



Oklahoma Islamic Academy Parent Handbook

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.

ADMISSION

Oklahoma Islamic Academy serves students who are three years old to 8th grade. Students are required to apply for admission to the school. Applications for admission will be considered by the administration. The decision of the administration as to student admission is final.

1. If your child is new to OIA, please schedule and attend a tour of the OIA facility.
Email: oklahomaislamicacademy@gmail.com
2. Complete the OIA Enrollment Application for the 2022-2023 school year (see below).
3. Read, initial each term, and sign OIA's Disclaimer and Enrollment Contract (see below).
4. Pay the \$150 nonrefundable Application Fee via check or cash. You may also bring a credit card to the Building C Office (5% processing fee applies).
5. If your child is new to OIA, schedule and complete a parent interview with the school's principals. Email: oklahomaislamicacademy@gmail.com
6. If your child is new to OIA, schedule and complete an academic screening with Office Manager, Mrs. Jenifer. Email: oklahomaislamicacademy@gmail.com
7. Pay the nonrefundable school year deposit. The deposit required to secure your child's spot is listed on the OIA Financial Obligations Sheet.
8. If applicable, pay the nonrefundable \$600 late enrollment fee and/or the nonrefundable \$1,000 one-time, nonrefundable remediation fee (see Disclaimer & Enrollment Contract for more information).
9. Visit the OIA office in Building C to see Mrs. Jenifer and turn in:
 - OIA Enrollment Application & OIA Disclaimer and Enrollment Contract
 - OIA Financial Obligations Sheet
 - School Year Deposit, Applicable Fees, & Copy of Your Driver's License
 - Your child's birth certificate, shot record, and transcript/report card
 - Your child's Covid and flu vaccination record if he/she is a new student.
 - While meeting with Mrs. Jenifer, you'll need to fill out a Student Record Release Authorization Form if your child is new to OIA and entering 1st grade or higher.

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. All students entering preschool must be fully potty trained by the first day of school.

Pre-K3.....3 years old

Pre-K4.....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

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

2022-2023 School Year Financial Obligations

OIA is a private, self-funded school, paid for through tuition and donations from the community. Our private school status allows us to make the best academic decisions for our students and create a nurturing Islamic environment. OIA's tuition is listed on the chart below. **In addition to yearly tuition, we require a nonrefundable semester fee of \$485 paid twice per year.** The semester fee allows our school to operate with excellence and includes school supplies, textbooks, workbooks, curriculum, technology, science/lab fees, and cleaning supplies. The fee for Semester 1 is due on August 2, 2022 and the fee for Semester 2 is due on January 3, 2023.

<u>Pre-K 3</u>	<u>Pre-K 4</u>	<u>KG - 4th Grade</u>	<u>5th Grade - 8th Grade</u>
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(no sibling discount)	(no sibling discount)	(5% sibling discount)	(5% sibling discount)
Full year payment: \$6,900 Due 8-1-2022 Ten equal installments: \$690/month Deposit required to hold your child's spot: \$1,380	Full year payment: \$7,800 Due 8-1-2022 Ten equal installments: \$780/month Deposit required to hold your child's spot: \$1,560	Full year payment: \$7,950 due 8-1-2022 Ten equal installments: \$795/month Deposit required to hold your child's spot: \$1,590	Full year payment: \$8,000 Due 8-1-2022 Ten equal installment: \$800/month Deposit required to hold your child's spot: \$1,600

*Please note: Your child's placement is guaranteed only with the payment of the deposit listed above. If you have not yet paid your deposit, OIA reserves the right to give your child's spot to another student.

Fees in addition to tuition:

Payments Required for All Students:

Nonrefundable Application Fee: \$150

Nonrefundable Semester 1 Fee (due 8-2-22): \$485

Nonrefundable Semester 2 Fee (due 1-3-23): \$485

Some Students Must Pay Nonrefundable Fees: One-Time Remediation Fee: \$1,000 (due 9/19/22)

*Please see OIA Disclaimer & Enrollment Contract for more information.

Late Enrollment Fee (After October 1, 2022): \$60

Remediation and Special Needs

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.
- Students identified as struggling/at risk will be given modifications and accommodations and put on an Individual Improvement Plan. These students will also qualify for the non refundable remediation fee that must be paid by 9/19/2022.
- Parents of struggling/at risk students will be notified by communication between administration/teachers.
- Students showing improvement shall continue on this plan until significant development is evident and will then be returned to the regular classroom program.
- Following the screening, school administration, the student's teacher, and parents will be scheduled for a meeting regarding appropriate intervention for students identified with disabilities. This intervention may consist of:
 - If both the school and parents believe that the student can be accommodated through minor adjustments the in school's programs, the school and parent will develop individualized, intensive interventions targeting student' s skill deficits through internal or external tutoring; or

- 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 district that will support a comprehensive special education program.

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**.

- OIA requires a nonrefundable application fee of **\$150** per student, and a nonrefundable semester fee of **\$485** due each semester.
- **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.
- 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.
- 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.
- 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.
- Students who register for the upcoming academic year but withdraw prior to **June 1, 2022** will not be charged tuition or penalties. **After June 1, the first and last month's tuition will not be refunded.**
- Students enrolling after **October 1, 2022**, will be assessed an automatic, nonrefundable late enrollment fee of **\$600**. All parents or guardians are responsible for paying tuition for the entire first month of attendance—regardless of the date the student first enrolls at OIA—plus tuition for the last month of school as a nonrefundable deposit.

- Students who do not score in the 60th percentile or higher in reading, math, and literacy on the STAR assessment administered at the beginning of the academic year will be assessed a nonrefundable one-time remediation fee of **\$1,000** due on **September 19, 2022**.
- 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.
- 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.
- OIA reserves the right to add a special fee when absolutely necessary to meet rising costs.

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. If parents or guardians object to immunization, they must provide an exemption in conformance with Title 70 O.S. § 1210.192. Students receiving immunization exemptions will be at higher risk of communicating certain infectious diseases and, if an outbreak occurs, may be asked not to return to school for the duration of the outbreak. Should a student miss school due to these conditions, his or her parents or guardians will be responsible for any and all tuition payments accrued during that time. OIA strongly encourages that students receive an influenza immunization and COVID-19 vaccination before or during each academic year (if approved for the student's age group and medical conditions).

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.

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 by e-mail to schedule appointments.

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 notification in writing to parents or guardians.

VIOLENT BEHAVIOR POLICY

OIA takes violent behavior very seriously and has adopted a no-tolerance policy for violent behavior, violent words, and 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. Bullying includes, but is not limited to, harassment, intimidation, threatening behavior, physical acts, or verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational, emotional, or physical results for the targeted individual or group. The following are considered violent behaviors:

- 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.

In the case that a student behaves violently at OIA, the protocol is as follows:

- **1st Offense:** Warning from teacher or administrator
- **2nd Offense:** Administrator meeting with parents to create a plan of action
- **3rd Offense:** In-school or out-of-school suspension (determined by administrators)
- **4th Offense:** Expulsion from OIA

Student Attendance Policy

Oklahoma Islamic Academy requires that all students attend school 90 percent of the year. A student has (15) allowed absences per academic year, whether they are excused or unexcused. When a student reaches (7) absences a semester, a doctor's note may be required to excuse any further absences.

A student that is absent more than 10 percent (15 days) of the required number of school days per year is considered to have “excessive absences,” whether the absence is excused or unexcused. An absence is defined as a minimum of one missed class period per day.

A student whose absences may have materially affected academic progress may fail that subject, receive a lower grade, or be retained for the next school year.

A child who is habitually truant or who has excessive absences may be adjudicated as an incorrigible child.

1. “Habitually truant” means a truant child who is truant for at least 15 school days within a school year.
2. “Truant” means an unexcused absence for at least one class period during the day.
3. “Truant child” means a child who is between three and sixteen years of age and who is not in attendance at OIA during the hours that school is in session, unless excused as provided by this section.

When absent:

1. It is the parent’s responsibility to report each absence.
2. Please call or email the school office before 8:00 am and provide the student’s name and grade level.

Excused Absences:	Unexcused Absences: *The school administration will determine if an absence is excused or unexcused.
Illness Medical appointments or treatments Religious holidays: A parent note is required for the student’s attendance file. Death: A parent note is required for the student’s attendance file. Personal or family emergency: A parent note is required for the student’s attendance file.	Family vacations. Non-Medical appointments. Babysitting. Absence for any other reason that does not meet the criteria of an excused absence. A student who is absent from school without notice. Early Departure*

*Early Departure: Parents are requested to schedule appointments after 3:30 p.m. to avoid the need for an early dismissal. If it becomes necessary for the student to be released from school for a doctor/dental appointment or other unavoidable emergencies, the following procedure should be followed:

1. Parent/Guardian will need to send an email to OIA (or call the school) that states the student's first and last name, date and time of release, and the reason for the early dismissal.
2. All students must be signed out by a parent/guardian (or someone designated by the parent/guardian) in the office before leaving the building.
3. The note will be kept in the student's attendance file on Procare.

*Tardiness: 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 to the office with their parent/guardian to be counted in attendance before going to class.
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 Requests

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.

Curriculum
Grades

Grading Scale

A.....90-100

B.....80-89

C.....70-79

D.....60-69

F.....59 and below

M.....Mastery P.....Progressing N.....Not yet demonstrating consistent progress toward expectation

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

Yearly Assessments

At OIA, we believe in best practices for ensuring continuous learning. These best practices include knowing where our students are continuously throughout the year. In order to do this, we utilize 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.

We use the gathered data and insights from these assessments to examine outcomes at the student, school, and national levels. We address inequities revealed in our data and continually measure and monitor our efforts.

When teachers instruct with a deep look at where students are and when we collect meaningful data to plan instruction and then later reflect on its effects—students grow. Assessment-driven and insights-informed instruction and practice are central to continuous learning.

Promotion and retention requirements

In order for OIA students to be promoted to the next grade level, they must show that they have met OIA's Promotion Standards. These standards generally include classroom grades, STAR assessment results and attendance.

OIA's requirement is an overall yearly grade average of 70 percent or above in language arts, mathematics, and science or social studies.

Sufficient attendance – a student's total number of unexcused absences cannot exceed 10 percent of class meetings.

Report Cards

Reporting periods

Quarter 1: August 15-October 14

End of first quarter: October 14.

First quarter report cards will be sent home in Friday folders, Friday, October 21.

Quarter 2: October 17-January 6

End of second quarter: January 6.

Second quarter/first semester report cards will be sent home in Friday folders, Friday, January 13.

Quarter 3: January 9-March 9

End of third quarter: March 9.

Third quarter report cards will be sent home in Friday folders, Friday, March 24.

Quarter 4: March 20-May 19

End of fourth quarter: May 19.

Final report cards will be sent home in Friday folders on May 26.

Parent Teacher Conferences

Parent conferences are held two times a year for all students (Prekindergarten through 8th grade). See 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.

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 actually 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 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 actually attended will be refunded. The decision of the OIA Administration is final.

EARLY WITHDRAWAL POLICY

If a parent/guardian withdraws their child before the end of the academic year, the responsible parent/guardian agrees 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.

The early termination fee is due on the last day of my child's enrollment. If the responsible parent/guardian does not pay the termination fee within 30 days of their child's last day of attendance, their account will be referred to a collection agency.^{ss}

If a child is expelled from school for any reason, the responsible parent/guardian 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. The responsible parent/guardian is 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.

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).

1. Girls can wear dresses but they must wear full leggings or opaque tights underneath. Wearing shorts underneath a dress does not suffice.
2. Boys and Girls both must wear shirts that are long enough to cover their behinds when they bend over, such as in prayer. Please consider having your child wear an undershirt that is long enough to tuck into your child's pants.
3. Boys and Girls both are not to wear shorts for the reasons listed:
 1. First, everyone has their own definition of what constitutes "too short."
 2. Second, depending on the material of the shorts, they can "ride up" when sitting or squatting and expose a child's underwear or more.
 3. 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.
4. The following attire is also not permitted:
 1. Off-shoulder shirts
 2. One sleeve shirts
 3. Cold-shoulder shirts
 4. Halter tops
 5. Mid-drifts or crop-tops
 6. Spaghetti straps
 7. See through/transparent clothing
 8. Fish-net
 9. Attire with violence or gang-related signs, inappropriate images or words.
 10. Sagging pants
 11. Low-cut pants

12. Pajamas
13. Slippers
14. hats/caps

One of Oklahoma Islamic Academy's goals is to help nurture responsible Muslim Americans.

Distribution and Care of Textbooks

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.

Harassment or Bullying

Bullying can threaten students' physical and emotional safety at school and can negatively impact their ability to learn. That is why at OIA we are positive that the best way to address bullying is to stop it before it starts. Therefore, OIA stands by a ZERO TOLERANCE for any type of harassment or bullying.

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

OIA establishes clear procedures for reporting rule violations so that reasonable consequences can be given to students when rules are broken. Reporting systems help track individual incidents and responses as well as trends over time.

OIA's Anti-Bullying Policy/Nondiscrimination Policy:

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, sexual orientation or gender; 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.

What Bullying is...

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 bulling 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

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.

The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district'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.

Definitions:

"Employee" for purposes of this policy, includes all district employees, board members and volunteers.

"Student" refers to any person who is enrolled in any district school or program.

"Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

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.

"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.

"Retaliation" is any negative conduct which is taken in response to an individual's complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting:

Students who have been harassed 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 or discrimination must immediately report the incident to the superintendent or a board member - even if that report must be made after hours to the superintendent or board members home or cell phone.

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.

Administrative Response:

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

A statement from the individual who was allegedly harassed;

Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;

Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;

Interviews with the alleged harasser, alleged victim and witnesses; and

Review of relevant documents, including district 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.

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.

Penalties:

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

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.

Filing a Report

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

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.

False Reports and Statements

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

Student Possession of Dangerous Weapons

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, switch blades, knives, Chinese stars, mace, sling shots, dirk, razor, spring sticks, black jacks, nun chucks, 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.

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 district 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.

Oklahoma Islamic Academy's 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 wellbeing 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.

Administration of Medicine

In order to have your child receive administered medication, the legal parent/guardian must fill out the form below. The form can also be received by the office manager.

Administration and control of prescription and non-prescription medicines and health care procedures-May be used to record permission for administration of medication to children.

PERMISSION TO GIVE MEDICATION at OIA **(Please use one form per medication.)**

The following information is to be completed by the child's health care provider:

Child's name: _____ Birthdate: _____ Weight: _____

Medication: _____ Allergies: _____

(Include food and/or medication allergies)

Dosage: _____ Route: _____ Time of day medication is to be given: _____

Purpose of medication: _____ Special instructions: _____

Possible side effects: _____ Start date: _____ End date: _____

Signature of Health Care Provider

Phone number

Date

The following is to be completed by the parent or guardian:

I hereby give permission for my child, _____, to receive the above medication, according to the listed directions, from an Oklahoma Islamic Academy staff member. I also confirm that I have given at least one dose of the medication without any evidence of side effects or adverse reactions. I understand that it is my responsibility to provide the medication in its original container and labeled with my child's full name. I am also to supply the appropriate measuring device needed to give the accurate dose of the medicine. I authorize an Oklahoma Islamic Academy staff member to contact the pharmacist or health care provider for more information about this drug, if necessary. I also authorize an Oklahoma Islamic Academy staff member to contact the health care provider regarding my child's health, if necessary. I agree to release, indemnify, and hold harmless Oklahoma Islamic

Academy and any of their officers, staff members, or agents from lawsuit, claim, demand, or action against them for administering medication to this student. I understand that permission is granted for exchange of verbal and/or written communication between the school staff and the prescribing physician/dentist regarding this medication. I understand that OIA staff cannot and will not administer any medications to my child without this completed and signed form.

Signature of Parent or Guardian

Date

