

PARENT/STUDENT HANDBOOK

PARENT/STUDENT ACCEPTANCE OF HANDBOOK AND SCHOOL RULES

We have read this handbook and reviewed the School Rules with our child (children). We will abide by the provisions of the Parent Handbook and the school rules. All rules and regulations included in this handbook and student code of conduct are subject to the interpretation of the administration.

Name of Student/Students (please print):

**Mother's Signature
or Guardian**

Date

**Father's Signature
or Guardian**

Date

Important Note

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In The Name of Allah, Most Gracious, Most Merciful

Dear parents and students:

Assalamu Alaikum wa Rahmatullahi wa Barakatuhu!

Welcome to Peace Academy! As your child embarks upon a new school year, I pray that your child finds the joy and peace of the Islamic way of life at Peace Academy.

The success of your child will, after Allah (swt), depend to a great extent upon the degree of understanding and cooperation which exists between the parents and the school.

This handbook has been prepared for better understanding and familiarity of the practices and policies of the school as well as its philosophy and goals. Thereby, it is a guide to assist you in preparing your child for a successful school year Insha'Allah.

The primary objective of our school is to provide the best possible education for our students. In order to accomplish this objective, it becomes necessary to establish certain rules and regulations that must be adhered to equally among all in order to maintain a high level of efficiency.

Please discuss the School's rules and regulations with your child(ren) and explain the importance of following them.

In addition, as you rely on our teachers and staff to be good Islamic role models to your child at school, the school relies on parents to reinforce Islam at home. This will reinforce our values and teachings in achieving an Islamic way of life.

Thank you in advance for your cooperation. We look forward to having a wonderful year with your children (Insha'Allah).

Sincerely,

Board of Directors

TABLE OF CONTENTS

Parent Acceptance Letter	Academic Reports.....15
Principal’s Letter	Grading Policy.....16
Vision, Mission and Goals.....4	Early Midterm/Final Exams.....16
History of Peace Academy.....4	Standardized Tests.....17
Policy Regarding Education.....5	Awards.....17
Qualifications.....5	Promotion and Retention.....17
Curriculum.....5	Graduation Requirements.....18
Early Childhood.....5	Parent/Teacher Conferences.....19
Elementary and Middle School.....6	Complaints by Parents.....19
High School.....6	Emergency Dismissal.....20
Financial Assistance.....6	Student Council.....20
School Insurance.....7	Health.....21
Transportation.....7	Meals.....22
Parking.....7	Parent Teacher Organization (PTO).....23
Adult Interaction w/Students.....7	Board of Trustees.....23
Tobacco Policy.....7	Safety at School.....23
Before & After School Care.....7	Weather Closings.....24
Early Dismissals.....8	Field Trips/Chaperones.....24
School Hours.....8	Volunteers.....24
Absences.....8	Alumni Association.....24
Tardiness10	Visitors.....25
Withdrawing/Moving.....11	Parties & Entertainment.....25
Admission Requirements.....11	Personal Items.....25
Policy for Skipping a Grade.....12	Extra Curricular Participation Policy.....26
Early Graduation Policy13	Addendums:
Items Required to Enter School.....13	Student Code of Conduct

VISION

Building generations of balanced and academically excellent Muslim American citizens.

MISSION

Peace Academy will provide an environment which will inspire lifelong learning, noble character, academic excellence and righteous leadership.

GOALS

We are committed to build:

- Committed balanced Muslims
- Knowledgeable scholars
- Contributing citizens and community builders

HISTORY OF PEACE ACADEMY

During the month of Ramadan in 1989, a handful of community members decided to open an Islamic school for the Muslim community of Tulsa. The incorporation papers and non-profit 5013-C status followed.

Peace Academy opened its doors as Peace Elementary in 1990 and rented its facility from the Tulsa Public Schools. In 1998 the school had grown to include Middle school so the name was changed to Peace Academy so that all levels of education could be included. In 1997 Peace Academy bought its building and grounds from Tulsa Public Schools and a new mosque was erected next door for worship. The school then underwent extensive renovations for the safety and comfort of our students.

In May of 2005, Peace Academy witnessed its first high school graduating class. In 2009 we earned regional accreditation by the largest accrediting body in the world, AdvancEd. We have been engaged in a process of systematic continuous improvement ever since. Finally, we are proud to see the majority of our alumni returning to our school as volunteers and helpers in continuing the legacy of Peace Academy.

POLICY REGARDING EDUCATION, STUDENTS, STAFF, AND ADMINISTRATION

Non-Discrimination Policy

Nondiscrimination Statement: Peace Academy prohibits discrimination in all its programs and activities in regard to race, color, national origin, age, sex or religion.

QUALIFICATIONS

Most of our teachers are either certified or highly qualified, having experience and education in the areas in which they are instructing. In 2009 Peace Academy became fully accredited school by AdvanceEd, the world's largest accreditation body.

CURRICULUM

The educational program of Peace Academy follows the curriculum set by the State of Oklahoma PASS Objectives and uses high-quality text books. This basic program is expanded and amplified at every level, enriching the student with exceptional learning opportunities. Qur'an, Arabic and Islam are major academic subjects and are presented in a sequential manner from Preschool through all grade levels. Primary focus on all levels is building English and Arabic vocabulary. All grade levels emphasize the cognitive, social, physical, and emotional development of the child. Furthermore, all classes are equipped with an up-to-date multi-media technology to facilitate learning.

EARLY CHILDHOOD

PRESCHOOL 3: This program is designed for the 3-year-old child. It introduces the child to social skills necessary to behaving appropriately in a classroom environment. Some of the learning areas the children participate in are: Life Skills, Exploration, Self-Expression, Creativity, Language and Religion. The skills to be introduced by these areas are: Pre-Reading, Pre-Mathematics, Science, Hands-On Computer Skills, Large and Small Motor Skills, Imagination, Arabic and English Language, Qur'an Memorization, Du'a and Islamic Practice.

PRESCHOOL 4: This program is designed for the 4-year-old child. It emphasizes structured play which, insha'allah, will socialize the child for a school atmosphere in the years to come. Subjects introduced are Pre-Reading, Pre-Mathematics, Large and Small Motor Skill Development, Self-Expression, Creativity, Islamic Practice and Sura Memorization. It emphasizes the cognitive, social, physical and emotional development of the child.

Note: All preschool students must be age appropriate and



ELEMENTARY & MIDDLE SCHOOL

KINDERGARTEN: This program is designed to meet the needs of the 5-year-old child. The learning activities lay the foundation needed for success in the more academic atmosphere of first grade. Daily lessons, Islamic Practice, and Classical Arabic are presented in a meaningful and well developed program. Subjects covered are: Qur'an, Arabic, Mathematics, Reading, Science, Social Studies, Islam, Computer Technology, Art, Music (songs & rhythm), Language Skills in both Arabic & English, Physical Education, and Handwriting.

GRADES 1 TO MIDDLE SCHOOL: A basic and enriched academic curriculum is provided that fosters a love for learning and enables the child to expand his/her horizons as far as possible. The curriculum meets and surpasses that which is required by the State of Oklahoma (Please see the teacher for an outline of subjects taught.). Daily instruction in Islamic teachings and practices, Tajweed and Memorization, Reading and Writing Classical Arabic are core subjects in each grade. Homework in all subjects is an integral part of the curriculum.

HIGH SCHOOL

Peace Academy was the first Islamic school in Oklahoma to open a High School. A new and well-equipped lab is now in place in a classroom that was renovated extensively to accommodate a suitable environment for learning Sciences. Also, two updated computer labs offering a place to research subjects, learn technology skills, and develop creative writing. The curriculum for high school was carefully chosen to be sure that it met the requirements and guidelines of the Oklahoma State Department of Education. The textbooks for high school are from the best publishers who offer the latest advancements in curriculum. The curriculum is aligned to the requirements for college admission at Oklahoma's colleges and universities. Concurrent enrollment is facilitated where students have the opportunity to take academically challenging dual credit courses for college credit while still in the supportive high school environment.

More importantly, our school offers unique ways of teaching our future leaders how to be prepared Islamically for adulthood. Good citizenship and serving others are encouraged. Number of programs for students' leadership and extracurricular activities are offered. Opportunities to meet and network with others who have similar interests and goals is created. A true love for Allah (swt) and awareness of one's *Deen* is ever mindful. Be assured that our school does meet and exceed the requirements of a solid high school education. Peace Academy is honored to have its high school students and will continue to work hard so that we may always offer our best to them.



require-
ment-
work

FINANCIAL ASSISTANCE

Families with financial hardships may apply for partial tuition reduction for grades KG through High School.

SCHOOL INSURANCE

Peace Academy does not provide any individual insurance. The school is absolved from any responsibility for injuries the student may incur at school, on school trips, at school-sponsored events of any kind.

TRANSPORTATION

Peace Academy does not offer bus transportation at this time. Therefore, transportation is the responsibility of parents. There are two ways parents may meet transportation needs:

- Personal Transport - Bringing your own child to school on time.
- Car Pool - Can be arranged among parents. (For information of who lives in your area, please join the mailing list and meet with the P.T.O. - Parent-Teacher Organization - at their monthly meeting.)

PARKING

Drop off and Pick up will be at the front entrance of the school. **Please do not park your car in the the drop-off and pick-up areas “circle” (this is a fire lane).** If you must park for a moment, please park in the adjoining parking lot.

The parking lot on the south side (next to the school/adjoining the circle) is available for parents/visitors if they need to visit the school. Violations will result in paying a \$10 fine or the car may be towed.

Parents and visitors are asked to use extreme care in the school driveway and parking areas. Parents who drive students to and from school should permit walkers the right-of-way. Students should never cross between parked cars. The speed limit should not exceed 10 miles per hour for the safety of our children. Children should watch where they are running and should play away from school buildings.

ADULT INTERACTION WITH STUDENTS

Safety of our children is Peace Academy's major goal and concern. We will not hesitate to contact the proper authorities if at any time we feel that our students are inappropriately treated by adults. This includes but not limited to threats, abuse, or ill-treatment by any persons towards any of our students.

Should a physical conflict or verbal altercation (or any kind of threat or abuse) take place with our students while on school property or during a school event, Peace Academy has the authority/obligation to interfere. Adults involved in the altercation can be banned from the Peace Academy premises for an indeterminate period of time. If violent actions, abuse or threats are made, Peace Academy SHALL contact the Tulsa Police Department.

TOBACCO POLICY

Peace Academy prohibits the use of all forms of tobacco on all school property at all school sponsored events 24 hours a day 7 days a week for students, staff and visitors.

BEFORE AND AFTER SCHOOL CARE

- After school care is available. Please contact the office for details.

Parents are advised not to bring or send students to school before 7:40 am nor pick up students later than 3:50

EARLY DISMISSALS

- Parents must send a note or phone the office when early dismissal is necessary. An acceptable reason must be given for early dismissal.
- The principal has the final approval or disapproval for dismissal.
- Parents are to check with the office when picking up students for early dismissal. Parents are **NOT** to go directly to the student's classroom.

Note: Please do not ask the office to have your child/children ready in the office before you arrive. Make sure to schedule your time so that you can wait a few moments in the office to take your child out of school. We don't want our students to miss their class-time or be rushed and forget important work.

SCHOOL HOURS

School hours are Monday through Thursday, 8:00am through 3:30pm for all grades Preschool through High School.

On Fridays, School hours are 8:00 am to 2:45 pm, students leave immediately after *Jum'ah* mass prayer with an adult escort. During the month of Ramadan school hours may differ. Hours will be announced by the office.

Note: Students are to be in the gymnasium, in their class lines, ready to take roll call at 8:00 AM am promptly. Following school, parents should be prompt in picking up their children.

ABSENCES

Definition of Absence

Students shall be considered absent from school if they arrive to school after 10:30 am or if they don't show to school during school time.

If a student arrives after 8:00 AM, he/she must report to the Office.

Reporting Absence

School attendance is a very important part of the student's total learning process. Students shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for the school (1080 hours) and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's absence. An absence for which no acceptable explanation is received shall be deemed unexcused. The Principal shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a recommendation for retention based upon that review.

Disciplinary action will be taken against the student if the school is not notified (i.e. class assignments, quizzes; tests will not be permitted to be made up).

The school offers a 24-hour voice mail number for reporting absences: (918) 627-1040. Any documentation excusing or exempting any attendance related problems must be submitted to the Office within two business days from student's absence. After this period of time no documentation will be accepted.

Excused Absence

Reasons of absence which can be considered "excused", are:

1. Illness (if more than 3 days, a doctor's note must be submitted upon return)
2. Family bereavement (i.e. death in the family)
3. Observance of a religious holiday other than those recognized by Peace Academy
4. Family emergencies or other circumstances beyond the student's control (to be evaluated and approved by the Principal)
4. School sponsored field trip
5. Other reasons, such as court appearances or medical appointments (Doctor notice must be submitted to office upon student return)

While the school does not condone students missing school due to vacations, it does recognize that there are rare instances when a student must be absent due to parental vacation or travel requirements. In these cases the parent must contact the principal at least one week in advance of the planned absence(s) to get approval.

If a student receives an "excused absence," he/she has the responsibility and obligation to contact teachers immediately upon return (or before leaving if planned absence) and "make-up" work missed.

Students with an excused absence will have the same number of days (equal to those given to other students) to make up their work counted after they return to school. Also they should get the same number of days of their absence to finish all their late work.

Assignments or tests that have been scheduled in advance are due on the scheduled date. If the student is absent on that date, he/she is expected to take the test or hand in the assignment on the day of his/her return to class. **It is the student's responsibility to arrange with the teacher an opportunity for assistance with work missed during an absence.**

Unexcused Absence

Any reasons other than those mentioned under "excused absence" will be considered "unexcused." Examples include (but not limited to): truancy, out-of-school suspension, extra vacation days, oversleeping, opening day of baseball season, birthdays, jobs, and interviews for jobs, baby-sitting, etc.

Students will receive a grade of "zero," or "no credit" for work missed during a missed class period.

With "out-of-school" suspension, the student may be allowed to make up missed tests and major projects at administration discretion.

All unexcused absence will count toward the 10% absence rule.

Principal shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for summer school, retention/failing grade based thereon.

TARDINESS

Tardiness is a disruption to the normal conduct of classroom activities; therefore, students are expected to be punctual in arriving at assigned areas. After a student has been tardy three times, a conference might be arranged between the parent and the Principal before the student will be permitted to enter classes. REPEATED tardiness can lead to suspension from school.

Note: All students entering class, at other than ~~at~~ the appointed time, must report to the office for an admit to class. ELEMENTARY SCHOOL PARENTS MUST ALWAYS ACCOMPANY THE STUDENT TO THE OFFICE WHEN THE STUDENT IS TARDY.

Attendance Record will be taken during assembly in the gym. Students arriving after 8:00 am will be counted tardy. Tardy for three times will be counted as being absent for one day. Students arriving after 10:30 am will be counted absent for that day.

LEAVING SCHOOL EARLY

Peace Academy is a closed campus. Leaving the building without permission is an unexcused absence, in addition, the student will face disciplinary action. Once students arrive on campus (8:45 AM to 3:30 PM), they are restricted to stay within the premises of Peace Academy's campus and are prohibited from leaving the grounds.

Students who have permission (are excused) to leave early (before dismissal time) must sign out at the Office. Students returning during a school day must sign in. Failure to sign out or in will result in the absence being "unexcused" and application of a disciplinary action.

TRUANCY

Students are identified as truant when they are absent and neither the parents nor school officials know of their whereabouts. Examples are as follows:

- A. Leaving campus after having once arrived without properly signing out in the attendance office.
- B. Failure of parents to notify school official of a student's absence.
- C. Other fraudulent attempts to be absent from school not covered in this definition.

Truancy will result in disciplinary action in accordance with the student code of conduct and be considered an unexcused absence.



will

WITHDRAWAL/MOVING

Those parents of students withdrawing from the school should notify the office a few days before moving/ withdrawing to give the school the new address, the date of the move and the name of the new school, if possible.

Students should return all textbooks and collect all personal items. Parents should take care of any outstanding balances. Academic records will not be released unless all accounts are cleared through the business office.

ADMISSION REQUIREMENTS

Peace Academy has facilities for teaching average and above average children who have no special learning, speech, physical, medical, or behavior problems.

All new students are on probation for one year. Those showing special learning, speech, behavior, or study habit problems might not be able to continue at Peace Academy. We understand that some children need special education for these problems.

New students are admitted during the first two weeks of school and in the first week of the second semester only. This prevents the interruption of the classroom (Permission must be obtained from the administration for any exceptions). New students (KG-High School) entering at the second semester must have been enrolled in another school for the first semester at the same grade level.

All new students have to take the school placement test to assess their academic readiness/level.

No student, 2nd grade and & up, will be permitted to enroll if he/she does not speak, write, and comprehend English well.

Students entering Kindergarten and First Grade must show sufficient readiness to enter these classes on their entry tests.

Prospective middle and high school students and their parents must attend an interview as part of the admission process.

Application does not guarantee admission. The principal and the admission committee will decide on case-by-case basis whether or not students should be enrolled in accordance with the school policy.



Standard class placement is according to the child's chronological age on **September 1st of current school year**).

Pre-school (3)	3 years old (out of diapers ONLY)		
Pre-school (4)	4 years old		
Kindergarten	5 years old	7th	12 years old
1st	6 years old	8th	13 years old
2nd	7 years old	9th	14 years old
3rd	8 years old	10th	15 years old
4th	9 years old	11th	16 years old
5th	10 years old	12th	17 years old
6th	11 years old		

POLICY FOR SKIPPING A GRADE

TO SKIP A GRADE, THE FOLLOWING PROCEDURE SHOULD BE FOLLOWED:

Prior to the beginning of the school year:

1. A parent request for application regarding skipping a grade should be made and received by the school at the end of the previous year or during the summer preceding the next school year.
2. Student testing will be done either in and/or outside the school to evaluate the student's knowledge of the basic skills and knowledge of the grade being skipped.
3. A teacher's recommendation will be highly considered.
4. After conferring with parents, the school administration will make a decision.
5. If the student is placed in an advanced level, he/she will be monitored for no less than two months at the start of the next school year to determine his/her psychological and academic adequacy.

During the school year:

1. The school administration may receive a recommendation from a teacher to place a student in the next grade.
2. A conference with the parents will be set to discuss the possible options.
3. Testing of the student (same as above) will be required.
4. A decision will be made by the school administration and consent of the parents will be required.

TESTING:

1. The student will be subjected to a written test covering the grade to be skipped. The test will be provided and administered by the school or by an independent agency. The test will be comprehensive and of the same level as that of the IOWA test. A minimum score of 80% is required to pass the exam. All testing material will be first pre-approved by the education committee of Peace Academy.
2. Psychological and motor skills evaluation should be administered by a qualified professional for students skipping preschool 3 or 4. A qualified professional is a person who holds a degree in psychology and/or in education and possesses sufficient related experience of at least two (2) years and has to be

EARLY GRADUATION POLICY

Students enrolled at Peace Academy since 9th grade have the choice to apply for early graduation before the end of their sophomore year. They have to fulfill certain requirements to be eligible for early graduation. Contact the office for details about early graduation requirements.

ITEMS REQUIRED TO ENTER SCHOOL:

Before the student will be allowed to enter the classroom, the office must have:

- Complete registration form on file.
- Complete Medical Release Form on file.
- Sports physical exam if joining the school team.
- Evidence of date of birth/birth certificate. (an official document copy).
- Health Certificate - Any child entering Peace Academy for the first time must present a certification of a school-entry health examination performed within one year prior to entry.
- Certificate of immunizations.
- Documents from any previous schools or a signed permission to acquire records.
- Placement tests.
- Parent-signed permission slip.
- Complete financial arrangements.
- No outstanding tuition balance at the beginning of the school year.
- Verification of uniforms ready for student to wear.
- School Fees:
 - a. Registration Fee (Contact office for more information).
Registration fee is charged for each student to cover registration processing. This is a non-refundable fee.
(Registration Fees do not cover uniform cost, meals, supplies or snacks)
 - b. \$10-\$20 non-refundable testing fee (when applicable).
 - c. Any other fees due, such as special activity, science lab, art or sports.



Tuition

The yearly tuition covers educational materials used by the school as well as operations costs, in part. The school will provide textbooks that are to be used by the students and then returned to the school at the end of the year. Make sure your child cares for the books as there will be a charge for lost or damaged books.



Tuition does not include meals. All payments for meals must be made directly to the office. The cafeteria is not able to accept payment for meals. Parents are welcomed and encouraged to participate in the Federal Lunch Program for free and reduced cost meals. You may obtain an application from the office.

Parents must sign a contract on the registration form which gives specific information on payment arrangements and requirements.

Tuition is an annual enrollment amount (not a monthly fee). It is due regardless of the number of days a student attends. However, monthly payments are offered for ease. Therefore, parents are responsible for the full annual tuition amount of the year enrolled. Permission must be obtained in advance from the Board of Directors for any exceptions to the payment policy.

For our tuition schedule please visit our website www.peaceacademytulsa.org OR contact the school office.

TUITION GUIDELINES: (Please read carefully.)

- * Tuition is due the 1st of each month.
- * If not received by the 5th school day, it is considered past due.
- * For each past due payment, there will be a \$30.00 late fee charged to your account.
- * If payment is not received by the 15th, your child(ren) will not be allowed to attend class until such time as payment is received.
- * A returned check will incur a \$30.00 fee (plus late charges of \$30.00 may apply).
- * All school bills must be paid before a student is admitted to semester exams and before registration for the next year will be accepted.
- * Documents such as student files, test results, report cards, transcripts and letters of recommendation will not be accessible or transferable until all fees are current.
- * These rules will be strictly implemented from the 1st month.

Note: As long as your child is enrolled in Peace Academy, where he/she is present or absent, tuition is expected to be paid in full.



HOMEWORK

Homework is an integral part of the Peace Academy program. It is assigned daily Monday through Friday. Time expectations are set according to the grade level and ability of an average performing student. Homework assignments are given as practice in skills previously learned, memorization, and reports.

Average HW time /day

Grades	Average Time/day	Grades	Average Time/day
1	20-30 minutes	5	80-90 minutes
2	30-45 minutes	6	90-115 minutes
3	45-60 minutes	7-9	115-130 minutes
4	60-80 minutes	10-12	130-145 minutes

Preschool and Kindergarten will have OCCASIONAL HOMEWORK

A student has the same number of days for make-up work, assignments and/or homework, as the number of days he/she has been absent. Homework is the student's responsibility. Students may ask their parents for assistance on their homework when needed. However, the parent must allow the student to do the work. If a student cannot do the assigned work, he/she should check with the teacher the following day.

Students should have a definite time and place for doing school work at home, Turn off the TV at this time, and the work will go more quickly. If the homework appears to require more than 40 minutes to complete, divide into two periods of time with a break in between. All assignments should be carefully and neatly prepared and turned in on schedule.

ACADEMIC REPORTS

ONLINE GRADE-VIEWING PROGRAM:

Parents and students can view all the grades on-line at www.Peaceacademytulsa.org

REPORT CARDS:

Report cards usually go home about ten days after the end of each quarter. Kindergarten and Preschool will have report cards at the end of semesters only. They will have report cards geared toward their developmental levels.

GRADING POLICY

Grading is done according to grade level, development level, quality of work, finishing assignments, testing results, and teacher judgment.

Points	PreK-2 nd	3 rd -High School	Grade point Average = GPA (Middle and High school)
95-100	E+	A+	4.0
90-94	E	A	
85-89	E-	B+	3.0
80-84	S+	B	
75-79	S	C+	2.0
70-74	S-	C	
65-69	N	D+	1.0
60-64		D	1.0
0-59		F	0

The grading system consists of the letters:

E– Excellent S- Satisfactory N- Not Satisfactory

A-Excellent B-Very Good C- Average D-Unsatisfactory F
- Failing

Peace Academy Grading System:

Updated grading policy will be sent home by teachers at the beginning of the school year.



Early Midterm/Final Exams

Requests for early midterms/finals must be made 2 weeks prior to the midterm/ final exam date. Students wishing to take an early midterm/final exam must submit written permission to do so in advance from the principal and present compelling, credible, and documented reasons for the request, given that the student doesn't exceed the 10% absence policy by the end of the school year.

Although the principal is under no compulsion to approve of any early midterm/final exams, should the request be approved, then arrangements will be made with the classroom teacher, and parent will be informed about the exam dates. Any unexcused absence during midterms/finals will result in a "0" for that exam.

STANDARDIZED TESTS

All enrolled students KG-High School will take State academic standardized tests. Standardized tests administered in school are IOWA, Explore, Plan/Aspire (PreAct) and PSAT.

In order to maximize the performance of the students taking the test, we ask parents to see that their children go to bed early each night, that their children are rested the next morning, have eaten a nourishing breakfast, and are relaxed and cheerful. An upset, tired or hungry child cannot perform well at school. Additionally, it is imperative that all students arrive on time on testing days. No student will be admitted to class once testing has begun.

AWARDS



President's Academic Excellence Award
President's Academic Achievement Award
High Honor Roll
Honor Roll
Quran Awards
Student of the Month (elementary school)
Perfect attendance award



PROMOTION AND RETENTION

Student promotion and retention at Peace Academy is based on the final report card issued at the end of the academic year.

Students would be recommended for retention if the report shows:

- A) Their grade in any core subject is below 70%
- B) Excessive absence (more than 10% of the instructional time scheduled for the school)

In the event of absence due to major illness or injury, parents must provide documentation at the time of the event.

- Elementary core subjects: Reading, Math, English, and Spelling
- Middle/High school core subjects: Language Arts (English and Arabic), Reading, Math, Science, and social Studies

To avoid retention due to academic causes, students must correct their deficiencies by attending summer school before the beginning of the next academic year. After successfully completing summer school, they must pass Peace Academy's grade placement test in order to be promoted to the next grade. Placement tests will be set on a case-by-case basis. Academic accommodations such as mandatory (in/out of school tutoring) may be considered for conditional promotion of remedial students. A student not meeting the promotion requirements listed above will be retained for the next school year.

Graduation Requirements

Peace Academy incorporates the graduation requirements of Oklahoma State Department of Education based on Oklahoma’s College Preparatory/Work Ready Curriculum standards from the *Achieving Classroom Excellence Act of 2005* (ACE), Title 70 O.S. § 11-103.6.

To meet Peace Academy and state graduation requirements, the following twenty-three (23)

<ul style="list-style-type: none"> • English (4 units) 	<ul style="list-style-type: none"> • English I • English II • English III, and • English IV
<ul style="list-style-type: none"> • Mathematics (3 Units) 	<ul style="list-style-type: none"> • Algebra I • Algebra II • Geometry or an equivalent course
<ul style="list-style-type: none"> • Science (3 units) 	<ul style="list-style-type: none"> • Biology • Chemistry, and • Physics
<ul style="list-style-type: none"> • History (3 units) 	<ul style="list-style-type: none"> • US History • Oklahoma History • World History or an equivalent course
<ul style="list-style-type: none"> • Foreign Language (2 units) 	<ul style="list-style-type: none"> • Arabic I • Arabic II, or • Arabic III
<ul style="list-style-type: none"> • Islamic and Cultural Studies (6 units) 	<ul style="list-style-type: none"> • 3 units of Linguistic Studies (Quran) • 3 units of Humanities (Islamic and Cultural Studies)
<ul style="list-style-type: none"> • Public Communication or Speech (1 unit) 	<ul style="list-style-type: none"> Public Speaking
<ul style="list-style-type: none"> • Financial Literacy (1/2 unit) 	<ul style="list-style-type: none"> Personal Financial Literacy
<ul style="list-style-type: none"> • Additional (1 Unit) 	<ul style="list-style-type: none"> 1 extra unit from any subject listed previously or equivalent courses.

Additional Requirements:

In addition to the above listed Twenty-three UNITS and the Personal Financial Literacy graduation requirements, Peace Academy school board requires that all prospective Peace Academy graduates must have served 160 community service hours during the four high school years. For example: a student who has attended four years at Peace Academy is expected to complete forty (40) community hours per year.

All long-term community service projects (will be done over a period of two or more months and/or those done on regular basis) have to be pre-approved by administration to guarantee their acceptance. Community service hours should be submitted on a regular basis. Hours that

PARENT-TEACHER CONFERENCES

Parents, community, and teachers make the spheres of influence of a child's education. It is our belief that parental support is vital to ensure students' academic and spiritual success. It is imperative that teachers and parents take a proactive approach in developing good communication

Parent-teacher conferences are held two times a year for all students, Preschool through High School, at the end of the 1st and 3rd quarter. For students who are failing, doing poor work, continuing to have poor behavior or study habits or having had great changes in their work or behavior (good or bad), additional conferences may be required. Conferences are also held throughout the year as the teacher feels a conference is needed or at the parents' request . Parents need to call the school office to schedule for a teacher conference. Preschool through High School will have *no school* on these days.

COMPLAINTS BY PARENTS

Teachers are required to resolve any complaint from parents. However, if a parent is not satisfied, then a request to have a conference should be as follows:

- Level 1 - teacher and parent.
- Level 2 - teacher, parents and an administrator (vice principal and/or principal).
- Level 3 - teacher, parents, an administrator (vice principal/principal,/director) and school board liaison.

The scheduling of the conference should take place within a week of receiving a request. In the case of the conference at Level 3, a conference will be scheduled within two weeks.

A brief report on complaints and outcome of the conference will be written at each level and submitted to the principal, director and/or board-appointed member.

If parents are still dissatisfied after Level 3 conference, Peace Academy may request that their child be voluntarily withdrawn.



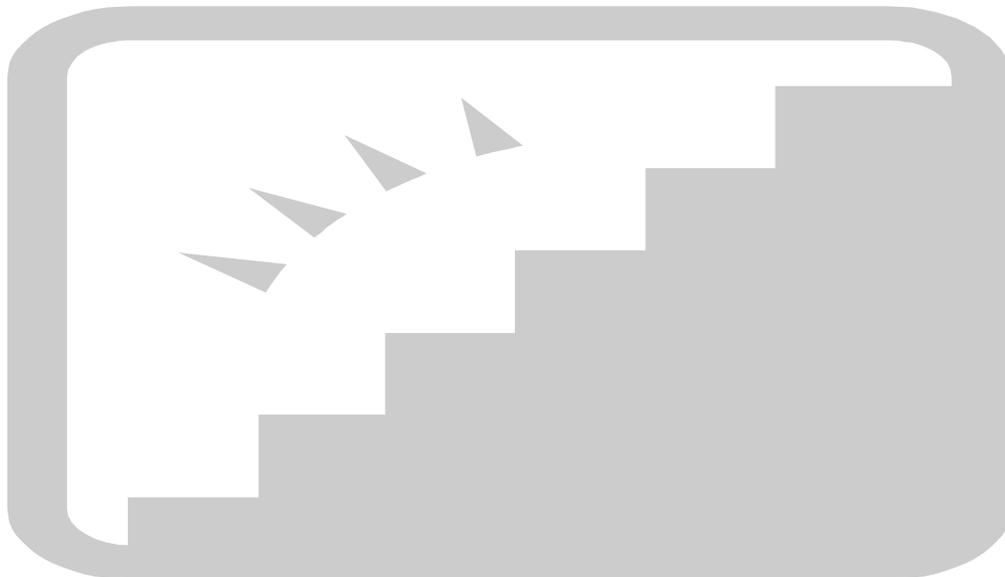
EMERGENCY DISMISSAL

It is the school policy not to send children home once school has started unless there is an extreme emergency such as a mechanical failure in the building; when inclement weather develops after school is in session; or if the child may cause injury to himself or to others. It is imperative that all parents discuss thoroughly with their children the possibility of an emergency dismissal and make certain THEY MUST KNOW WHERE TO GO IF/WHEN PARENTS ARE NOT HOME.

In the case of Emergency Dismissal, parents will be informed by telephone. **It is imperative that the school has updated phone numbers of parents on file.** Please follow the announcements in the event of Fire, Tornado, or other disasters, an emergency plan will be put into operation to assure the greatest possible protection for the children. It should be noted that Peace Academy will make its decision to close or evacuate the school due to inclement weather based on the school board decisions for safety concerns.

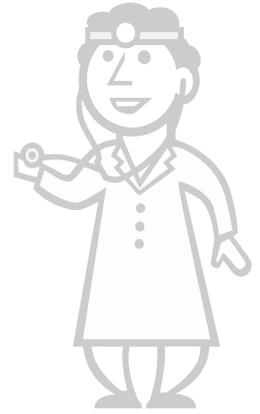
STUDENT COUNCIL

Student Council is designed to involve students in the affairs of the school, to coordinate student activities, develop students' extra curricula activities, and communicate students' concerns to teachers and administration. At the beginning of the academic year, students in the middle and high school will elect a five-member student council. In addition, each middle school class may elect a representative to be a liaison with the student council. The middle school representatives shall be non-voting members.



HEALTH

- Health records are maintained for each student. Parents need to notify the school office when immunizations are given by the family physician.
- **A child who is ill should not be sent to school.**
- Children with running noses, sneezing, coughing, fever, etc., should stay home until symptoms disappear, to prevent other children from becoming ill also.
- When a child becomes ill at school, he/she is sent to the office, and the guardian is called to take the child home. In case of injury, if the parent or family physician cannot be reached, the child will be taken to the emergency room of one of the nearest hospitals. **In case of any medical emergency we will call (911). PEACE ACADEMY DOES NOT ASSUME RESPONSIBILITY FOR THE PAYMENT OF HOSPITAL, EMSA OR DOCTOR FEES.**
- **Children should be kept home at least 24 hours after:**
 - vomiting/diarrhea stops
 - fever becomes normal without medication
 - antibiotic regimen has started for strep throat or other contagious illness
- Students having any disease that can be contagious will be sent home and can return to school only with a doctor's note stating that they are no longer contagious.
- Students having head or body lice will be sent home and should stay home at least one day after treatment to remove the lice/nits. They can return to school either with a doctor's note (stating that it is safe for the student to go back to school) or if they are free from lice/nits.
- Students having pink-eye will be sent home and can return to school either with a doctor's note stating that they are not contagious or with clear eyes.
- Young children need 10-12 hours of sleep each night. Parents have the responsibility to see that their children go to bed early on school nights.
- Please aid your child/children in being asleep between 8:00 - 9:00 pm and up in the morning between 6:00 - 7:00 am in plenty of time to dress and eat breakfast. This is a good plan that will assure your children will have a good start each morning.



MEALS

Breakfast and lunch are provided daily in Peace Academy's cafeteria, Al-Café. Meals are well balanced and meet the requirements of the Federal guidelines set forth for good nutrition. Both meals are reasonably priced for your convenience. Please check with Al-Café for the current menu and price list. Monthly menus are also available in the office.



Our kitchen is inspected frequently by the City Health Department, the Fire Marshall, and the Department of Human Services. Maintaining a clean and well organized kitchen is one of the most important tasks we do to maintain this service.

BREAKFASTS:

Al-Café opens its doors to students each morning with a nutritious meal to start the day. It's good to know that if your child misses the morning meal at home, there is always a place at the table for him/her here.

LUNCHES:

Pre-school through High School are invited to have lunch at Al-Café. Our meals are cooked in the kitchen daily. Many times the selections for the day are favorites requested by our students themselves. Students are welcome to bring a sack lunch to school instead, but please provide a well-balanced and ample nutritious lunch and beverage (preferably milk or juice) for your child. Lunchtime is limited to 30 minutes, so please keep this in mind when packing your child's lunch.

Note: All meals and snacks are regulated, and therefore come under the guidelines for free and reduced meals. If you would like to learn more about this program, or would like an application, please talk to the Director of Al-Café. Applications are available at the beginning of school to all parents in the school office. New students who enroll later in the year are also encouraged to apply late. Any information provided is kept strictly confidential.

If assistance is needed in filling out an application, please don't hesitate to ask. Also, translation will be provided upon request.

PARENT AND TEACHER ORGANIZATION (PTO)

The PTO is an organization vital to Peace Academy that serves as a bridge between parents and teachers. It is a way for those who are interested in their child's education and schooling to help organize and/or assist in extracurricular activities for the students and staff. In addition, the PTO has been responsible for fund raising which has enhanced the school and enabled us to make the school even more special for these deserving students.

A strong parent/teacher organization is essential to the success of any school. Therefore, we would like to encourage you to become active members so that you can participate in Peace Academy's worthy mission.

BOARD OF TRUSTEES

The school is governed by a Board of Trustees according to a charter and written by-laws adopted in 1990. The composition of the Board of Trustees is as follows:

- Chairperson of the Board.
- Trustees, whose number will be at least six (6) and no more than twenty (20), excluding the Chairperson.

The Board's usual meetings are normally scheduled for the second Sunday of each month and are held at Peace Academy. "Special" meetings may also be called when necessary, and the time and place announced in advance.

Feedback from parents, as well as others in the community, is very important and appreciated by the Board. All questions, comments, suggestions, and recommendations to the Board shall be submitted in writing to the Chairperson of the Board. The current Board members and Chairman are posted in the School and can also be obtained from the office for your convenience.

SAFETY AT SCHOOL

FIRE DRILLS: Each building wing has its own fire alarm signal and procedure. Students are to evacuate the building immediately. Teachers are to see that students leave the rooms as quickly as possible in an orderly manner with no running or shoving. Students are to know and to use proper exits from the building. Teachers are to take their class roll book with them, and call roll when clear of danger. Students are not to take time to take any articles, books, coats, etc., with them. Students are to move away from the building and remain outside until they receive further instructions.

TORNADO, EMERGENCY EVACUATION AND INTRUDER DRILLS will be conducted as needed.
EPA NOTICE TO PARENTS: Peace Academy keeps the Asbestos Hazard Emergency Response Act (AHERA) inspection and plan on file in the office. Peace Academy is compliant with Environmental Protection Agency regulations.

WEATHER CLOSINGS:

During the winter season, there are some days when the severity of the weather makes it necessary to decide whether school will remain open or not. *The school will follow Tulsa Public Schools closure.*

FIELD TRIPS,/CHAPERONES

Field Trips are important learning experiences for students. They offer students an alternative to the normal classroom environment, and present many opportunities for fun and enjoyment. Parents may be asked by their child's teacher at various times to act as a chaperone on field trips. The chaperone is usually responsible for five to ten (5-10) pupils. Preschool and Kindergarten plan one adult for three to five (3-5) pupils.

It is the chaperone's responsibility to maintain discipline in their group and to keep the group with him/her at all times. The chaperone is not permitted to bring other adults or children with him/her.

Chaperones who also volunteer to transport students will not elicit transportation charges. Occasionally a parent may be asked to pay admission charges to the place visited.

Parents will be notified before the field trip of the date, time, destination, lunch information, cost, etc. The parent must sign and return the notification in order for the child to go on the trip. The cost of the trip must also be paid at that time. If the money has not been paid or permission slip has not been signed by the time school begins on the day of the trip, the child will remain at school in the office until the parents pick him/her up.

VOLUNTEERING AT PEACE ACADEMY

Volunteers are an essential part of our school, and we invite you to be a member of our team. Reading a story to the young ones, offering a hand in the cafeteria, coaching a game, and helping with arts and crafts...these are just some of the ways volunteers make our school so unique. If you are interested in volunteering to work at school in any capacity, we invite you to join us. Please call the school office and let us know your interests.

Volunteers are scheduled into the work day in advance. Thus, its important that volunteer helpers arrive promptly and regularly on each assigned day. They must notify the staff member they are teamed with at least one day in advance of an illness or other compelling reason why they cannot come, so the staff member can get a substitute when needed.

Volunteers are required to meet with the staff member, if possible, prior to their first assignment for instruction in their duties. They need to arrive each time 10-15 minutes before their duties begin for signing in at the office and preparations. The school limits the number of volunteers and visitors in the school to limit disruption of classes and work, so volunteers are not permitted to bring any other adults or children who would loiter at the school or in the classroom.

ALUMNI ASSOCIATION

Alumni association was founded in 2013 bringing all Peace Academy alumni together with the mission of mobilizing their power for positive change and to strengthen Peace Academy and help its alumni achieve success. Their goals are to:

- Help Alumni/students achieve their goals.

VISITORS

Parents often wish to visit their child's classes. We extend a cordial invitation for you to do so. **PLEASE CALL FIRST at least one day in advance** so we will know who is in the building. Come by the office prior to going to the classroom . Parents wishing to visit the child's classroom need to obtain a Visitor Permit from the school office. The parent will bring the permit to the class, put it on the teacher's desk and quietly sit in the back of the room. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any pupil during class time. If the parent wishes for a conference with the teacher or a tour through the classroom, it can be arranged with the office **“in advance.”**

Because all children in a class are affected by visitors, a parent may not bring children or other adults with them. However, an exception may be made if his/her child is a prospective student.

Note: Parents may not send other children to school to spend the day or any part of it with their enrolled child. Other visitors must secure an authorization from the Principal at least one day in advance.

PARTIES AND ENTERTAINMENT

All parties should be approved by administration. Each class will have one to two parties each year, either individually or collectively with other classes. Parents are sometimes asked to donate foods or drinks, or may be asked to volunteer for a party. If the parents would like to share a special treat with their child's class, the parent must contact the teacher 24 hours in advance. Treat sharing is allowed only during snack time or lunch time and with the whole class.

NOTE: Birthday parties and singing happy birthday or other parent-initiated parties ARE NOT ALLOWED at Peace Academy. So, please don't ask your teacher to break this school rule.

PERSONAL ITEMS

Students may bring to school only such personal items as may legitimately be used at school, which the school does not provide, (or if supplement is needed). Parents need to be aware at all times of the items their children bring to school. No play items, electronic toys, or make-up PLEASE!

LOST AND FOUND

Misplaced items will be turned into the office. Unclaimed items will be donated to charity. Please mark your child's belongings clearly before they bring them to school (clothes included)

PERSONAL PROPERTY

The school cannot and will not assume responsibility for personal property items which are lost or stolen. If a theft of a student's personal or school property occurs, it should be reported to the office immediately. A report form will be filed and the property returned if it is recovered. Students are encouraged to keep all money, jewelry, or other valuables, which may be necessary to bring to school from time to time, on their person or in the office.



Peace Academy

EXTRACURRICULAR PARTICIPATION POLICY

INTRODUCTION

Participation in extracurricular activities is a privilege earned through compliance with all applicable rules, regulations and laws. This policy also encourages a student to maintain good attendance, abide by all school rules, and to be a good citizen.

DEFINITIONS

"Extracurricular events" are those events/activities that do not fall within the scope of the regular school curriculum, are officially recognized and sanctioned by the School Board, and for which students do not receive credit.

SCHOOL RULES

Team/club rules: Each coach/advisor will establish team/club rules. Team/club rules will be distributed and discussed with parents and participants prior to the beginning of the activity. Students are expected to comply with team/club rules and might forfeit their eligibility through noncompliance.

SCHOOL ATTENDANCE

Students must attend **ALL** scheduled classes on the day of a competition/activity to be eligible to participate in extracurricular activities on that day. A coach/advisor may make exceptions to this standard with the approval of the principal or his/her designee.