its decision-making processes and operations. It shares information with stakeholders openly and honestly, and is willing to admit mistakes and take corrective action when necessary. Transparency involves communicating honestly and openly, sharing accurate and complete information, and being open to feedback and constructive criticism.
4. **Responsibility and Accountability:** OIA takes responsibility for its actions and is accountable to its stakeholders. This includes holding employees and leaders accountable for their actions and behavior. Organizations also hold third-party vendors and partners, such as the OIA Volunteer, accountable for adhering to the same standards and values.
5. **Trust:** OIA communicates openly and honestly, and follows through on its commitments. Trust is the foundation of any positive relationship and requires maintaining a positive, honest, consistent track record.

I agree to the OIA Volunteer Bylaws, the Code of Conduct for all OIA Volunteers, and the Definition of School Integrity.

Print Name: _____ **Signature:** _____ **Date:** _____

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