



**Oklahoma Premier Private School
2026-2027 Student and Family Handbook
Private PreK – High School**

Mission Statement

*To provide a Christ-centered curriculum based on biblical truth
that will result in clear critical thinking and a Christian worldview.
Oklahoma Premier Private School exists to build up and
develop all aspects of our students.*

Motto

Where classical Christian education meets hands-on learning.

www.oklahomapremierprivateschool.com

**111 Premier Parkway
Norman, OK 73069
(405) 701-3668**

**Head of School ~ Brandy White
Principal ~ Kim Cagle
Administrative Assistant ~ Marissa White**

This handbook supersedes any previous version.
This handbook serves as policy and procedures for parents and students of Oklahoma Premier Private School. Directors and/or Administrators reserve the right to change the policy or procedures at any time deemed necessary after reasonable notice to founders.

Revised November 1, 2025

A Note from our Head of School

Dear Families:

I would like to personally welcome you to Oklahoma Premier Private School. The purpose of the OPPS Family Handbook is to ensure that each member is fully informed of the policies and expectations at Oklahoma Premier Private School. It is our hope that our families, students, and faculty will have a smooth, successful, and enjoyable school year. When questions or concerns arise during the school year, please consult this handbook. Of course, there is no way every situation can be addressed, therefore any questions outside the contents of this handbook will be addressed by the administration.

Our inspiration for starting Oklahoma Premier Private School was to provide a learning environment where students benefit from hands-on teaching in a small class setting. By doing away with busywork and truly focusing on core concepts, teachers can care for each child as their own, ensuring no one falls through the cracks and all students maximize their potential. Our hope for Oklahoma Premier Private School is that in addition to becoming fully educated at the highest level and ready to take their next steps academically, our students also understand there is so much more to being an adult than just a passing grade. We want students to leave knowing their worth, recognizing others around them, understanding respect, valuing hard work, and having developed a plan for where they are headed next.

Being one of the founders and directors of Camp 925 and Focus 27 summer camps, developing the Premier Youth Volleyball League serving over 1,000 players a year, serving as the Community Center Director at CrossPointe Church, the Vice President and Coaching Director of OK Premier Volleyball, and being a co-owner of Premier Sportsplex, I get to live out my calling making a difference in our community and want to inspire the students at Oklahoma Premier Private School to do the same.

Thank you for your continued support, commitment, cooperation, and trust. I look forward to an enriching and rewarding year at Oklahoma Premier Private School!

Sincerely,

Brandy White
brandywhite.opps@gmail.com
(405) 701-3668

Oklahoma Premier Private School Statement of Faith

The ultimate authority of the Bible, the Lordship of Jesus Christ, and the beliefs within the Statement of Faith are the foundation to all that is taught at Oklahoma Premier Private School. The school partners with teachers and parents who are committed to these same beliefs and who are devoted to diligently training children according to God's Word. (Deuteronomy 6:7)

1. We believe that God reveals Himself through the creation, preservation, and government of the universe. We believe that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation, the authority of which depend not upon the testimony of any man or church, and are all to be received as the Word of God.
2. We believe that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity-Father, Son, and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made.
3. We believe in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe that Adam was made from the dust of the ground and formed after God's image and likeness, which was good, righteous, and holy. Because of Adam's sin all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone, and that faith without works is dead. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting and accepting their persons as righteous, for the sake of Jesus Christ alone.
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done. We believe that good works are only those which arise from true faith, conform to God's Word, and are done for His glory.
7. We believe God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.
8. We believe in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love, and have communion in each other's gifts and graces.
9. We believe that God defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin.
10. We believe that God immutably creates each person to reflect His image as male or female.
11. We believe that children are a gift from God and it is the responsibility of the family to bring them up in love, discipline and instruction in the Lord. (Psalm 127:3-5; Proverbs 22:6; Ephesians 6:4)

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About Us

Who We Are:

We are a dedicated group of Christian educators and professionals who see the benefit in small class sizes, biblical standards with expectations for respect, and a hands-on learning environment. We are accredited with the International Christian Accrediting Association and partnered with Oral Roberts University Educational Fellowship and Southwestern Christian University.

Our Goal:

Holding excellence in education and character as our minimum standard, OPPS's goal is to bring forth leaders in society that are able to think, contribute, and shape our future. We teach them to give back, invent, create, and to move forward molding the next generation after them.

How We Do It:

We bring children out of the classroom and into a love for learning by doing! We reunite the basis of classical Christian education in a systematic spiral methodology that makes sense and gives a clear understanding of how the world works and has grown since ancient times. This frees up a child to explore, ask questions, and learn to understand the “why” behind the actions of civilizations. By tailoring the core subjects to your child's unique learning style, we work to bring forth the very best result with what makes the most sense to your child.

Admission and Enrollment

At OPPS, we have an admission process that helps to ensure the best possible outcomes for your student and the school. The process is orderly and informative to ensure effectiveness and clarity. There are three key steps in this process- Inquiry and Tour, Application, and Enrollment.

Inquiry and Tour:

Upon filling out an Inquiry Form on our OPPS website, you will receive an email to schedule a tour. On the day of the tour, you will meet with a school representative to discuss our educational philosophy, the mission and vision of the school, requirements, and any relevant questions you might have. You will also receive a tour of the facilities. This time together will allow both parties to understand if OPPS will be an appropriate school of choice for your student.

Application:

If you are interested after the tour, the next step would be to go to our website, fill out an application, and submit the application fee. To do this, you will be asked to create an account in our student information system, FACTS.

After receiving your application, the school will review it. You will receive a response within one week. If you are approved and there is a spot available, you will move on to the Enrollment phase. If there are no openings, your child will be placed on the waitlist until an opening becomes available.

Enrollment:

After you have received notice of acceptance, you will need to fill out the online enrollment packet on FACTS, select your financial plan, and pay the enrollment fees. Once all of that has been submitted your contract is legal and binding.

FACTS Management Systems

Oklahoma Premier Private School utilizes the FACTS Student Information System (SIS) and FACTS Tuition Management to manage academic records, communication, tuition, and fee payments. All families must register and create a FACTS family portal account and select a payment plan in order to complete enrollment. Our school's district code is OP-OK.

FACTS Enrollment:

All families are required to enroll in the FACTS Tuition Management system prior to the start of each school year. Enrollment information and setup instructions are provided during the admissions or re-enrollment process.

FACTS Parent and Student Access:

All parents and students will receive login credentials to the FACTS Family Portal, which serves as the primary communication and information hub for the school. Through the portal, families can:

- View grades, report cards, and attendance records
- Track homework and classroom announcements
- Access school calendars and important updates
- Communicate directly with teachers and staff
- Flexible payment options

FACTS Communication:

The FACTS Family Portal is used by OPPS for academic and administrative updates. Families are expected to check their accounts regularly to stay informed about student progress, school events, and important notifications.

FACTS Accuracy of Information:

Parents and guardians are responsible for ensuring that contact and emergency information in FACTS SIS remains current. Updates to addresses, phone numbers, or authorized pick-up persons should be made promptly through the Family Portal or by contacting the school office.

FACTS Payment Options:

Families may select from several payment schedules—annual, semi-annual, quarterly, or monthly—and can make payments using automatic bank withdrawal, credit card, or check. Payment plans must be finalized and approved before the first tuition due date.

FACTS Payment Policies:

- Tuition and fees are due according to the payment plan selected in FACTS.
- OPPS' financial commitment applies to your FACTS account.
- Families will receive a FACTS-generated email if a payment is not collected when FACTS makes their first attempt for any given payment cycle.
- Late Policy: Accounts that are more than 48 hours past due and have no communication with the school office or billing department will result in the student not being permitted on campus until the balance is paid or arrangements have been made.
- FACTS will assess late fees for missed or returned payments.
- Accounts must remain current for students to attend classes, participate in school activities, or receive report cards and transcripts.
- It is the families responsibility to contact the school office or billing department and be proactive in their tuition management plan. Any changes to payment plans must be requested through the FACTS portal and approved by the school's billing department.

FACTS Support:

For assistance with your FACTS account, please contact FACTS Customer Service at <https://factsmgt.com> or reach out to the school office for school-specific questions.

Tuition and Fees

Financial Commitment:

Once the FACTS account is set up and enrollment is complete, you are financially obligated for the entire school year. All tuition will be automatically withdrawn from either a bank account or credit card (with a convenience fee) in accordance with the option you chose when you enroll with FACTS. If tuition is 48 hours late with no arrangements made, your student will not be allowed on premises until payments have been paid in full by cash or cashier's check. After 60 days past due, you will be dismissed from our program and all monies will be due for the school

year. Enrollment in other programs at Premier Sportsplex (e.g., summer programs, enrichment classes, youth leagues), as well as registration or deposits for the next academic year, will not be accepted unless your account is current. Accounts on FACTS that remain unpaid will be referred to collections and OPPS will not be responsible for attorney and lawyer fees. Our school is tuition and fee-based and it is the guardian's responsibility to make sure your account is paid on time. Any extra fees for activities, extended care, or incidental charges will be added to your FACTS account.

Tuition and Fees:

Application Fee(non-refundable): \$25.00 per applicant

Enrollment Fee(non-refundable): \$200.00 per enrollment

Book Fees (non-refundable): This varies by grade and will be due June 1st.

Shirt Fee (\$20 to be billed on August 15th): This shirt will be required on field trips and school events. You will receive a link via email to order your shirt once payments have been processed.

Pre-K: \$5,500.00 per year or \$550.00 per month.

Kindergarten: \$5,975.00 per year or \$597.50 per month.

1st - 5th grade: \$5,975.00 per year or \$597.50 per month

6th-8th grade: \$6500.00 per year or \$650.00 per month

High School: \$6800.00 per year or \$680.00 per month

Students entering the 11th and 12th grade will have the option to attend vo-tech or concurrent classes. These classes could be at a local college or one of OPPS's partner universities, Oral Roberts University (ORU) Advantage Program or Southwestern Christian University (SCU). If students have proper documentation of attendance and credits received at a local college or vo-tech, their credits will be added to our transcript as allowed by the state. If the student is attending vo-tech they will owe \$1,700 per class they attend at OPPS and be required to fulfill our requirements as well for completion of graduation. Students interested in this option must be in good standing and will be required to have a credit review completed for graduation with OPPS. If high school students are enrolled in the ORU Advantage Program or SCU, they will be required to pay full tuition for OPPS to cover the cost of their classes each semester.

Fun Lunch Days:

Twice a month we have special lunch days. We will have pizza the second Thursday and Chick-fil-a the fourth Thursday, generally. If you choose to participate, we will add the appropriate amount to your FACTS account when you sign up.

Extended Care:

- Before Care is 7am-8am and cost per child is \$90 monthly.
- After Care is 3:15pm-6:00pm and cost per child is \$265 monthly.
- If you enroll in both Before Care and After Care, the cost per child is \$350.00 monthly.
- Drop-in rates are \$15.00 per day for Before Care and \$25.00 per day for After Care. These require advanced notice.
- Both Before and After Care have snacks included.

- Please take note of cumulative late charges for students picked up after 6pm. Our extended care is provided for your convenience to either enroll or to use on a drop-in basis. However, we close promptly at 6pm. Please be considerate of our staff and be on time to pick up your student, as our employees have commitments and responsibilities in the evening. Therefore, take note of the charges for children picked up after 6pm (6:00 - 6:04 pm \$5.00, 6:05 - 6:14 pm \$10.00, 6:15 - 6:30 pm \$20.00, After 6:30 there is a \$20.00 charge plus an additional \$1.00 per minute).
- Continued late pick-up will result in dismissal of the entire family.
- If you are enrolled in Before or After Care, please call us at (405)701-3668 and the staff will answer. After Care staff will NOT be able to answer school questions.

School Closed/Camps Offered:

On the dates listed below, OPPS is not in session, but camps are offered to our students. These camps will be themed and will follow the same hours as our typical school day. The cost of these camps is \$175.00 per week, per student, or \$40 per day. Please note, we must have a minimum of 10 students enrolled before camp is confirmed.

Fall Break Camp: October 5th-16th, \$175 per week, per student or \$40 a day

Winter Break Camp: December 17th-18th, 27th-29th. \$175 per week, per student or \$40 a day.

Spring Break Camp: March 15th-26th, \$175 per week, per student or \$40 a day

You can also enroll for our summer camp at www.premiersportsplex.org under the 'Summer Camp' tab. Fees for summer camp are different from fall, winter and spring camps. More information can be found online at www.premiersportsplex.org.

School Policies

Attendance:

- Our school year begins August 12, 2026, and ends on May 21st, 2027.
- Arrival is between 8:00 and 8:15am. School begins promptly at 8:15am. It is very distracting to all students and teachers when others are arriving late. For every 3 unexcused tardies without a doctor's note, your child will receive one unexcused absence on their report card. Please make every effort to be here and drop your student off during those times. If your child arrives before the 8:00am drop-off time, before care drop-in rates will be added to your FACTS account for the following month. Regular, punctual attendance is necessary for your child to receive the full benefit of our program. Parents should notify the office by 8:15 a.m. if a child is unable to attend school.
- Dismissal time is at 3:00pm with pick-up by 3:15pm. Please make every effort to pick up your student by 3:15pm as we will be transitioning children to extended care between 3:15 pm and 3:20 pm. Children who have not been picked up by our 3:15pm pick-up time will be placed in the after care program and parents will be billed for this time. For children who are not picked up by 6pm, we charge a late fee according to the schedule under fees and costs.

- For your child's protection, we will not release a child to someone other than a custodial parent or individuals designated on the Enrollment forms unless written authorization is provided to the school. We will ask for photo identification of the person picking up your child. Authorization can be granted on the emergency information form, but make sure to include a note anytime changes in regular dismissal are made.

Oklahoma State law requires school officials to keep attendance records and report excessive absences to the District Attorney's office. Ten (10) unexcused absences within a semester constitutes excessive and thereby may be reported to the District Attorney's office. Excessive absences will also fall under the district's discipline policy. Exceptions for extenuating circumstances or school-related activities may be requested through the principal.

For high school transcripts, in order to receive credit for a course, a student cannot be absent more than ten (10) days each semester. Students with a passing grade, who exceed ten (10) absences in a semester will receive a "no credit" (NC) on his/her transcript for the semester. Students without a passing grade will receive an F.

EXEMPT ABSENCES - The following exceptions will not count against the student with respect to the attendance policy.

Exempt Absences Include:

- Any event that is approved by the school.
- Any medical treatment that is substantiated by a physician's written statement. THE PHYSICIAN'S STATEMENT MUST BE SUBMITTED TO THE SCHOOL WITHIN FIVE (5) DAYS OF THE STUDENT'S RETURN AND IS SUBJECT TO VERIFICATION BY A SCHOOL OFFICIAL.
- A court subpoena.
- Religious holidays or activities (appropriate documentation required).
- Bereavement (appropriate documentation required).
- Forty-eight (48) hours to treat and clear head lice with appropriate medical documentation upon return to school.

Family vacations are no longer exempted and such absences will count toward the maximum absences allowed per semester.

THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.

No School:

September 7th	Labor Day
October 5th-16th	Fall break (camp offered)
November 23rd-27th	Thanksgiving break
December 17th-January 4th	Christmas break (camp offered)
March 15th-26th	Spring break (camp offered)

Weather Closings:

In the event of extreme weather, a weather emergency, or unforeseen school closure, please check your email, our Facebook page, and FACTS. We are aware that many times public schools are forced to close because their student transportation cannot drive on the side or neighborhood roads, but we are not held by that constraint. We realize that many of you live some distance from school and we encourage you to use your own judgment when deciding whether to venture out in questionable weather and road conditions. Schoolwork can always be made up. You are welcome to call the office if you have any questions or email us.

In the event of a possible tornado – always feel like you can come get your child. We will always err on the side of extreme caution the best we can and will notify you of closures immediately. Please be prepared to come and get your child because Premier Sportsplex is NOT A SHELTER and we want to do everything we can to make sure you have plenty of time to pick up your student and allow our staff the time to get somewhere safe as well. We know that Oklahoma weather is always questionable and ask that you be prepared with a pick-up person on those days it decides to surprise us last minute.

Outdoor Play:

Our program is designed to allow play every day. Students who stay in school all day need exercise and free time on the playground. Our students play outside as long as the wind chill factor is above 40 degrees and the heat index is below 95. Please be sure your child has appropriate clothing for outdoor play: sturdy, warm, and easy to put on. Also, label, label, label. Please label everything you send to school. Children often do not recognize their own clothing. Labeling helps your child and us to sort out the myriad of items that come into the school each day. Use names, not initials, and mark in an easily-read place.

Parent Notifications:

Parents or their authorized emergency contacts will be notified immediately of any accidents, injuries, or illnesses. Behavioral incidents will be communicated on a case-by-case basis, depending on the seriousness of the incident (determined by teacher). You will be contacted either immediately by phone for urgent matters, or by various possible modes of communication at the end of the school day for less serious matters by the teacher or administration.

Naps and Quiet Time:

PreK and Kindergarten benefit from scheduled periods of rest. This rest may take the form of actual napping or a quiet time for children staying all day. At OPPS all children in PreK and Kindergarten are required to rest. Children who do not fall asleep will have a quiet rest time that may involve, but is not limited to, looking at books, listening to music, or other such quiet activities.

Illness:

For the protection of all of the students at the school, the school staff reserves the right to send a child home whose health (according to Department of Health guidelines) poses a threat to other children in the program. Any ill child should be kept home. Children should not be brought to school if they:

- Have vomited or had diarrhea within the last 24 hours.
- Require more rest time than what is provided by the program.
- Currently have a fever, or have had one within the last 24 hours, over 100.4 degrees when unmedicated.
- Are unable to play outside. We are not able to have a staff member stay in class with one or two children who are sent to school with a cold, lingering ear infection, etc. Your child should be well enough to participate fully at school if he/she is in attendance.

Additionally, if your child has a communicable disease (e.g., mumps, strep, chicken pox, hepatitis, pneumonia, measles, rubella, scarlet fever, scabies, pertussis, haemophilus/influenzae type b, encephalitis or meningitis, or COVID-19), you must report this to the school office. All reports and data associated with serious diseases, such as HIV infection and AIDS, that are furnished by the Department of Health or a local health officer are confidential. These reports are made solely to the Principal of OPPS. Any further disclosure about a serious disease can only be made with written permission of the child's parent or guardian.

Medication Administration:

Any medicine, prescription or over the counter, that is brought to school must be given to the student's teacher who will give it to our school administrative assistant. It cannot be kept in your child's bag or lunch box.

OPPS Policies for prescription medication:

1. A medication authorization form must be filled out, which includes the length of time the medication is to be dispensed. These medication authorization forms (available in the office) must be completed and signed before staff can give your child medicine. One form needs to be completed for each medication your child is taking.
2. Any medication to be dispensed must be in its original, labeled pharmacy container with your child's name on it. This rule is for clarification in case of an allergic reaction and to help prevent any mistakes in medications.

OPPS policies for over-the-counter medication:

If you want your child to have vitamins or nonprescription drugs, please administer them at home. Any over-the-counter medications must be administered by school staff with permission from parents/guardians.

Medical Conditions:

If your child has a medical condition that requires accommodations to be made on our end, a medical authorization form must be on file.

Health Resources:

Cleveland County Health Department

www.aap.org – American Association of Pediatricians

www.mayoclinic.com/health/childrens-health — Mayo Clinic health information

www.kidshealth.org— addresses a wide variety of health issues

www.cdc.gov/ — Center for Disease Control – Infant & Child health

Child Abuse & Neglect:

All schools, child care centers, physicians, and others who work with children are required by law to inform Child Protective Services at the Department of Human Services of any suspected abuse or neglect of children. By law, a suspicion of child abuse generally means that the reporter has “reasonable cause to believe” or “reasonable cause to know or suspect” that a child is being maltreated physically, emotionally, or mentally. Employees are trained in identifying abuse and neglect and all staff have received training in trauma and are knowledgeable about its potential effects. They are trained to know warning signs and communicate concerns.

In the event that a report needs to be made, the school will not contact parents in advance of making a report to authorities. Staff do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review and do not dictate the outcome of this reporting.

Employee Screening:

All employees are subject to thorough background checks at least once a year. Potential employees are required to interview and provide references which will be verified. All substitute teachers are screened for abuse and child neglect.

Building Security and Emergency Preparation:

Fire safety inspection is done on a yearly basis. OPPS conducts fire and tornado drills regularly throughout the year. We follow safety and emergency plans that are reviewed on an annual or as needed basis. During the day, all entrances to the building are locked (doors can be opened from the inside). During the school day everyone is asked to use the south entry door and call the school office if you need access.

Building Security and Backpacks/Bags:

We have an open backpack policy at OPPS as well as a zero electronics policy. All backpacks will remain outside of the classroom open. For any reason, if it is suspected that there are drugs or weapons on our premises, our open backpack policy allows for the quick search of all bags without interrupting our day. Additionally, we reserve the right to inspect any bag on a regular basis.

Assessments:

Assessments are done three times per year in reading and mathematics using Renaissance Star Assessments. These assessments provide detailed reports to measure student benchmarks at the beginning of the year and monitor student progress throughout the year. This will allow parents and educators to best plan for instruction.

Visitors:

We welcome and encourage scheduled visits to the school from parents, outside teachers, prospective families, and the larger community. Our school stays locked at all times and you will have to call 405-701-3668 to enter. Any visitor that is not a parent or guardian must schedule their visit in advance. Visitors may be asked to wear a visitor badge while on site.

Clothing and Appearance:

Modest and natural dress will also be expected. No excessive makeup or jewelry will be allowed. Modest and natural will be the expectations for dress, hair, and overall appearance.

Examples include, but are not limited to:

- No pajamas unless special PJ day
- No foul language on clothing
- No undergarments should show
- No pictures that could scare our younger group, keep it PG
- No holes in pants above the knee
- Tank tops should be a width of two fingers
- No midriff showing
- No volleyball spandex
- Shirts or hoodies longer than shorts

Students must bathe regularly and should take precautions against objectionable body odors. Hair must be clean, neatly combed, and styled in such a way as to not hide the eyes. Only hair colors and tints that fall within the “natural” color range and pattern are acceptable. Both boys and girls will avoid extreme hairstyles and colors which are not acceptable. Acceptable styles and colors are at the administration’s discretion.

Conspicuous or distracting accessories are not acceptable. Boys are not to wear long earrings, studs only are acceptable. Girls are permitted to wear no more than two pairs of earrings at one time and can not wear jewelry in any pierced body part other than the ear and nose. Nose piercings may be worn as long as they are studs. Earrings are to be kept to modest size. Excessive hoop and/or dangling earrings are a hazard in our facility and should be avoided. Simple necklaces or bracelets are permitted. Excessive necklaces and/or bracelets are not permitted. Watches are permitted as long as they are not smart watches and do not have alarms or functions that disrupt the learning environment.

Tattoos are not permitted among students. Students are not to mark on or draw on themselves with ink, markers, etc. A student who has received a tattoo should have it covered at all times while on campus.

Hats are allowed as long as the eyes and face are visible.

Personal Possessions:

We do allow children to bring a comfort object with them which will be allowed in class at the teacher's discretion. We welcome books, items made by the child, or objects related to culture, science, or nature. Sharing these items with other children in the class will become a part of the classroom learning experience. We do not allow children to bring toys, play things and electronic devices into the classroom. Please do not send valuables, including money, and label all items that are sent to school.

Cell Phone and Electronics:

It is the policy of OPPS that all cell phones, smart watches, headphones, earpods, and any other electronics must either be left at home or turned in before the start of the day as soon as your child arrives. Electronics turned in can be checked back out at dismissal. Please instruct your child to come to the office if they need to contact you. If you must reach your child, we are happy to pull them from class and have them call from the office. Your child's education is our top priority and we feel that minimizing the distractions that cell phones inevitably bring will greatly aid in this endeavor. If a phone or any other electronic device is found on your child's person or in their possession, it will be taken and a parent will have to physically retrieve it.

Harassment:

We will give every effort to ensure every child will be free from harassment and bullying in our school. Children may not be cruel and/or abusive to each other in any way. If you believe an incident of harassment has occurred with your child, please report it immediately to your child's teacher. The school administration will investigate and take appropriate action.

Weapons:

OPPS is private property. Students may not have weapons of any sort on our campus. We do allow our teachers to follow their 2nd amendment rights and allow them to conceal carry if they have a license.

Academic Integrity/AI:

Academic integrity is an expectation at OPPS. Offenses to this include, but are not limited to, any cheating incident in, or outside of, any class on a test, quiz, daily work, or homework. This includes plagiarism on papers. This policy will apply to any student who cheats or enables another student to cheat. All work produced for a grade will be the original product of a student's individual work in fulfillment of the assignment.

AI technology, such as ChatGPT (Generative Pre-trained Transformer) from Open AI, along with other AI apps will not be allowed. We believe that while AI has benefits for finding research, using AI to generate papers prohibits students from building essential critical thinking and problem-solving skills. Using this technology to submit assignments will result in the same disciplinary consequences for cheating and plagiarism since the work was not generated by the student.

CHEATING POLICY:

1. First offense: For any instance of cheating, the student will receive a zero on the assignment, paper, quiz, etc., and will be required to resubmit a new assignment for half credit.
2. Second offense: For a second instance of cheating, the student will receive a zero on the assignment, paper, quiz, etc., with no opportunity to earn back credit. Additionally, the student will be subject to administrative discipline, including suspension.
3. Third offense: For a third instance of cheating, the student will be subject to possible dismissal from the school.

*Plagiarism is submitting work as your own that is copied from any source, book, or electronic media.

Discipline:

At OPPS, we believe that students are here not only to learn academics, but also social skills and how to interact with authority and peers appropriately. We expect our students' behavior to be appropriate for school, reflecting Jesus and His character. The following are the discipline tiers used at OPPS. Decisions will be made by the administration according to their best judgment and understanding of each situation. Administration has the right to administer appropriate consequences for any and all breach of OPPS rules regardless of level.

1. Discipline Levels

- a. Level One- Incidental
 - i. Violating classroom rules, loud voices, off-task behavior, noise-making, running, out of seat without permission, missing/late work, minor disruptions, any other violation deemed incidental by teacher or administration
 - ii. The teacher will address appropriately in the classroom and document.
- b. Level Two- Minor
 - i. Multiple same Level One violations after interventions are administered, lying/dishonesty, cheating/plagiarism (first offense), name calling, disrespect to authority, not keeping hands to self, non-directed profanity, refusal to work, inappropriate dress, horseplay, public display of affection, failure to turn in electronics, any other violation deemed minor by teacher or administration
 - ii. The teacher will address appropriately, contact parents, and submit a discipline report.
- c. Level Three- Major
 - i. Second of same Level Two offense within the same semester, physical contact or fighting to cause harm, spitting, biting, throwing multiple or large items, property destruction, direct inappropriate language/gestures, directed profanity, overt defiance, theft, severe internet misuse, harassment/bullying, reference in conversation, writing, or pictures to weapons or acts of violence, substance possession, sexually inappropriate

- behavior (talk, written, action, etc.), reckless driving on campus, any other violation deemed major by administration
- ii. The teacher will submit a discipline report and document. Administration will address and administer appropriate consequences including, but not limited to, detention, suspension, restorative projects, etc.
- d. Level Four- Severe
 - i. Second of same Level Three offense within same semester, substance use/possession/distribution, weapon use/possession, threat of violence against the school, combustibles, extreme property damage/vandalism, assault or threats to severely harm, hitting, kicking, punching, or otherwise harming staff purposefully, elopement, sexually inappropriate behavior directed specifically towards someone, any other violation deemed severe by administration
 - ii. The teacher submits an immediate discipline report and notifies administration of the issue. The student is immediately brought to the office. Administration will address and administer appropriate consequences including, but not limited to, suspension, major restorative project, expulsion.

2. **Suspensions:**

During a suspension, all missed work is expected to be completed. While teachers may assist, parents and students will be responsible to gather any work to be done. The student will receive 80% of the grade earned on each assignment as long as work is turned in on the day the student returns to school. For every school day that work is late, an additional 10% per day will be deducted after the suspension grade is calculated. This applies to any student who is suspended. Any tests missed may be scored at 100%.

Reasons for Dismissal at OPPS:

While it is not the desired result, there are certain situations where dismissal will be required. At OPPS, if your child is dismissed due to breaking the contract provided, all monies for the remaining school year will be due. If the matter requires an attorney or lawyer, OPPS is not responsible for attorney and lawyer fees. OPPS is dedicated to maintaining a safe, harmonious learning environment for the optimum development of all our students and we will do everything in our power to protect and uphold these standards. Below is a list of the most common reasons for dismissal. Furthermore, as a board, we reserve the right to add to this list at any time we believe it is for the betterment of the school and for the well-being and safety of students and staff.

1. Children with any sort of harmful behavior will be asked to leave our program immediately. The board reserves the right to dismiss a child at any time.
2. The school operates on tuition and fees paid for services. If a family's account is 60 days or more past due, the child will be dismissed from the program. If the account is brought current, the board can meet to discuss re-enrollment of the student if an opening remains.

3. Students will be dismissed if at any time they are found to be participating in the following: drugs, vaping, underage drinking of alcohol, in possession of a weapon, threatening of bodily harm to other students or themselves or faculty, sexual misconduct, pornography, participating in sexual acts between members of the opposite or same sex, stating that they are homosexual, bisexual, or are in a homosexual relationship on OPPS property or at an OPPS event. While we do not teach doctrine, we are a Christian school and hold to biblical beliefs set forth in the Bible which we believe to be the inerrant word of God. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4). Therefore students will be addressed by their natural born gender and name.
4. Students will be dismissed if they are arrested or have formal charges brought against them.

Child Custody Issues:

OPPS is dedicated to the total development of each unique child. We believe that all children need a loving, supportive family. When a family separates, it is especially difficult for the children. Their loyalties are torn as they love and need both parents. The school will be supportive, open, and welcoming to both parents. We will remain neutral in conflicts between parents. School records, conferences, meeting information, educational materials and similar items are available to both parents.

Parents should try to schedule joint conferences with the teacher, but accommodations can be made for separate conferences. Parents, regardless of the custody arrangement, are entitled to information about the activities of the school and access to certain records. These records include: medical, dental and school records, day care provider's records, and notification of meetings regarding the child's education. Billing information is made available to any person who has signed the financial contract.

The school will not limit a parent's access to his/her child unless there is a court order on file in the child's records at the school limiting or specifying particular conditions for a parent's access to the child.

Special Services:

Occasionally, a child may have a need for special services that could be physical, developmental or psychological. If a need becomes evident, we might recommend evaluation and professional consultation. The school does not contract for outside services. It is the decision and responsibility of the parents to make those arrangements and handle any associated costs involved with those services.

We make every attempt to provide space for private tutoring and other services contracted by parents. All requests for private usage of space must be made through the office.

Family Education Rights & Privacy Act (FERPA):

Parents have the right to access their children's educational records. OPPS has the obligation to inform parents annually of their right to this access. Parents have a right to:

- Inspect and review the student's educational records.
- Seek amendments to the student's educational records that the parent believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- Consent to the disclosure of personally identifiable information contained in a student's educational records.
- File a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605

Student Support and Enrollment Policy:

Oklahoma Premier Private School (OPPS) is committed to providing a structured, nurturing, and academically focused environment for all students. However, as a private institution, we are not equipped with the staff, resources, or programs necessary to support students with specialized academic, behavioral, or emotional needs. Please be advised of the following: OPPS does not provide support services for students with diagnosed or suspected learning disabilities, behavioral disorders, emotional disturbances, or other special needs requiring accommodations such as IEPs/504 Plans or paraprofessionals. Additionally, we are not able to accommodate students with ongoing disciplinary issues or behavioral challenges that interfere with the learning environment or the safety and well-being of other students and staff. Families are expected to disclose any relevant academic, behavioral, or psychological history prior to enrollment. Failure to do so may result in the termination of the student's enrollment. If, after enrollment, it becomes clear that a student requires support beyond what our school can reasonably provide, or if disciplinary issues persist, the school reserves the right to withdraw the student from enrollment.

*Please note: In the event that a student's enrollment is terminated for any of the reasons stated above, parents/guardians remain financially responsible for the full tuition amount for the academic year, as outlined in the Tuition and Fees Agreement. We strongly encourage all families to consider their child's individual needs carefully and consult with school administration during the admissions process to ensure that OPPS is an appropriate fit.

Communication

Email:

In our ongoing efforts to be more conscientious in the use of resources, nearly all communication between the school and home will be made electronically through email. All teachers and administrative staff members have an e-mail address. Questions, suggestions, and other communications can be initiated by email. Please visit your FACTS Family Portal for staff contact information.

School Calendar:

A school calendar is available on our website. Changes and updates are made regularly on the calendar and are also communicated to you through our bi-weekly electronic newsletter, email, FACTS Family Portal, and our closed parent Facebook page.

Website:

General information, the calendar of events, and other useful links can be found at our site: www.oklahomapremierprivateschool.com

Billing:

If you have a question about billing, please email okpremierprivateschool@gmail.com.

Electronic Newsletter (eNews):

You will receive the school's eNews electronically every other week. This important communication provides information on school-wide activities, events, updates, and volunteer opportunities, as well, as information on the specific activities of your child's classroom.

Changes of Address or Emergency Contact Information:

Whenever you change your address, home phone, work phone, or emergency notification information, please notify the school office directly. Please do not rely on your child's teacher to update the office. Alerting the office is the only way to guarantee information is updated and documented throughout the school. Both the office and the teacher emergency records need to be up-to-date. This is a Department of Consumer and Industry Services requirement and, of course, it is beneficial for your child's safety and protection.

Problem Resolution:

We believe that open communication and supportive relationships between home and school are imperative for the full development of the child. However, we know that we are all human and things don't always go perfectly to everyone's satisfaction. Occasionally there might be issues, misunderstandings, conflicts, or communication confusion between parents and the school. If you have questions or concerns that you want to address, please start by contacting your child's classroom teacher. You may schedule a meeting if you wish. If you are not comfortable with the outcome of that meeting, you are encouraged to contact the principal.

At some point, the teacher may feel a need to meet with you about your child's development. If so, he/she will arrange a meeting time with you that is convenient for all parties. He/she may request that the principal or Head of School attend that meeting.

Student Conferences:

Parent-teacher conferences are scheduled in the fall and spring. Parents are given the opportunity to select a convenient time for the conference. Teachers are available for special conferences as necessary. Speak directly with your child's teacher to make arrangements. We believe good communication between home and school is essential to the best learning environment for the child. Teachers will periodically make personal phone calls throughout the school year.

Social and Fundraising Events:

We are working diligently to provide a wide range of interesting and fun events for your family this year. Please check your calendar for all scheduled events! We have two fundraising events this year and two t-shirt sales scheduled.

Student and Family Handbook Agreement

Being aware that OPPS negotiates contracts with teachers, support personnel, vendors, and services for the entire year based on the registration of my student(s); I understand that this is a contractual agreement and I hereby assume full responsibility for the payment of all tuition and fees due to the school. When re-enrolling or enrolling for the first time, after signing this contract electronically and/or on paper, I understand I am legally and financially responsible for the entire 2026-2027 school year. I understand teachers and classes have not been assigned or announced for the upcoming year and have no bearing on this contract. If, after I sign this contract electronically or on paper, I decide to withdraw my student on or before May 31 of the current school year, I understand that I am responsible for paying the first three months of tuition. If I withdraw my student on or after June 1st, I understand that I am responsible for the full amount of tuition and fees for the upcoming school year.

In case Oklahoma Premier Private School must seek legal assistance through an attorney, or litigation involving the contract, the prevailing party shall be entitled to reimbursement from the losing party for its reasonable attorney's fees, together with court costs and other out-of-pocket expenses incurred in any such action or proceeding.

My student and I have read, agreed to, and understand all of the policies and procedures as set forth in the OPPS 2026-2027 handbook provided to me. The signatory accepts full financial obligation for the terms herein.

Student's Name: _____

Student's Name: _____

Student's Name: _____

Student's Name: _____

Printed Name of Parent/Guardian #1: _____

Signature of Parent/Guardian #1: _____

Printed Name of Parent/Guardian #2: _____

Signature of Parent/Guardian #2: _____

Date _____