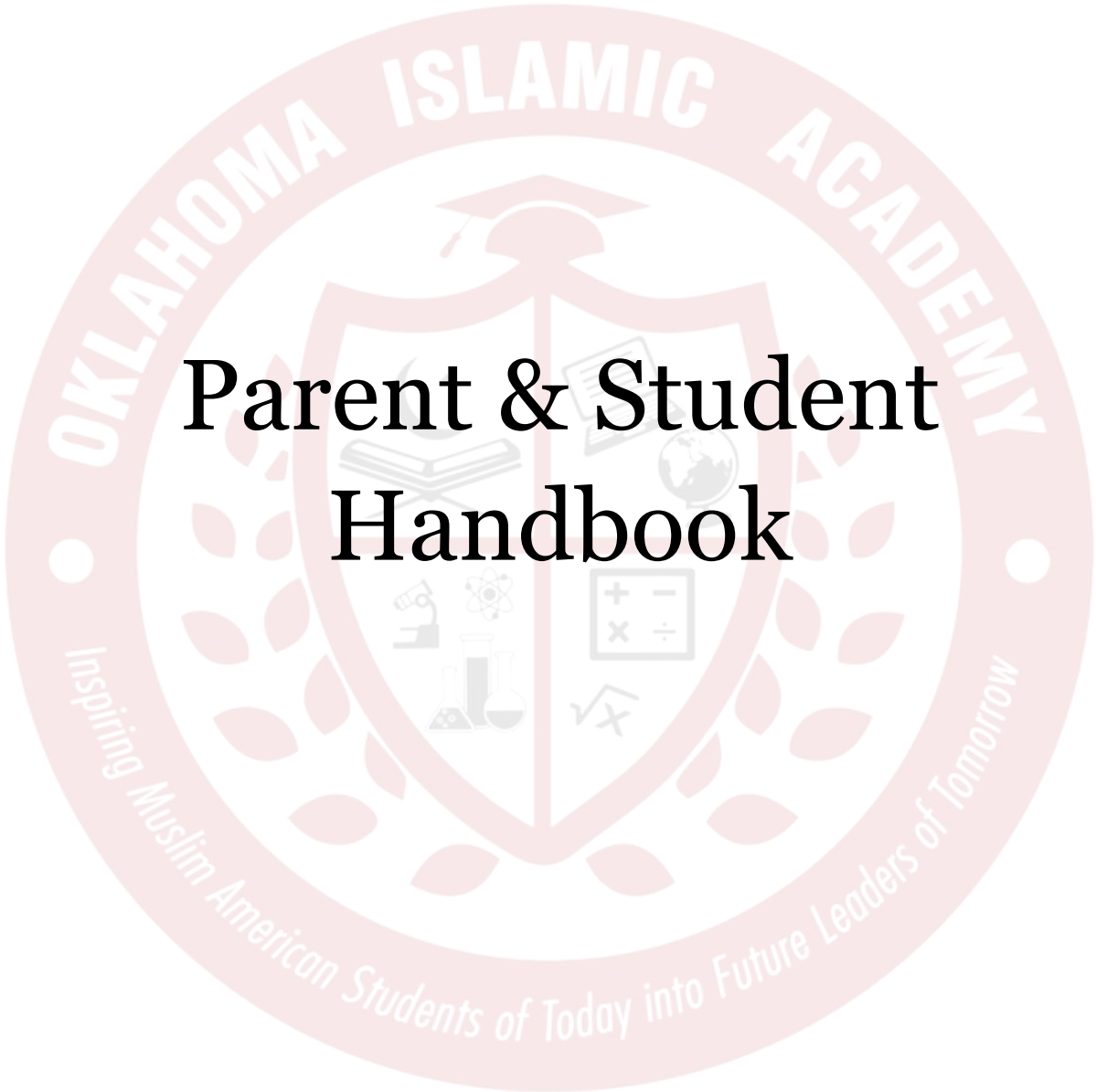


Oklahoma Islamic Academy

Refined Islamic & Secular Education for the Accelerated Learner

The seal of Oklahoma Islamic Academy is a large, light pink circular emblem. It features a central shield with a graduation cap at the top, an open book, a globe, and various scientific and mathematical icons like a microscope, beakers, and a calculator. The shield is surrounded by a laurel wreath. The outer ring of the seal contains the text "OKLAHOMA ISLAMIC ACADEMY" at the top and "Inspiring Muslim American Students of Today into Future Leaders of Tomorrow" at the bottom.

Parent & Student Handbook

OIA welcomes a staff and student body that reflects the diversity of the world around us and therefore does not discriminate on the basis of race, color, religion, gender, socioeconomic status, nationality, ethnic origin, disability, or marital status in administration of its educational policies, employment policies, admissions policies, scholarship programs, athletics, and other school-administered programs.



Oklahoma Islamic Academy Parent & Student Handbook 2025-2026

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MISSION STATEMENT

Oklahoma Islamic Academy provides excellence in learning while nurturing our students' Muslim American identity. Our belief is that we must offer a well-rounded approach to spiritual education, preparing students to excel as professionals and adults. We believe in striving for excellence in everything, including personal integrity, civic duty, and respect for diversity, by providing a platform for Muslim American students to achieve their goals.

VISION STATEMENT

OIA will nurture students who are confident and motivated, recognize the importance of meaningful education, and utilize higher-order thinking skills throughout their lives.

OIA takes pride in instilling high expectations in all of our students, both academically and spiritually. At Oklahoma Islamic Academy, our staff is extraordinarily dedicated to our students and aspires to nurture students who are confident, motivated, and recognize the importance of a meaningful education. At OIA, we strive to build a sense of school-wide community, and this begins with an unyielding focus on the individual character. Our mission and vision statements are not only frequently reviewed but embedded into the daily instructional best practices of our entire staff. The professional development and modeled instructional practices are focused on engaging and student-centered instruction that targets individual needs. At OIA, there is a strong emphasis on quality over quantity, and in addition to Common Core standards mastery, every child is motivated to work at his or her maximum potential. Our small class sizes make this possible.

We are confident that at OIA, we have effectively mobilized all successful components of a well-organized Islamic school. With the lowest teacher-to-student ratio in any class and grade level, we can focus on quality. Our underlying philosophy has always been, "If it's not good enough for our *own* child, then it is not good enough for *your* child." At OIA, we continue to observe the results of our practices in the success of our students, and we can attest to the multitude of benefits of the OIA platform.



THE ADMISSION PROCESS

Oklahoma Islamic Academy serves students who are four years old to eighth grade. Students are required to apply for admission to the school. Applications for admission will be considered by the admissions committee. The decision of the admissions committee regarding student admission is final.

For new students:

1. Fill out the prospective student form online. We will then contact you to schedule a tour & screening within a week. Please note that a \$50 nonrefundable fee will be required to schedule the tour & screening. If eligible for enrollment, this will be applied toward your application fee.
2. Attend Tour & Screening. We will contact you with your screening results and enrollment eligibility.
3. If eligible for re-enrollment, please submit:
 - Enrollment Application
 - Enrollment Contract
 - Student's Academic Intent Contract
 - Pay the non-refundable Application fee
 - Pay the non-refundable school-year deposit and any other applicable fees.
 - A picture of each parent/guardian's driver's license.
 - Student's birth certificate
 - Student's most up-to-date vaccination records
 - Student's transcript from most recent school

For returning students:

1. Fill out the OIA Parent Academic Intent Contract online.
2. We will mail you your child's Re-Enrollment Eligibility Form
3. If eligible for re-enrollment, please submit:
 - Enrollment Application
 - Enrollment Contract
 - Student's Academic Intent Contract
 - Pay the non-refundable Application fee
 - Pay the non-refundable school-year deposit and any other applicable fees.
 - Send us a picture of each parent/guardian's driver's license.
 - Student's most up-to-date vaccination records

Standard class placement is according to the child's age on the first day of the current school year. Final placement will be determined by administration based on student screening.

All students must be at the age given below by September 1 of the current year.

Pre-K....4 years old	Kindergarten....5 years old	1st grade...6 years old
2nd grade...7 years old	3rd grade...8 years old	4th grade...9 years old
5th grade ..10 years old	6th grade...11 years old	7th grade...12 years old
		8th grade...13 years old

* All new students will be on probationary placement for the first 2-9 weeks of their attendance.



ENROLLMENT ELIGIBILITY FOR NEW STUDENTS

OIA places a strong emphasis on good Muslim character and also considers the parents' support, cooperation, and involvement in their child's educational journey. In addition to meeting the enrollment eligibility requirements, an OIA student's character must demonstrate respect and a desire to continue growing and improving academically.

To be *considered* for eligibility at Oklahoma Islamic Academy, **students in grade one or higher** must meet ***each of*** the following requirements:

- ☐ A copy of the student's most recent school transcript (1st grade and higher),
- ☐ Maintain a **cumulative** 3.0 GPA or higher from most recent school (*1st grade and higher*),
The transcript will be used to determine eligibility if GPA is not applicable.
- ☐ **All** final **quarterly** report card grades earned must be 70% or higher from the most recent school,
- ☐ A completed Student Academic Intent Contract, and
- ☐ Attain the minimum scaled score required on both the STAR Reading & STAR Math Screening Assessments.

The parent/guardian understands that if their child does not meet all of the enrollment requirements, s/he is automatically disqualified from enrollment. The parent/guardian understands that the admissions committee has the ultimate and final authority to accept or decline a student. If eligible, the parent/guardian understands that they must pay any necessary fees and submit all necessary forms with their child's enrollment packet to the admissions committee to be considered for enrollment. The parent/guardian understands that OIA has the ultimate authority to determine enrollment eligibility.



ENROLLMENT ELIGIBILITY FOR RETURNING STUDENTS

OIA places a strong emphasis on good Muslim character and also considers the parents' support, cooperation, and involvement in their child's educational journey. In addition to meeting the enrollment eligibility requirements, an OIA student's character must demonstrate respect and a desire to continue growing and improving academically.

To be *considered* for eligibility at Oklahoma Islamic Academy, returning **students in grade one or higher** must meet ***each of*** the following requirements:

- ☐ Attain the minimum scaled score required on both the STAR Reading & STAR Math Assessments,
- ☐ Maintain a **cumulative** 3.0 GPA or higher by the end of the 3rd Quarter (1st grade and higher),
- ☐ **All** final quarterly report card grades earned must be 70% or higher
- ☐ Record of good attendance (*Students who are truant are not eligible for automatic re-enrollment and will need to be rescreened*)
- ☐ Record of good behavior (*No more than two offenses on Disciplinary Action Form*),
- ☐ Student/family account must be in good standing:
(*All required forms and records are up to date and on file, with no past due balances and no violations of school policies*),
- ☐ A complete Parent Academic Intent Contract (online),
- ☐ The parent/guardian attended the mandatory parent meeting.

If your child does not meet one of the requirements but would still like to be considered for re-enrollment at OIA, then s/he must request a completed student recommendation form by his/her teachers and principal, and return it to the OIA admissions committee. If the admissions committee approves, a student seeking reconsideration will be assigned a series of summer work to help them boost and strengthen essential skills before starting the new academic year. You and your child will be emailed specific instructions regarding the summer work requirements. The assigned summer work is not optional, and his/her re-enrollment eligibility is contingent on successful completion. Incomplete summer work will result in ineligibility to re-enroll at OIA.

The parent/guardian understands that if their child does not meet two or more of the enrollment requirements, s/he is automatically disqualified from enrollment. The parent/guardian understands that the admissions committee has the ultimate and final authority to accept or decline a student. If eligible, the parent/guardian understands that they must pay any necessary fees and submit all necessary forms with their child's enrollment packet to the admissions committee to be considered for enrollment. The parent/guardian understands that decisions cannot be appealed. The parent/guardian understands that OIA has the ultimate authority to determine enrollment eligibility. The parent/guardian understands that refusal to accept and/or sign the above document does not negate enrollment ineligibility. **The parent/guardian understands that in order to maintain re-enrollment eligibility, all requirements must be maintained through the remainder of the academic year.**



FINANCIAL OBLIGATIONS & TUITION

Introduction

Oklahoma Islamic Academy, LLC is a registered 501(c)(3) charitable organization. Its private school status allows its educators to make the best academic decisions for students while maintaining a nurturing Islamic environment. As a private, religious organization that receives no federal funding, OIA is exempt from the Americans with Disabilities Act and is not required under the Individuals with Disabilities Education Act to provide special education services. OIA receives no state or federal funding and is funded entirely by student tuition, student fees, and contributions from the community.

Tuition

Tuition and fees are carefully calculated to account for the fixed and variable costs associated with operating a school while placing the lowest-possible financial burden on families. To ensure funding for fixed costs—rent, maintenance, salaries, and utilities—the tuition for the first month of the academic year and for the last month of the academic year constitute a nonrefundable deposit. In consideration of payment of the deposit, OIA guarantees your child's placement at OIA for the 2023–24 academic year. OIA will reserve a student's enrollment once the deposit is paid. In addition to the non refundable deposit, tuition is nonrefundable for each month the student was enrolled in OIA for any period of time.



FINANCIAL POLICY

OIA accepts cash, check, or credit card. All checks should be payable to OIA and are subject to a \$25 returned check fee. No checks will be accepted for payment after three returned check occurrences. Credit card payments are subject to a 5% service fee.

- a. OIA requires a nonrefundable application fee of \$150 per student, and a nonrefundable semester fee of \$485 due each semester.
- b. Tuition for the first and final month of the academic year constitutes a nonrefundable deposit. If a student is withdrawn or expelled before the final month of the academic year, the tuition for the final month of the academic year will not be refunded.
- c. All payments are due on the first day of each month of the academic year. OIA will assess a \$15 late fee for each day the payment is outstanding after the fifth of the month.
- d. Collection costs and attorney fees incurred by OIA in pursuit of overdue payments shall be the obligation of the financially-responsible parent or guardian of the student.
- e. No student will be enrolled if there is an outstanding balance (whether tuition, fees, or both) on his or her account for the prior academic year. To the extent permitted by law:
 - i. All invoices and overdue balances must be paid before transcripts or letters of recommendation will be issued; and
 - ii. Unless and until all overdue payments are satisfied, no student records will be delivered to another school.
- f. Students who register for the upcoming academic year but withdraw prior to June 1, 2023 will not be charged tuition or penalties. After June 1, the first and last month's tuition will not be refunded.
- g. Parents or guardians must pick up their child(ren) within 30 minutes of the school requesting an early pick-up. Parents or guardians will be assessed a late pick up fee of \$5 per minute for each minute past 30 minutes.
- h. Parents or guardians must notify the school when they will be late to pick up their student. Those who are habitually late (more than three times in an academic year) will be assessed a late pick up fee of \$5 per minute for every minute past 3:50 p.m.
- i. OIA reserves the right to add a special fee when absolutely necessary to meet rising costs.



REMEDIATION AND SPECIAL NEEDS

Oklahoma Islamic Academy, LLC is a registered 501(c)(3) charitable organization. Its private school status allows its educators to make the best academic decisions for students while maintaining a nurturing Islamic environment. As a private, religious organization that receives no federal funding, OIA is exempt from the Americans with Disabilities Act* and is not required under the Individuals with Disabilities Education Act† to provide special education services. OIA receives no state or federal funding and is funded entirely by student tuition, student fees, and contributions from the community.

The administration recognizes that students may struggle at times to achieve their academic goals. However, the school does not specialize in special education services, nor is it a specialized school for students with special needs or learning disabilities. For these reasons, the administration adopts the following policy to determine whether or not a struggling student can be assisted within the school's programs and to ensure that their difficulties are not due to inadequate instruction.

Policy:

- All students will be assessed through formative/summative assessment and screened on a periodic basis to establish an academic and behavioral baseline and to identify struggling learners who need additional support.
- Following the screening, school administration, the student's teacher, and parents will be scheduled for a meeting regarding appropriate intervention for students.
 - If the school or the parents believe the student's individualized needs can only be met by a school that specializes in providing special education services, parents are encouraged to withdraw students and seek assistance in a zoned OIA that will support a comprehensive special education program.



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IMMUNIZATION POLICY

Oklahoma law requires all minor children admitted to public or private school be immunized against diphtheria, tetanus, haemophilus influenzae type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella and hepatitis A. OIA strongly encourages that students receive an influenza immunization and COVID vaccination before or during each academic year (if approved for the student's age group and medical conditions).

STUDENT WELLNESS POLICY

- Children must be fever free for 24 hours without the use of medication.
- Children must be free of diarrhea and vomiting for 48 hours.
- If a child has a lingering runny nose or cough after a long illness, but has no other symptoms, he/she will need to wear a mask.
- Children who are sick or symptomatic will be sent home.

LUNCH POLICY

OIA students must bring their own lunch. Parents or guardians must provide a clear, see-through, reusable lunch bag for their student(s). Opaque disposable lunch bags are also acceptable. We cannot accept lunches that are sent through a delivery service. Parents must send students' lunches with them upon arrival at OIA each morning.

TEXTBOOK DISTRIBUTION AND CARE POLICY

Students using school-owned textbooks, library books and other equipment are responsible for them and shall reimburse the school for any lost or damaged items. If a misplaced item is ultimately returned in good condition, the student may be refunded any charges paid to the school for the item.

ALTERNATE TRANSPORTATION/PICK UP POLICY

Parents/guardians must complete an **Alternate Transportation/Pick-Up Form** to identify all individuals authorized to transport their child to and from school. This form is included in the enrollment application.

Any changes to a student's authorized pick-up list must be reported to the school **as soon as possible**. Parents/guardians are responsible for informing any designated pick-up person of the school's carpool and pick-up/drop-off procedures.

⚠ Failure to ensure that an authorized pick-up person follows school procedures may result in violation fees being charged to the student's account.

FIELD TRIP PERMISSION SLIP POLICY

Parents/Guardians are expected to fill out a permission slip for every school field trip, authorizing OIA and its staff to accompany their child to any field trip or extracurricular activity during the academic year. The parent/guardian understands that OIA will provide general supervision during such activities and that neither OIA, nor its staff, are liable for damages for any accidental injury to the child from such activities. The parent understands that their child will not be allowed to attend any field trips or extracurricular activities if the slip is not signed. Students who do not maintain the minimum C (70%) or higher grade average will not be allowed to participate in extra school-sponsored events and/or field trips. Additionally, in order for a student to be allowed to participate in extra school-sponsored events and/or field trips, the student/family account must be in good standing (All required forms must be signed and records are up to date and on file, with no past due balances and no violations of school policies).



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PHOTO/VIDEO RELEASE POLICY

OIA will only use photographs, videos, writings, artwork and audio recordings of a student in social media, advertisements, and publications with parent authorization. OIA will not use such media for any other purpose, including solicitation.

PARENTAL COOPERATION POLICY

REQUEST FOR EDUCATIONAL PSYCHOLOGY EVALUATION

Psychoeducational evaluation is a process by which a trained professional works with those involved in a child's learning or development to identify the child's strengths and weaknesses. A psychoeducational evaluation determines if your child has a learning disability or other issues that negatively impact his or her ability to learn. Its goal is to enhance everyone's ability to help the child be as successful as possible.

People involved in the process often include you, your child, your child's teachers and, possibly, even your child's pediatrician.

If OIA Administrators request in writing that a student undergoes an evaluation by an educational psychologist, the parent/guardian agrees to schedule and complete the evaluation within three months. The parent/guardian also agrees to choose an educational psychologist from the approved professionals and clinics provided by OIA. Upon completion of the evaluation, the parent/guardian agrees to submit the results to OIA within six weeks of the evaluation.



PARENT, TEACHER, & SCHOOL COMMUNICATION

Teacher Contact Policy

Parents are not permitted to approach teachers on school property, including the parking lot, without an appointment. Parents must contact teachers or the school via the school app to schedule appointments.

Parent Teacher Conferences

Parent conferences are held two times a year for all students (Prekindergarten through 8th grade). See OIA's academic calendar for dates. Teachers may request additional conferences for students who are failing, doing poor work, continue to have poor behavior or study habits, have had a great change in their work or behavior (good or bad) or for any other reason. Parents/guardians may request a conference with their student's teacher at any time during the school year and are encouraged to do so if they have concerns about their child's grades or behaviors.

Administrator Contact Policy

All classroom matters should be handled with the classroom/subject teacher. If you have met with the classroom teacher, and still feel an issue is not resolved and would like to request a meeting with administration, please use the school app to request a meeting.

Friday Folders

All OIA students will be assigned a Friday Folder. The Friday Folder will serve as a means of communication between home and school. At the end of every week, your child will take this folder home with the work s/he completed during the week. School notes and other important school announcements will also go home in this folder. When your child brings this folder home, please review the work inside. After you review the work, remove all the papers and sign your name on the "Weekly Report" sheet. If you have any questions, comments, or concerns, please leave a comment or question for me to review when your child returns the folder. I will follow up with either a phone call or email. Please send the folder back with your child the first day they return after the weekend. Neglecting to read, sign or bring back the Friday Folder is contrary to a parent's promise to be involved in his/her child's educational journey as well as communicating with your child's teacher in a timely manner.

Incident Reports

In the event that a child is injured or involved in an unordinary situation that needs to be brought to the parent's attention, one of our administrative staff members will email the parent and incident report. This email will specify the occurrence, time, date, and any possible resolutions. If a child needs to be picked up, then the parent will be responsible for picking up the child within thirty minutes.



TECHNOLOGY ACCEPTABLE USE & DAMAGE POLICY

An OIA student agrees to follow all of the rules for using the instructional computer network and any technological equipment at OIA.

The OIA student understands that:

- ☐ computers at school are to be used for educational purposes only.
- ☐ the use of the computer network is a privilege, not a right, and students will use appropriate language and behavior when using the network.
- ☐ students will not use the network to send or receive any illegal or inappropriate materials.
- ☐ students will not give out any passwords to anyone else; nor will they use anyone else's account or move, change or delete anyone else's work.
- ☐ students will only use the Internet for school purposes and only with a teacher in the room.
- ☐ students will not give out personal information about themselves or others (such as name, address, or telephone number) on the Internet.
- ☐ students will not use email or Instant Messenger unless a teacher has told me to.
- ☐ students will not download anything from the Internet without permission from a teacher.
- ☐ students will not change any computer settings or install programs on school computers without permission from a teacher.
- ☐ if s/he does not follow the rules, s/he will not be allowed to use the computer network for a period of time and may face additional school disciplinary action.

The parent agrees to read and understand the policy with their child. The parent fully agrees with the contents of the policy and recognizes that his/her child must abide by it.

Technology Damage Policy

OIA spends a considerable amount of money purchasing and maintaining individual Chromebooks and tablets for each OIA student. Accidents happen, but if the OIA Administration determines that a student has intentionally damaged or defaced a piece of technology, his or her parents or guardians will be responsible for the replacement of the technology item. Payment will be due within 30 days of written notification to parents or guardians.



ACADEMIC HONESTY POLICY

Academic honesty and personal integrity are fundamental components of a student's education and character development. OIA expects that principled students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. The well being of the entire school community depends on the student accepting responsibility for personal conduct in both social and academic endeavors.

Plagiarism is not tolerated at OIA. Plagiarism includes (but is not limited to) the following:

- Using someone else's words or ideas without proper citation
- Copying someone else's work and calling it your own
- Copying and citing a work that is longer than a paragraph (print or online sources)

Cheating is work that doesn't reflect your own effort and understanding. This can take many forms and will not be tolerated at OIA.

Cheating includes (but is not limited to) the following:

- Looking at others' answers on tests and homework
- Taking someone else's paper and putting your name on it
- Copying someone else's work, answer for answer
- Rearranging words from someone else's work
- Allowing someone to copy from your paper
- Telling someone else the answers on an assignment or test
- Having someone else do your work for you (Friends, Family, Tutors, etc.)

There are other forms of academic dishonesty that will not be tolerated at OIA. They include:

- Making up data for an assignment
- Claiming to have handed in an assignment when the student knows they have not done so
- Sabotaging someone else's work

Teachers and administrators will support each other in cases of academic dishonesty. In any case of academic dishonesty, the participants will receive a zero on the assignment and may be given the chance to redo it for a grade no higher than a C. It is the hope of the teachers and administration at OIA that all students will be honest in all of their academic endeavors.



STUDENT DRESS CODE

Although OIA does not require students to wear uniforms, the principals, teachers, staff and students adopt a dress code. OIA determines that the dress code enhances the school learning environment. Additionally, student safety is our number one concern. As an Islamic organization, we enforce modesty, and since OIA students are also taught to pray, part of the prayer lesson is wearing appropriate clothing before Allah (God).

Boys and Girls both are not to wear shorts for the reasons listed:

- First, everyone has their own definition of what constitutes "too short."
- Second, depending on the material of the shorts, they can "ride up" when sitting or squatting and expose a child's underwear or more.
- Third, it is for the child's safety, especially when playing or running. We have experienced many bloody knees after a child has fallen on bare knees.

OIA Dress Code

ALL STUDENTS at OIA



- No shorts, long pants only
- No pants that show students' bottoms when they bend over - Shirts must cover students' bottoms.
- No off-shoulder, cold-shoulder, halter tops, mid drifts, crops, spaghetti straps, transparent clothing, or fish net stockings
- No attire with violent or gang-related content
- No inappropriate images or words on clothing
- No sagging pants, No pajama tops, No pajama bottoms
- No slippers or flip flops - Closed Toe Shoes Required
- No Hats/caps (beanies in winter are okay)

Middle School Dress Code (Grades 6-8)

Middle School GIRLS

- No tight pants or skirts
- Sleeves must reach elbows, and long sleeves are highly recommended
- No form-fitting or deep-cut shirts
- Full leggings or opaque tights required under dresses and skirts
- Loose-fitting clothes, nothing tight
- No excessive makeup or jewelry
- Must have a hijab for prayer

Middle School BOYS

- If your pants have a loop, you must wear a belt.
- No short shirts that creep up when you bend over. Clothing must cover your entire backside during prayer.

Your child will be sent home to change for dress code violations.



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STUDENT ATTENDANCE POLICY

Consistent attendance is essential to a student's academic success and growth. Oklahoma Islamic Academy enforces a strict attendance policy to ensure each student receives the full benefit of classroom instruction.

Annual Attendance Limit Students are allowed a maximum of *12 absences per academic year, **including both excused and unexcused absences*. Once a student reaches *6 absences in a semester, a **doctor's note may be required* for any further absences to be excused. ⚠️ ***All absences—whether excused or unexcused—count toward the 12-day limit.***

Consequences of Excessive Absences

A student with more than 12 absences in a school year is considered to have *excessive absences*, which may result in:

- * Failing one or more subjects
- * Receiving lowered grades
- * Being rescreened for academic placement or retention

⊗ *A student who exceeds 12 absences in a school year WILL lose their automatic spot for re-enrollment in the following academic year*, even if they return before the end of the current year.

Definition of Absences

- * An *absence* is defined as missing *one or more class periods* in a school day.
- **Early departures* may count as partial or full absences depending on timing and reason.
- * A student is considered *habitually truant* after 12 unexcused absences within a school year.

Excused Absences (Still count toward the 12-day limit):

- * Illness (doctor's note may be required)
- * Medical appointments or treatment
- * Religious holidays (with a parent/guardian note)
- * Death in the family (with documentation)
- * Personal or family emergency (with a parent/guardian note)
- **Medical travel* (requires doctor's documentation)
- **Travel due to a death in the immediate family*

Unexcused Absences (Always count toward the 12-day limit):

- * Family vacations or personal travel
- * Non-medical appointments
- * Babysitting
- * Oversleeping or missed transportation
- * Absence without school notification
- * Early departure without valid reason

! Unexcused absences will never be approved* and will place the student at risk of academic failure and re-enrollment denial.

Extended Travel Policy

Oklahoma Islamic Academy *does not approve extended travel* for personal or non-emergency reasons. The only exceptions are:

- * Documented medical treatment*
- * Travel due to a death in the immediate family*

All extended absences—even if excused—count toward the 12-day annual limit. Extended unexcused travel will:

* Be marked unexcused ***Disqualify the student from automatic re-enrollment the following year*** * Affect academic progress and placement.

Reporting Absences

Parents/guardians must report all absences by *8:00 AM* using the *official form in the school app*.

*Early Departure Procedures

To request an early dismissal, submit a request using the school app form before the planned dismissal.

***Note: Appointments should be scheduled after *3:30 PM* to avoid disruption to academic instruction.**



TARDINESS POLICY

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students.

Promptness to class allows the teachers to begin the instruction on time for everyone. Tardiness to class is defined as not being physically in the room at 8:00 am.

1. Three tardies is equal to 1 unexcused absence.
2. Students arriving late (after 8:00 AM) to school must report using the *official form in the school app*.
3. Parents of students who have 10 or more tardies in a semester may be required to meet with the principal to discuss the reasons for the tardies and to develop a plan for improvement.

MAKEUP WORK POLICY

1. If a student is ill for two or more days, a parent may contact the office at oklahomaislamicacademy@gmail.com on normal school days to request homework for the student. Homework will be available for pickup by the student's family the next day in most situations.
2. Parents may reach out directly to the teachers to request homework. Please allow for homework to be picked up the next day in most cases.
3. In the case of a long-term absence, students will receive their make-up work upon return. In-class projects, experiments and assignments cannot be made up.

HOMEWORK POLICY

3rd grade to 8th grade ALL SUBJECTS

- 1 day late is 25% off total score
- 2 days late is 50% off total score
- "0" after 2 days

**Students still must submit missing assignments. They can sit in during specials to complete their missing work, even if they earn a zero.*

1st and 2nd grade ALL SUBJECTS

- 1 day late is 10% off total score
- 2 days late is 15% off total score
- 3 or more days is 20% off total score

**Students still must submit missing assignments. They can sit in during specials to complete their missing work.*

Math All Grades

- Test Corrections earn 0.5 credit back per question
- Points should not be given back for homework corrections
 - Late homework same as above



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CORE CURRICULUM GRADING SCALE

Grading Scale	
A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below
M	Mastery
P	Progressing
N	Not yet demonstrating
N/A	Not Yet assessed



ACADEMIC PROBATION POLICY

OIA is committed to excellence in education. Students must be prepared to learn each day and consistently try their best in all classes.

To maintain enrollment eligibility at Oklahoma Islamic Academy for each upcoming academic year, must meet the following requirements every academic year:

- 70% or higher in all core subjects on their 4th quarter report card.
- Score in the 70th percentile or higher in both the STAR Reading & Math assessments on their end-of-year STAR assessment.
- OIA must have the resources available, requested, or suggested by a formal educational psychologist's evaluation in order to be able to serve the student.

In some instances, students who are on academic probation will be placed on a Plan of Action. This means that a work log will be sent home weekly and must be signed by the parent and returned to school every Monday. Neglecting to sign and return the weekly log will result in ineligibility to return to OIA in the upcoming academic year.

Students who do not maintain the minimum C (70%) or higher grade average will not be allowed to participate in extra school-sponsored events and/or field trips. Additionally, in order for a student to be allowed to participate in extra school-sponsored events and/or field trips, the student/family account must be in good standing (All required forms must be signed and records are up to date and on file, with no past due balances and no violations of school policies).



ACADEMIC INTENT POLICY

In order to maintain a commitment to academic success, an OIA student must abide by the following promises.

The student promises to attend school regularly, be on time, and stay until the end of the day.

The student promises to participate in class and understands that participation is very important to his/her learning experience and to his/her classmates.

The student promises to respect others and avoid disruptive behaviors.

The student promises to follow expectations.

The student promises to be prepared and organized with all his/her materials for each class.

The student promises to complete his/her assignments on time and demonstrate a willingness to learn.

The student promises to complete his/her homework and turn it in on time.

The student promises to go to the teacher with any questions or concerns about his/her progress in school.

The student promises to never plagiarize or cheat, and to submit work that is solely his/hers.

The student promises to be proud of the work s/he does and the grades that s/he earns.

In order to maintain a commitment to academic success, an OIA parent must abide by the following promises.

The parent promises to help their child succeed in a school environment and classroom rigor that challenges his/her child.

The parent promises to be involved in his/her child's educational journey.

The parent promises to bring positivity, encouragement, and optimism to OIA, and to avoid negativity.

The parent promises to trust his/her child's teachers and administrators, and understand that the OIA staff are experts in their fields and will expend all available resources to help a student.

The parent promises not to expect OIA to provide additional educational resources beyond its scope.

The parent promises to communicate in a timely manner with his/her child's teacher.

The parent promises to have faith in the decisions of OIA and follow school policies and protocols as defined in the parent handbook. The parent understands that such guidelines are in place for the overall welfare of the school.



STUDENT PERFORMANCE DATA

At OIA, we measure student progress, instructional effectiveness, and determine how to allocate resources wisely by collecting necessary and purposeful data. By administering three Renaissance comprehensive assessments at the beginning, middle and end of the year: STAR Early Literacy for the early childhood grades, and STAR Reading and STAR Math for first grade and above, our team is able to continuously track student progress or deficiencies throughout the year. Additionally, we utilize the STAR Fluency assessment, attendance rates, and rigor of classwork.

We share the results of our data with our teachers in weekly meetings and facilitate opportunities for instructional improvement based on what the data is telling us. At OIA, we rely heavily on student performance data, and we maintain a data framework for every single student enrolled at OIA. Due to our deliberate small class sizes, (maximum of 12:1 student to teacher ratio), our instruction is individualized to meet the needs of every single student. Additionally, parents receive periodic progress reports for their child in addition to remediation suggestions and supplemental homework to assist in the remediation process.

We strive to assure that every student is receiving the attention they need and being met where they are needed academically, socially, and spiritually as mentioned in the mission statement. If a student is a high achiever, then we seek opportunities for enrichment. If a student is struggling, then we prepare a plan for intervention. This requires analyzing a variety of student data. First, we begin by evaluating their grades in each core subject; English Language Arts, Mathematics, Science and Social Studies. With the teacher, we survey their written work, ensure that students are maintaining notebook standards, and discuss performance on summative and formative assessments. Additionally, we review benchmark data as needed. Students are placed “on watch” when we determine that they require additional support. This is accomplished by setting the grade average per subject at an 85% minimum as a baseline for intervention. Based on such data, we monitor student growth, scan for learning gaps or deficiencies, and formulate a plan to ensure that no student is left behind.



SCHOOL EXPECTATIONS

Before School

- Our campus opens for students at 7:50 AM. Students should not be on campus before 7:50 AM except to participate in before-school scheduled activities.
- Students should go directly to their homeroom after arriving on campus.
- Please be at a Level One in the common areas/hallways whenever walking to your homeroom.

Hallways/Walkways

- Move through the hallways at a Level One
- **Always Walk**- no running, skipping or speed walking.
- Alone, with friends, or as a class walk safely at all times facing forward.
- Watch where you are going and walk in a single file line.
- Be respectful of classes in the hallway and recognize the right of way.
- Be cautious near doors/entrances and walk away from a swinging doorway.
- Don't cut others off- give special consideration to younger students who move slowly.
- Walk directly to your destination. Do not stop to play, hide etc.

Recess/Playground

- Respect all staff on the playground.
- Follow directions the first time they are given.
- When a teacher calls out, or a whistle blows during play, STOP, LOOK and LISTEN.
- Eat only while sitting at the tables in the lunch court.
- Sand, wood chips, rocks, and sticks stay on the ground within the playground barrier.
- No tackle football, play fighting or playing rough or harmfully.
- Respect others- keep your hands and feet to yourself.
- Use all play equipment properly and appropriately as instructed.
- Share equipment and take turns.
- Return equipment that you have checked-out.
- Play by game rules.
- Don't argue if you are called out.
- Try to solve problems by talking it out- get help if you need it from playground staff.
- Stay within the playground boundaries.
- Tag games are not allowed on the concrete, hallways, bathrooms, or lunch court.
- Balls are bounced on the ground- not the buildings.
- Listen for the "End of Recess" and follow these directions:
 1. Safely get down immediately from all play equipment.
 2. STOP. Remain in place, stop all talking, and wait.
 3. Listen for your teacher.
 4. Collect and return any equipment you are using.
 5. Walk to your classroom. Remember to be silent when you enter the hallways.
 6. Enter your classroom quietly and ready to learn.



SCHOOL EXPECTATIONS

Lunch/Snacks

- Lunch brought from home must be eaten in designated eating areas.
- Respect and obey the teachers on lunch duty.
- Enter the lunch court quietly and orderly. If lunch is in the classroom, stay in your seat the entire time you are eating.
- While you are eating, sit quietly facing your table and focusing on eating your food.
- Talk in an appropriate conversation voice (Level 2) only to the people sitting on either side of you and in front of you in your table group.
- Do not trade, share, or give away any food.
- Raise your hand if you need help.
- Leave your seats only to throw away trash or to use the restroom. Students may not go to other table groups for conversations during lunch time.
- Stay at your table until dismissed by the lunch duty teacher.
- Use good table manners and clean crumbs, spills, trash and messes in your area before you leave the table.
- Walk from the lunch area to the playground. Take special care to watch for younger, smaller students walking on the blacktop as they return to class.

Prayer, Assemblies & Passing Time

- Hallway rules should be followed as students walk silently to other classrooms.
- We must be silent and respectful as we walk through their hallways in a single file line.
- Enter and exit the assembly or library area quietly and safely.
- Use quiet voices before and after prayer or assembly.
- Sit with your bottom on the floor or ground- be still and quiet. Level Zero.
- Give the Khateeb or speaker your undivided attention.
- Keep hands and feet to yourself.
- Be an attentive listener. No talking to others sitting near you.
- Show appreciation appropriately. Use higher level voices appropriately.

Restrooms

- Always respect the privacy of others. Do not open doors or look over or under stall walls, or between cracks.
- Use restroom equipment appropriately. Do not play with the spray bidet. Don't splash water at the sink.
- Flush the toilet.
- Wash your hands.
- Throw the paper towel in the trash.
- Use appropriate voice volume.
- Do not play or take time visiting the bathroom.
- Return immediately to your assigned area- playground, classroom etc.



SCHOOL EXPECTATIONS

Afternoon Dismissal

- Students should walk in a single file line at a level zero to the dismissal area, whether inside or outside.
- Students should follow directions and get to the dismissal area on time.
- Students should follow all directions from staff the first time they are given. No horseplay in or on the way to the pick-up areas.
- Students should not chase, run, swing backpacks, or play tag in the dismissal area.
- Students should stay in their spot and pay attention to the cars as they arrive.
- Students should not leave their spot for any reason except to be dismissed
- Students should listen attentively for their name to be called when their ride arrives.
- Students can only wait in the designated dismissal area. Students may not wait in the lunch court, playground, hallways, bathrooms, classrooms, etc.
- Students should not have food or drinks out in the dismissal area.
- Students may not play in the playground area after school is dismissed.
- Supervision is not provided after school in other locations on campus including the playground, lunch court, classrooms, assembly hall, bathrooms, or anywhere outside of the dismissal area.
- Supervision is provided only until 3:50 pm. All students must be picked up by 3:50.
- In the event that a parent is running late, s/he must notify the school immediately.

Late Pick-up Charge Policy

- *If the school calls the parent to pick up the child for any reason during the school day:* Parents or guardians must pick up their student within 30 minutes of the school requesting an early pick-up. Parents or guardians will be assessed a late pick up fee of \$5 per minute for each minute past 30 minutes.
- *Late Student Pick-Up:* Parents or guardians must notify the school when they will be late to pick up their student. Those who are y late will be assessed a late pick up fee of \$5 per minute for every minute past 3:50 p.m.
- Late pick-up charges will be invoiced through square. All charges must be paid within 30 days to avoid a late penalty.



OIA STUDENTS & FAMILIES ACCEPT RESPONSIBILITY

OIA students practice Great Expectations™ which involves creating a safe and orderly working environment for all and will include the following: treating others with respect and as you would wish to be treated; playing safely with no rough play, fighting, or play fighting at any time; and using language that is appropriate to the school setting - there is to be no profanity or degrading name calling. OIA teachers present school-wide rules and expectations for the classroom, playground, and all school settings.

We believe that together, we will promote an academically, physically, socially and emotionally safe environment in which every individual accepts personal responsibility for making a positive contribution to the harmony and welfare of the school as a whole. We strive to have excellent character and good citizenship. OIA students are ready to give help to others, make a choice to be thoughtful of others, always strive to be kind and considerate, share, and be charitable. OIA students are taught to be empathetic. Students learn how to understand other's thoughts and feelings from their point of view and make a choice to treat others with courtesy and respect. At OIA, students are accepted. Students are taught that everyone is welcome and everyone belongs as part of our community. OIA students show consideration, respect, and regard for someone or something, listen and follow school expectations; and think before they act. Finally, OIA students are trustworthy. They consider consequences, are held accountable, and strive to be honest, loyal, and honor their commitments.

As students, we will...	As parents, we will...	As teachers, we will...	As principals, we will...
Show courtesy, trust, caring, respect and fairness Abide by the guiding principles Uphold the school standards Accept responsibility for decisions and actions Abide by school policies	Model courtesy, trust, caring, and respect Support our student(s) in being in school, ready to learn. Participate actively as members of the school community Be informed about school policies and events Work as partners with my child's teachers and staff. Hold high expectations for our children's productive, responsible behavior.	Maintain professionalism as we model courtesy, trust, caring, respect and fairness Provide a well-organized instructional period and engaging work to facilitate good study habits and independence. Properly supervise students at all times and be primarily responsible for managing discipline in our classrooms. Maintain high expectations for productive, responsible behavior. Set responsible and reasonable limits, make fair judgments, and follow through with appropriate procedures for rewards and/or consequences for behavior. Cooperate with students, parents, and administration in a positive problem solving process. Facilitate home-school communication and parent participation in problem solving. Refer students to the appropriate support staff after appropriate measures to manage disruptive behavior have been unsuccessful.	Facilitate collaborative development of school-wide procedures and programs that promote a safe, respectful learning environment. Maintain professionalism by modeling courtesy, caring, respect, and fairness. Provide support for the staff in the implementation of the discipline plan. Provide strong, positive leadership, maintaining a healthy, safe, productive and content environment. Uphold all OIA policies. Accept ultimate responsibility for resolution of conflicts at the school site-level. Research and mobilize school-community resources to develop activities that encourage students to feel good about themselves and their school. Be an effective school-community liaison.



POSITIVE BEHAVIOR SYSTEM

Oklahoma Islamic Academy utilizes a Positive Behavior System (PBS). The goal of a PBS is to promote responsible decision making, respect for self and others, respect for property and pride in appropriate behavior. One of our primary responsibilities as a school is to promote a safe, productive learning environment, and it is our belief that communication and teamwork between the home and the school are important in promoting good citizenship and a secure school. OIA's Pom Pom system allows students to earn rewards (pom poms) for positive behavior. At the beginning of each month, students will fill out their pom pom card to state their goal to demonstrate ownership for their actions. Teachers also discuss the importance of realistic and unrealistic goals with students. At the end of each month, students will count their pom poms and have the option to use them at the pom pom store, or save them for a larger prize.

Students can earn pom poms by:	Students cannot earn pom poms by:
• Doing a random act of kindness • Going above and beyond without being asked • Doing the right thing even though no one was looking • Being a leader • Working as a team • Standing up for a student • Helping others without being asked • Getting a compliment from another staff member (applies to the whole class or individual) • Any teacher can give any student a pom pom, whether they are their student or not.	• Completing their work • Doing what they are supposed to as their daily expectations • Bringing back homework • Asking for pom poms (even if they earned them, if they ask for it they cannot have it, we must teach them to do the right thing, because it is the right thing, not to earn something) • Reminding teachers constantly about pom poms • Pom Poms are for positive behavior and are not related to academics.



OIA DISCIPLINE POLICY

Effective school discipline policies and practices are critical to promoting students' successful learning and well-being. They strengthen students' behavioral skills by addressing the causes of their misbehaviors while preserving the integrity of the learning environment, ensuring the safety and dignity of all students and staff, and fostering progress toward long-term learning and behavioral goals.

Teachable Moments

Occasionally, a student may behave in a manner that is counterproductive to a well-ordered, positive learning environment focused on teaching and learning. In each of these incidents, there is a unique opportunity for a child to learn decision-making and problem solving skills in lessons that are a foundation for lifelong productive behavior. In or out of the classroom unsafe or disrespectful behavior must be immediately addressed. The goal is to use the problem as an opportunity for the misbehaving child to effect positive change at this teachable moment and to provide an appropriate consequence. School is an important place for children to learn the social skills they will need to be successful in life. Misbehavior is an opportunity to teach the child kindness, self-discipline, trustworthiness and respect. To make a difference in helping the child to develop a conscience to guide them in future life, the consequence is most effectively related to the misbehavior.

OIA staff uses "teachable moments" of discipline situations to support changes in behavior and to build problem solving skills. The following problem solving skills are appropriate to address these "teachable moments" when misbehavior occurs:

- ☐ To truthfully describe the problem in a clear and concise way
- ☐ To be able to view the problem from a personal and broader perspective
- ☐ To have empathy and compassion when appropriate
- ☐ Respect the personal space of others
- ☐ To access and use strategies for problem resolution
- ☐ To access and use strategies to calm down prior to responding
- ☐ To make a decision to seek adult assistance when appropriate
- ☐ To be responsible and accountable for one's role in the problem
- ☐ To cease future behavior that caused or exacerbated the problem.
- ☐ Accept consequences as appropriate.



Progressive Discipline Policy

OIA follows a progressive discipline plan where discipline interventions begin at the least intrusive level and work up to more restrictive and punitive levels if a student continues to repeat poor choices and inappropriate behaviors. Flexibility and effective action are the keys. First and foremost, the consequence must be related to the misbehavior. In the classroom, consequences for unproductive behavior will include a variety of actions depending on the situation including but not limited to the following: warning, teacher-student conference, a teacher-parent-student problem solving phone call or conference, and/or other classroom-interventions that are the natural consequence for the specific behavior.

For example, if an assignment is not completed, the child may be asked to finish the work during playtime; or if a student is disruptive, his/her seat may be moved to a place where the disruption is no longer possible. If the problem continues, the teacher may hold a conference with the parent, the child and the principal to construct a contract that outlines the behavior to be improved and rewards and consequences for changing or continuing. Unsafe or disrespectful behavior must and will be taken seriously. It is important to remember that there is no one right way to address this type of behavior in that the circumstances, frequency, and complexity are all considerations when determining appropriate consequences.

At the same time, the following guide provides a starting point for determining a suitable strategy to extinguish unwanted behavior, encourage appropriate social conduct and provide an appropriate consequence.

Depending on the circumstance, one or more of the following actions will be applied:

- ☐ Student is assigned a "personal break" to sit and think about the situation and/or find alternative solutions. Playground infractions could result in an immediate "personal break" or referral to the lunch or recess "personal break location".
- ☐ Student is redirected to another activity.
- ☐ Student receives a written discipline notice from the teacher or principal.
- ☐ Student will complete a "My reflection" sheet to describe the situation and reflect on future appropriate behavior choices.
- ☐ Student will write an apology note or verbal apology to students or staff members involved.
- ☐ An email notice is sent to the parent.
- ☐ Phone contact with parent by teacher or principal.
- ☐ Conference with the principal and/or with the student, parent, teacher and principal.



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DISCIPLINARY ACTION FORM

OIA utilizes a Disciplinary Action Form (DAF) to record more severe and/or repeat offenses. The advisory committee will consider the student for expulsion after three offenses. The student will be ineligible for re-enrollment in the upcoming academic year once s/he reaches three offenses. The principal/designee has the authority to suspend a student and may recommend alternative school placement, long suspension, or expulsion. During the period of suspension, the student may not be on any campus for any reason, including extracurricular activities.

More serious offenses
Academic Misconduct/Cheating
Disrupted school activities; disrupted instruction.
Lying/False Accusations
Dress Standard/Violation of Dress Code
Truancy/Unexcused Absences
Engaged in habitual profanity or vulgarity
Committed an obscene act or vulgarity.
Fighting/Willfully used force or violence on another person, except in self-defense.
Vandalism/Attempted or caused damage to school or private property.
Running away from school grounds and/or evading or hiding from authority
Abuse of Information Systems/Electronic Devices/viewing inappropriate images/inappropriate searches/gaming.
Student Speech, including profanity, disrespect, etc.

Actions taken during more serious events
Student verbal warning/conference with the student.
Communicated with the parent(s)
Student serves in-school suspension for a specified number of days.
Student serves out-of-school suspension for a specified number of days.
Student privileges are suspended.
Student is placed in a temporary alternative learning arrangement.
OIA Administrators, Admissions Committee, and/or School Resource Administrator recommend alternative school placement
OIA Administrators, Admissions Committee, and/or School Resource Administrator recommend educational psychological evaluation
OIA Administrators, Admissions Committee, and/or School Resource Administrator recommend expulsion
Sometimes other actions may be taken that are not listed.



ZERO TOLERANCE POLICY

These are *some* of the behaviors described in Education Code 48900 that command serious consequences that may result in expulsion:

Drug Distribution &/or Alcohol Possession

This includes using, selling, furnishing, or being under the influence of any controlled substance, alcohol, intoxicant/possessed, or used tobacco product. This includes offering, arranging, or negotiating to sell a controlled substance, alcohol or intoxicant and then providing a replica substance.

Threats, Intimidation, Hazing, and Violent Behavior.

Aided or abetted in the attempted or infliction of physical injury to another. Attempted, threatened, caused, or participated in hate violence. Attempted, threatened, caused, or participated in hate violence. OIA takes violent behavior very seriously and has adopted a no-tolerance policy for violent behavior, violent words, or depiction of violence. The following are fall under the category of violent behavior: Any bodily harm done to another person as a result of intentional or reckless contact with or without a weapon; Intentionally or recklessly damaging another student's or OIA's property; Placing another student in reasonable fear of harm their personal belongings; Repeated remarks of a demeaning nature; Implied or explicit threats, whether verbal or non-verbal; Any kind of intentional peeping or voyeurism of another person in a bathroom stall; Use, possession of, or talk about weapons. Any threats made to others/made terroristic threats against school officials or property.

Discrimination, Harassment And Retaliation

OIA is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with OIA. OIA prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the OIA's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.



ZERO TOLERANCE POLICY

These are *some* of the behaviors described in Education Code 48900 that command serious consequences that may result in expulsion:

Bullying

Bullying often involves expressive gestures, speech, or physical acts that are offensive to the mission of OIA to foster a positive, Islamic learning environment. OIA prohibits any discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Each student at OIA has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

What Bullying is...

- Creating a hostile educational environment
- Repeated aggressive behavior
- Intended to cause harm (physical or emotional)
- An attempt by one or more individuals to gain power over another
- Physical: Hitting, kicking, pushing, destroying property
- Verbal/Written: Threatening, name-calling, teasing, taunting
- Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating
- Cyber-bullying: Using technology to bully others verbally, emotionally and/or socially

What bullying is not...

- Not liking someone
- Accidentally bumping into someone
- A single act of telling a joke about someone
- Expression of unpleasant thoughts or feelings regarding others
- Arguments or disagreements
- Being excluded from a game or group on the playground (unless being done regularly and with intention to hurt the feelings of another)
- Isolated acts of harassment, aggressive behavior, intimidation or meanness



ZERO TOLERANCE POLICY

These are *some* of the behaviors described in Education Code 48900 that command serious consequences that may result in expulsion:

Sexual Harassment

Sexual offense/harassment/abuse/attempted or committed sexual assault or committed a sexual battery. "Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which: is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or is used as a basis for decisions impacting either an employee's employment or a student's education; or has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment. In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence. Sexual harassment may occur between persons of the same gender or sex. Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

Student Possession of Dangerous Weapons

Dangerous Instrument/Weapon/Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object/deadly weapons. Possession of an imitation firearm or weapon. OIA shall expel from school a student whom OIA has determined, in accordance with the procedures set forth in this article, to have possessed a firearm on school property or at a school-sponsored activity; to have possessed a firearm or destructive device, a firearm muffler or firearm silencer, or a pneumatic gun on school property or at a school-sponsored activity. Destructive device includes, but is not limited to, any explosive or incendiary device. A stun weapon as defined in this section as a knife, weapon, including a weapon of like kind, other than a firearm. In addition to the definitions above, firearms include pellet guns, BB guns, CO2 air pistols, stun weapons, and any other device which meets the definition of firearm. Weapons also include but are not limited to machetes, brass knuckles, switchblades, knives, Chinese stars, mace, sling shots, dirk, razor, spring sticks, black jacks, nunchucks, etc. The possession of representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property, including buses if applicable, or during any school activity is prohibited. Possession includes bringing a firearm onto school property, storing it in a backpack, locker, or other receptacle. OIA retains the authority to expel a student for possession of any weapon. Violation of this rule will result in an immediate recommendation for expulsion. The possession of look-alike weapons, such as cap guns, squirt or water guns, toy pistols, comb knives, is prohibited on school property. The use of a firearm, whether loaded or unloaded, operative or inoperative, will result in an automatic recommendation for expulsion. Also included is the use of a look-alike firearm, cap gun, or water gun. The use or the intent to use any material which may result in a fire on school property constitutes arson and is prohibited unless specifically authorized by school.

Gang Activity/Association

Assault/Arson/Forgery/Theft/Robbery/Knowingly received stolen school or private property.



Reporting:

Students who have been harassed, bullied or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment, bullying, or discrimination must immediately report the incident to a school administrator - even if that report must be made after hours.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the administrative team. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct. If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

Students, parents, and community members are encouraged to notify an OIA Administrator, the Office Manager, or the child's homeroom teacher, when they are being bullied or suspect that another student is being victimized. When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying.

Administrative Response:

OIA will promptly, thoroughly, and impartially investigate all reports of harassment and discrimination. This process will include looking into any available and relevant documents, including OIA files and records. OIA will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the administrative team will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation. Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.



Confidentiality

Reasonable efforts will be made to keep a report of bullying or harassment and the result of the investigation confidential. OIA also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying. Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

False Reports and Statements

Intentionally false reports, use of the complaint process, or statement to defame a fellow student or staff member on any illegitimate reason, will result in disciplinary consequences.

Student Search and Seizure

OIA authorizes reasonable searches of students. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which ensures that students are not arbitrarily stripped of personal privacy. The principal of each school, or his/her authorized representative, possesses the authority to conduct inspection of a student's locker, person, or other possessions based on a reasonable suspicion of the presence of unauthorized items. The term "unauthorized" is intended to mean any item that is dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's (or the parent/guardian of the student's) failure to permit searches will be considered grounds for disciplinary action. Student belongings brought on school grounds, student book bags and other containers, pocketbooks/purses, school lockers, desks and other school property, shall be subject to inspection and search by school authorities at all times without further notice to students or parents. In the event that a specific student is reported or suspected of having weapons, drugs, or other materials in violation of school rules, school OIA policy or state law, his/her person may be searched. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper authorities for ultimate disposition.

Delegation of Authority

Each OIA staff member, and any other school personnel when students are under their charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. OIA staff may temporarily remove students from a classroom for disruptive or threatening behavior.

Oklahoma Islamic Academy will contact authorities in a variety of situations, especially when school safety is involved. OIA will involve law enforcement if there is any perceived threat of a person's safety. OIA will disclose student information to law enforcement if the disclosure is for a specific purpose, such as promoting school safety. OIA will notify parents when a student is taken into custody by law enforcement.



DISMISSAL & EXPULSION POLICY

New students are admitted on a probationary basis for the first 90 calendar days of their attendance. Students who are found to have special needs or significant behavior, study habit, learning disabilities, or speech deficiencies may be dismissed from the school during the probationary period. No fees or tuition for months attended will be refunded. The tuition for the final month of the academic year will remain a nonrefundable deposit. The probationary period applies to students as well as the parent(s) or guardian(s). OIA reserves the right to determine whether or not a student is making satisfactory progress and meeting the benchmarks necessary for mastery of grade-level skills. OIA reserves the right to expel a student for any reason during the academic year. If OIA expels a student, his or her parents or guardians will be required to pay the same fees and penalties as if they voluntarily withdrew early. No fees or tuition for months attended will be refunded. The decision of the OIA Administration is final.

EARLY WITHDRAWAL POLICY

If I withdraw my child before the end of the academic year, I agree to pay liquidated damages ("early termination fee") according to the below formula. Because OIA's budget is based upon a presumption that students will remain enrolled for the entire academic year, OIA is harmed financially by the early withdrawal of students. Because it is difficult to ascertain the exact value of the financial harm caused by early withdrawal, this contract provides for liquidated damages based on the following formula:

August 1 to October 31: Tuition through the last month of attendance PLUS a forfeiture of an amount totaling 60% of tuition remaining through the end of the academic year.

November 1 to January 31: Tuition through the last month of attendance PLUS a forfeiture of an amount totaling 40% of tuition remaining through the end of the academic year.

February 1st to May 28: Tuition through the last month of attendance PLUS a forfeiture of an amount totaling 25% of tuition remaining through the end of the academic year.

I understand that the early termination fee is due on the last day of my child's enrollment. I understand that if I do not pay the termination fee within 30 days of my child's last day of attendance, my account will be referred to a collection agency. I understand that if my child is expelled from school for any reason, I must pay the early termination fee. OIA will base early withdrawal tuition amounts on monthly installment amounts, even if a family has paid in full. I understand that I am required to fill out an "Intent to Withdraw" form to be considered withdrawn from OIA.

§§ OIA contracts with Southwest Recovery Services to collect on delinquent accounts: www.swrecovery.com.



Parent Code of Conduct

Purpose and Scope-The purpose of the Parent Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, at school events and when interacting with District employees and/or students.

General Propositions-We expect parents/guardians and visitors 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 and visitors, as well as all members of the school community, deserve to be treated with respect. The school should be provided an opportunity to resolve issues of concern before public criticism.

Prohibited Behaviors-In order to provide a peaceful and safe school environment, the school prohibits the following behaviors by parents/guardians and visitors:

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 a classroom, an employee's office or duty station, a campus lobby, or school grounds, including sporting events, parking lots and car-pickup,

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,

Damaging or destruction of school property,

Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral.

School staff and administration may not always 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 have a practice of attempting to return all phone calls/e-mails within 24 hours with great success. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with

Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.

Any concerns that you may have regarding these matters must be made 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, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr.

Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored events under the 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 a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow.



ADMINISTRATION AND CONTROL OF PRESCRIPTION & NON-PRESCRIPTION MEDICINES

Students are not permitted to bring or carry their own medication at school. If a student requires medication during the school day, it may only be stored in the main office and can only be administered at school by school personnel. In order to do so, a legal parent/guardian must fill out the form using the official school app.

ACCEPTABLE DEVICE AND SOCIAL MEDIA USAGE AT HOME

Oklahoma Islamic Academy recognizes that unsupervised electronic device and social media use outside of school can directly affect students' behavior, emotional well-being, academic performance, and spiritual growth. To address these concerns, particularly for students in grades 5 and up, the school requires all families to adhere to the following expectations:

- **Parental Responsibility:** Parents/guardians are expected to actively monitor and supervise their child's device usage, establish clear rules and boundaries, remove access to unnecessary devices when appropriate, and engage in regular conversations about digital safety, harmful content, and respectful online behavior. Parents are also encouraged to promote healthy alternatives such as reading, physical activity, hobbies, and family time.
- **Student Responsibility:** Students are expected to use electronic devices responsibly and respectfully, avoid harmful, violent, or age-inappropriate content, refrain from engaging in or promoting dangerous social media trends, and seek guidance from a trusted adult if they encounter concerning content. Students are reminded that all online activity should reflect Islamic values and respectful conduct.
- **School Policy:** Any issues that arise at school as a result of inappropriate device or social media use — including content accessed at home — will fall under the school's Zero Tolerance Policy. Violations may result in disciplinary action, up to and including suspension or expulsion. The school is committed to working in partnership with families to support digital wellness and can provide resources upon request.

Parents/guardians and students must review and sign the Parent–Student Agreement on Acceptable Device and Social Media Usage through the school's official app as part of the enrollment process.