



PARENT/STUDENT HANDBOOK

PARENT/STUDENT ACCEPTANCE OF HANDBOOK AND SCHOOL RULES

We have read this handbook and reviewed the School Rules with our child(ren). 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(s) of Student(s), [please print]:

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

IMPORTANT NOTE:

PLEASE SIGN AND RETURN THIS PAGE TO THE FRONT OFFICE.



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

In The Name of Allah, Most Gracious, Most Merciful

Dear Respected Parents and Students,

Assalam Alaikum Wa Rahmatullahi Wa Barakatuhu.

Welcome to Peace Academy! As your child(ren) embark upon a new school year, we pray that they find the joy and peace of the Islamic way of life at Peace Academy.

The success of your child(ren) 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(ren) for a successful school year, In Sha'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 child(ren), In Sha'Allah.

**Sincerely,
Peace Academy Administration**

TABLE OF CONTENTS

Parents' Acceptance Letter.....	1	Standardized Tests.....	15
Letter from Administration.....	2	Promotion and Retention.....	15
Vision, Mission and Goals.....	4	Parent/Teacher Conferences.....	15
History of Peace Academy.....	4	Policy for Skipping a Grade.....	16
Policy Regarding Education.....	5	Early Graduation Policy	16
Qualifications.....	5	Graduation Requirements.....	17
Curriculum.....	5	Emergency Dismissal.....	18
Early Childhood.....	5	Safety at School.....	18
Elementary and Middle School.....	6	Weather Closings.....	18
High School.....	6	Transportation.....	18
Before & After School Care.....	6	Parking.....	19
Admission Requirements.....	7	Visitors.....	19
Items Required for Enrollment.....	7	Adult Interaction w/Students.....	19
Tuition.....	8	Tobacco, Drugs, & Alcohol Policy.....	19
Financial Assistance.....	8	School Insurance.....	19
Health.....	9	Student Council.....	20
Meals.....	9	Parent Teacher Organization (PTO).....	20
School Hours.....	10	Volunteers.....	20
Early Dismissals.....	10	Field Trips/Chaperones.....	20
Absences.....	10	Alumni Association.....	21
Tardiness	12	Board of Trustees.....	21
Withdrawing/Moving.....	12	Complaints by Parents.....	21
Homework.....	13	Parties & Entertainment.....	22
Academic Reports.....	13	Personal Items.....	22
Grading Policy.....	14	Extra Curricular Participation Policy.....	22
Awards.....	14	Addendums: Student Code of Conduct	
Early Midterm/Final Exams.....	14		

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 and 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, now known as Cognia. 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

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

QUALIFICATIONS

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, now known as Cognia, the world's largest accreditation body.

CURRICULUM

The educational program of Peace Academy follows the Common Core State Standards (CCSS) curriculum 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, In Sha 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 toilet trained.

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 8: 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 well-equipped lab is in place and was renovated extensively to accommodate a suitable environment for learning Sciences. Our state of the art computer lab offers a place to research subjects, learn technology skills, and develop creative writing. The curriculum for high school was carefully chosen to meet 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 Islamically prepared for adulthood. Good citizenship and serving others are encouraged. Programs for students' leadership and extracurricular activities are offered. Opportunities to meet and network with others with similar interests and goals are created. A true love for Allah (SWT) and awareness of one's *Deen* is ever present. Alhumdulillah, our school meets 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.

BEFORE AND AFTER SCHOOL CARE

Peace Academy may facilitate before and after school care in case of high demand. Before care may be available for as early as 7:00 AM and after care may be available for as late as 5:00 PM. Please contact the front office for details.

Parents may not send students to school before 7:40 AM nor pick up students later than 3:50 PM (3:00 PM on Fridays), unless they have applied and paid to participate in the before or after school care.

Parents will be charged a \$10 fee for late pick up (3:51 PM to 4:00 PM, Monday to Thursday). An additional fee of \$1 will be assessed for each minute starting 4:01 PM (3:01 PM on Fridays).

ADMISSION REQUIREMENTS

Peace Academy facilitates teaching average and above average students who have no special learning, speech, physical, medical, or behavior needs. All new students are on probation for one year. In the best interest of the student(s), those displaying special learning, speech, and/or behavioral needs, may be subject to dismissal from Peace Academy in pursuance of institutions better suited for their needs.

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 and the students' learning. 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. Exceptions for special cases will only be granted after administrative approval.

All new students must complete a placement test to assess their academic readiness. Students entering Kindergarten and First Grade must show sufficient readiness to enter these classes on their entry tests. Student in grades 2nd and above, will not be permitted to enroll if they do not speak, write, and comprehend English well. Prospective elementary, middle, and high school students and their parents must attend an interview as part of the admission process.

Application does not guarantee admission. The administration will decide on a case-by-case basis and in accordance with the school policy to either permit or deny enrollment in Peace Academy.

ITEMS REQUIRED FOR SCHOOL ENROLLMENT

Before students begin attendance in their classes, the following must be on file with the school:

- Completed and signed registration form
- Birth certificate
- Immunization records
- Documents from previous schools
 - Report cards
 - Behavioral records
 - Special education records
- Signed permission to acquire additional records from previous school
- Signed permission slips as applicable
- Placement tests and test results
- Non-refundable school fees
 - Registration fee (per child)
 - Placement test fee (per family for new enrollees)
 - Drug test fee (per child, for students in 6th—12th grades)
 - Standardized test fee (per child, for students KG—11th grades)
- Complete financial arrangements
- No outstanding tuition balance at the beginning of the school year

Note: Registration fees and tuition do not cover uniform, meals, school supplies, snacks, field trips, and special events fees.

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 via Blackbaud. 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. An application can be obtained from the front 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 at patulsa.org or contact the front office.

Tuition Guidelines: (Please read carefully.)

- Tuition is due on the 1st of each month. After the 5th, the balance is considered past due.
- Blackbaud will automatically access a \$40 late fee on any account with a past due balance.
- If payment is not received by the 15th of the month, the child(ren) will not be permitted to attend class until such time a payment is received.
- All school bills must be paid before a student is admitted to semester exams and before registration for the next year is accepted.
- Documents such as student files, test results, report cards, transcripts and letters of recommendation will not be accessible or transferable until all balances are paid and the accounts are current.
- These rules will be strictly implemented from the 1st month.

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

FINANCIAL ASSISTANCE

Families with financial hardships may apply for partial tuition reduction for grades KG through High School. The Financial Assistance Fund is limited and depends upon donations for this purpose. Information about financial assistance is available on our website or may be obtained from the front office.

MEALS

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

AI-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 them during breakfast.

Lunches:

Preschool through High School students are welcome to have lunch at AI-Café, where freshly cooked meals are served daily, often featuring their favorite selections. Alternatively, students can bring their own lunch to school; an ample, well-balanced, nutritious, and nut free meal is preferred. Please consider the 30-minute total lunchtime when packing the meal at home.

Note: All meals and snacks are regulated and fall under the guidelines for free and reduced meals. The Free and Reduced Meals application is available online at Peace Academy's website and at the front office. To learn more about this program or for help with completing the application, please contact the Director of AI-Café. Any information provided is kept strictly confidential.

HEALTH

Young children need 10-12 hours of sleep each night. Parents have the responsibility to see that their child(ren) go to bed early on school nights. Please aid your child(ren) in being asleep between 8:00 - 9:00 PM and up in the morning between 6:00 - 7:00 AM to give plenty of time to dress and eat breakfast. This is a good plan to assure your children have a healthy start each morning.

It is crucial that children who are feeling unwell do not attend school. If a child exhibits symptoms such as a runny nose, sneezing, coughing, or fever, they should remain at home until the symptoms have disappeared to prevent the spread of illness to others. In the event that a child becomes ill during school hours, they will be sent to the front office and the parent/guardian will be contacted to take the child home.

Children experiencing pink-eye, strep throat, or any contagious disease should remain home until they either obtain a doctor's note clearing them to return to school or 24 hours after the start of their antibiotic regiment and they are symptom-free.

Children with fever, vomiting, and diarrhea should be symptom free, without the help of medication, for a period of 24 hours before their return to school.

Students with head or body lice must stay home and should remain absent for at least one day after undergoing treatment to remove the lice and nits. They can return to school with either a doctor's note clearing them to return or once they are confirmed to be free from lice and nits.

Peace Academy maintains health records for each student. Parents are responsible for notifying the school office and the homeroom teachers if their child(ren) have allergies or when they receives new immunizations.

In case of an 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, 911 will be called. PEACE ACADEMY DOES NOT ASSUME RESPONSIBILITY FOR THE PAYMENT OF HOSPITAL, EMSA OR DOCTOR FEES.**

SCHOOL HOURS

School hours are Monday through Thursday, 8:00 AM to 3:30 PM 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* congregational prayer with an adult escort.

During the month of Ramadan school hours may differ. Hours will be announced by the front office.

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

EARLY PICKUP

Parents must email, phone, or send a note to the front office when early pickup is necessary. An acceptable reason must be given for the early pickup. The principals will have the final approval or disapproval for the student's dismissal.

Parents must check with the front office when picking up students for early dismissal. Parents are not permitted to visit the classrooms directly.

Note: Manage your schedule to allow your child(ren) enough time to pack and arrive to the front office. The students should not miss unnecessary class time or be rushed, forgetting to pack important work.

ABSENCES

Definition of Absence:

Late arrivals and early pickups are considered as an absence from the school. Students will be considered absent if they arrive to school after 10:30 AM (9 AM for seniors), if they leave school before 1 PM, if they don't show up during a school day, or if they are tardy for three days.

The student must report to the front office when arriving late or leaving early.

Reporting Absence:

School attendance is a very important part of the student's total learning process. Students must be in attendance a minimum of 90 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. Parents may email the front office (office@patulsa.org) or call ((918) 627-1040) to report an absence. Any documentation excusing or exempting any attendance must be submitted to the front office within two business days from student's absence. After this period of time no documentation will be accepted. An absence for which no acceptable explanation is received shall be deemed unexcused. 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 Principals 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.

Excused Absence:

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

- Illness (if more than 3 days, a doctor's note must be submitted upon return).
- Family bereavement (i.e. death in the family).
- Observance of a religious holiday other than those recognized by Peace Academy.
- Family emergencies or other circumstances beyond the student's control (to be evaluated and approved by the Principal).
- Other reasons, such as court appearances or medical appointments (official 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 after they return to school. They will also be allowed 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 the appointed time, must report to the front office for an admit to class.

Attendance Record will be taken during the morning assembly in the gym. Students arriving after 8:00 AM will be counted tardy. Three morning tardies will be counted as being absent for one day. Students arriving after 10:30 AM will be counted absent for the entire day.

Note: Elementary school parents must always accompany the students to the front office when the student is tardy.

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 (8:00 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 (after 1:00 PM but before dismissal time) must sign out at the Front 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:

1. Leaving campus after having once arrived without properly signing out in the attendance office.
2. Failure of parents to notify school official of a student's absence.
3. 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 will be considered an unexcused absence.

WITHDRAWAL/MOVING

Withdrawal

For a parent to officially withdraw their student(s) from Peace Academy, a written notice must be submitted to the front office 10 working days BEFORE the upcoming month's tuition is due. All registered students are expected to attend school. Non-attendance is not considered as a withdrawal.

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 finance and the front office.

Moving

Parents of students moving to a new address should inform the front office of the updated information and the date of the move as soon as possible.

HOMEWORK

Homework is an integral part of the Peace Academy's educational 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.

Students should have a distraction-free definite time and place for doing school work at home. 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.

Average homework time expected per 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.

Make-Up Work:

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.

ACADEMIC REPORTS

Online Grade-Viewing Platform:

Parents and students can view all the grades online at patulsa.org. Login information must be requested from the front office.

Report Cards:

Report cards for 1st through 12th grade are sent home ten days after the end of each quarter.

Report cards for kindergarten and preschool will be sent home at the end of each semester and will include information based on developmental levels.

GRADING POLICY

The grading process takes into account grade level, development level, quality of work, finished assignments, test results, and teacher judgment.

Peace Academy Grading System:

Percentage	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	
0-59		F	

The grading system consists of the following letters:

E– Excellent

S- Satisfactory

N- Not Satisfactory

A-Excellent

B-Very Good

C- Average

D-Unsatisfactory

F- Failing

AWARDS

Elementary:

End of Semester Certificates - academic and social achievements.

Other awards and recognitions as applicable.

Middle & High School:

Most Improved - subject improvement by a letter grade from one quarter to the next.

Honor Roll - 3.5 to 3.79 semester GPA

High Honor Roll - 3.8 to 4.0 semester GPA

President’s Academic Achievement Award - improvement by a letter grade from one semester to the next.

President’s Academic Excellence Award (MS) - High Honor Roll and score of 85% and above on ITBS.

President’s Academic Excellence Award (HS) - 4.0 cumulative GPA

Quran Excellence Awards - grade of 95% or higher

EARLY MIDTERM AND FINAL EXAMS

Students seeking to take early midterms or final exams are required to make their requests at least two weeks prior to the respective exam date. To be considered for approval, students must submit a written permission request, along with compelling, credible, and documented reasons, to the main office. It is crucial for the student not to exceed the 10% absence policy by the end of the school year.

The requests will be presented to the administration in charge to be evaluated on a case-by-case basis. The administration reserve the discretion to approve or deny requests for early midterm/final exams. If approved, necessary arrangements will be coordinated with the teacher(s). Any unexcused absence during midterms/finals will result in a score of “0” for the missed exam(s).

STANDARDIZED TESTS

As part of our commitment to academic excellence, all enrolled students from KG to High School will participate in state academic standardized tests, including ITBS (Iowa Test of Basic Skills), Explore, Plan/Aspire (PreACT) and PSAT.

To maximize their performance, we request the parents' cooperation in ensuring that the child(ren) get adequate rest, have a nourishing breakfast, and approach the tests with a relaxed and positive mindset. Punctuality is essential, it is imperative that all students arrive on time to ensure a smooth testing environment. Once testing has begun, no student will be allowed to enter the testing area.

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, as well as other data (ITBS, STAR, etc.).

Students would be recommended for retention if the report shows:

- A) Their grade in any core subject below 70%
 - Elementary core subjects: Reading, Math, English, and Spelling
 - Middle/High school core subjects: Language Arts (English and Arabic), Reading, Math, Science, and social Studies
- 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.

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.

PARENT-TEACHER CONFERENCES

The spheres of influence in a child's education include parents, community, and teachers, with parental support being essential for students' academic and spiritual success. It is crucial for both teachers and parents to proactively develop effective communication.

Parent-teacher conferences are held twice a year for all students, Preschool through High School, at the end of the 1st quarter and at the end of the 1st semester. For students facing academic challenges, behavioral issues, or significant changes in their performance, additional conference may be required. The additional conferences can be arranged through the school year, either at the teacher's discretion or upon parents' request. To schedule a conference, parents can either directly contact the teacher or contact the front office.

Note: To allow ample time for constructive discussions, classes are not in session on the conferences days.

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

Pre-school (3)	3 years old (Out of diapers ONLY)		
Pre-school (4)	4 years old	6th	11 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

POLICY FOR SKIPPING A GRADE

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

Prior to the beginning of the school year:

1. The request for skipping a grade should be received by the school at the end of the year or during the summer preceding the next school year.
2. Student will be tested either in and/or outside the school to evaluate the student's knowledge of the basic skills and grade being skipped.
3. Teachers' recommendations 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:

The student will be subjected to a written test covering information from 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 90% is required to pass the exam. All testing material will be pre-approved by the Peace Academy education committee.

Psychological and motor skills evaluation must be administered by a qualified professional for students skipping preschool 3 or 4. Qualified professional is defined as a person who holds a degree in Psychology and/or in education and possesses sufficient related experience of at least two (2) years and is approved by Peace Academy.

EARLY GRADUATION POLICY

Students enrolled at Peace Academy since 9th grade have the choice to apply for an early graduation before the end of their sophomore year. Certain requirements must be fulfilled to be eligible for early graduation. Contact the academic counselor and the middle and high school principal for details about early graduation requirements.

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) units of academic courses and the Personal Financial Literacy are required:

The student MUST complete the following mandatory coursework to graduate Peace Academy:

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

Additional Requirements:

In addition to the above listed 23 units and the Personal Financial Literacy graduation requirements, Peace Academy Board requires all prospective Peace Academy graduates to serve 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 (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 are submitted late (more than one school year) will not be accepted. All community services must be performed for non-profit organization or public services (not privately owned businesses).

For more information, refer to “Community Service/Volunteer Work FAQs” on the back of the Peace Academy Community Service Volunteer Form.

EMERGENCY DISMISSAL

As an educational institution, Peace Academy policy dictates that once school has commenced, children will not be sent home unless there is an extremely emergency, such as mechanical failure in the building, sudden inclement weather, or when a child's behavior poses a risk of injury to themselves or others. It is essential for all parents to have thorough discussions with their child(ren) about the possibility of an emergency dismissal and ensure they are aware of a designated safe place to go if parents are not home.

At Peace Academy, the safety and well-being of our students are of utmost importance. In the event of an emergency dismissal, parents will be promptly notified through text message via "Remind" and email when possible. It is imperative that the school has up-to-date phone numbers and email addresses of all parents or guardians on record. In case of emergencies like fires, tornadoes, or other disasters, an emergency plan will be swiftly implemented to provide the utmost protection for the children. Please be aware that decisions to close or evacuate the school due to inclement weather will be based on the safety concerns outlined by the school board.

SAFETY AT SCHOOL

Fire Drills:

Peace Academy campus has its own fire alarm signal and procedure. Students are expected to evacuate the building immediately. Teachers will oversee that students leave the rooms as quickly as possible, in an orderly manner, and with no running or shoving. Students will be trained to know and to use proper exits from the building. Teachers take their class roll book with them and call roll when clear of danger. Students must not take time to take any articles, books, coats, etc., with them. Students must move away from the building and remain in the designated areas 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.* Families will be informed through messaging via the "Remind" app, as well as, through email and through the weather closure announcements on the local news channels as possible.

TRANSPORTATION

Peace Academy does not offer bus transportation, therefore, it is the responsibility of the parents to arrange transportation. There are two ways parents may meet transportation needs:

- Personal Transport - Bringing your own child(ren) to school on time.
- Car Pool - Arrange among other parents. For information of who lives in your area, please join the mailing list and meet with the Parent-Teacher Organization (PTO) at their monthly meetings.

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 area (the circle), this is a fire lane.** If you must park, please use the adjoining parking lot. The parking lot on the south side (next to the school/adjoining the circle) is available for parents/guardians/visitors if they need to visit the school. Violations may result in a fine or towing of the vehicle.

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.

VISITORS

All visitors must adhere to the following guidelines when visiting the school: During school hours, avoid entering the traffic circle and instead park in the designated parking lot between 8:00 AM and 3:30 PM. Never leave your vehicle unattended in the traffic circle and enter and exit the building only through the main entrance. All visitors must sign in at the front office and wear a visitor badge while on the school premises.

It is an honor to be a partner with the parents in helping to nurture committed balanced Muslims in an Islamic environment. One of the Hallmarks of our environment is a modest dress code modeled after the Virgin Mary, mother of Jesus (AS), which we advocate for our students and faculty. Hence, when visiting the school campus, we encourage all visitors to align their personal apparel with the same modest dress code that we promote in or school. Your support in upholding the vision of our school and Islamic values in our general conduct is truly a valuable partnership.

ADULT INTERACTION WITH STUDENTS

The safety of the children is of top priority for Peace Academy. Proper authorities will be contacted without hesitation in case of inappropriate interaction between an adult and a child. This includes and not limited to, threats, abuse, ill-treatment, etc. by any persons towards any of the students.

Should a physical conflict or verbal altercation (or any kind of threat or abuse) take place with the students while on school property or during a school event, Peace Academy has the authority and obligation to interfere. Adults involved in the altercation may 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, DRUGS, & ALCOHOL POLICY

Peace Academy prohibits the use of any forms of tobacco, vaping, drugs, or alcohol on the entire school property and at every school sponsored events for all students, staff and visitors.

SCHOOL INSURANCE

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

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.

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 our deserving students. A strong parent/teacher organization is essential to the success of any school. Therefore, we would like to encourage all parents to become active members so that you can participate in Peace Academy's worthy mission and help in cooperative opportunities such as volunteering and chaperoning.

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 Peace Academy in any capacity, we invite you to join us. Please email or call the school office and let us know your interests.

Volunteers are scheduled into the work day in advance. Thus, it's 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.

FIELD TRIPS AND 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.

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.
- Recruit and retain Alumni members.
- Develop a marketing strategy for Peace Academy that utilizes the Alumni.
- Support the school financially and increase Alumni engagement in the community.

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.

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(s).
- Level 2 - teacher, parents and a principal or a department head
- Level 3 - teacher, parents, principal/department head, and director.
- Level 4 - teacher, parents, principal/department head, 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 or above, 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 4 conference, Peace Academy may request that their child be voluntarily withdrawn.

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 may be asked to donate food 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, invites and songs and other parent-initiated parties/events ARE NOT ALLOWED at Peace Academy. All personal/private events' invitations should be dealt outside of school time and off school campus. Please don't ask the teachers 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 are allowed.

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.

EXTRACURRICULAR PARTICIPATION POLICY

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.

Definition:

"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.

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.