



Private PreK – High School

Mission Statement

Oklahoma Premier Private School exists to build up and develop all aspects of a child. Whether it be academically, through the arts, sports, or character; we believe in developing children to be the best person they are meant to be. We believe in having faith in what is right and that good will prevail. We believe in teaching concern for, and actively helping others. We believe in teaching children to never give up, and to be fair and equitable with others. We believe in teaching moderation of needed things and abstinence from things which are not needed. We believe in developing future leaders for the good of society and all mankind.

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
Director of Finance ~ Patty Mills
Principal ~ Kim Cagle
Administrative Assistant ~ Marissa Lemmert**

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 December 17th, 2024

A Note from our President

Dear Parents:

The purpose of the OPPS Family Handbook is to ensure that each member is fully informed of the policies, expectations, and privileges provided to OPPS families. In doing so, it is our hope that parents, 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.

If parents have a concern or issue, please contact the person or people closest to the situation. While it may be tempting to “go straight to the top” with a concern, the response from the top will usually be to refer you to those who have the most knowledge of the situation. If an issue cannot be resolved at the first level (directly with teacher or coach), then it should be brought to the attention of the school’s principal for resolution.

Open communication and ongoing dialogue between home and school are necessary to the development of honest relationships that are necessary for the optimal education of our students. I promise to be transparent in all of my outgoing communication to you, our families. Thank you for your continued support, commitment, cooperation, and trust. I look forward to an enriching and rewarding year at OPPS!

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

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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 ICAA and partnered with ORU-ef.

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

Parent and Student Meeting: Once a contact form has been submitted, an interview and tour of our campus is set. A tour of our campus and interview with the child and parents are required before any accepted enrollment. We will contact you by phone or email to set a time. Our staff will give you a good indication if OPPS would be a good fit for your family based on the tour. At that time you can move forward by completing the admissions application and paying the application fee online at www.oklahomapremierprivateschool.com. Once the application fee is paid a member of the Board will contact your references, perform an entry test for a baseline, speak with your child's current school administration, evaluate your interview, and determine if your family will be a good fit for our program.

Acceptance: The school will notify you within one week regarding the admissions decision. If accepted, and space is available, the school will issue you an acceptance letter via email and bill enrollment fees. Your deposits are due back within 48 hours to hold your child's spot in a classroom. If you apply for enrollment but there are no openings, your child will be placed on the waitlist until an opening becomes available.

Tuition and Fees

Financial Commitment: Once the contract is completed online 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 enrolled. All families will be required to have a backup form of payment on record that will be charged if the primary is declined. If the backup form of payment is declined, we will accept cash or cashier's check only within 48 hours, or 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, next academic year and deposits for the following year will not be accepted unless your account is current. Accounts 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. All before and after care will be added to your tuition statement. Any extra activities will be automatically taken from your preferred method of payment and prior notification will be sent.

Tuition and Fees:

(There is a \$25.00 a month discount for additional children after the initial child.)

Application Fee: \$50.00 first child / \$40.00 each additional child

Enrollment Fee: \$140.00 first child / \$80.00 each additional child

Book Fees: This varies by grade and will be due June 1st.

Pre-K: \$5500.00 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 at a local college and apply for the ORU Advantage Program. 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. The student 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 will be required to make an appointment and attend with their parents to review credits and pathways for graduation with OPPS. If HS students are enrolled in the ORU advantage program they will be required to pay full tuition but OPPS will cover the cost of the ORU classes. These classes will be taken at OPPS.

Fun Lunch Days, optional fee: Twice a month we have special lunch days. We will have pizza the second Thursday and Chick-fil-a the fourth Thursday, generally. This is an optional event. If you choose to participate, we will add the appropriate amount to your account when you sign up and you will be billed monthly with your tuition.

Testing: Testing is done in Reading, Language, and Mathematics. They provide comparable interpretations and detailed reports at skill and item level, so educators and parents receive feedback each year.

Extended Learning optional fee:

- Before Care is 6:30am-8am and cost per child is \$140.00 monthly
- After Care is 3:30pm-6:00pm and cost per child is \$190.00 monthly
- If you enroll in both before and after care, the cost per child is \$330.00 monthly
- Drop-in rates are \$20.00 per day for each before and after care and must have 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 as 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 they 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, 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 aftercare staff will answer. **Aftercare staff will NOT be able to answer school questions.**

School Closed / Camps Offered optional fee: 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. More information on the exact nature will be available no later than September 3 for our fall camp, November 8 for our winter camp, and February 28 for our spring camp. The cost of these camps is \$130.00 per week, per student. There is a \$50.00 registration/supply fee per student. Please note, we must have a minimum of 10 students enrolled before camp is confirmed. You can also enroll for our summer camp at www.premiersportsplex.org under the summer camp tab or on our website under “Summer Camp”. Fees for Summer camp are different from Fall, Winter and Spring camps and all that information will be found online at www.premiersportsplex.org on or by January 1.

Fall Break Camp: Sept. 29th-Oct. 10th \$130 per week, per student or \$35 a day.

Winter Break Camp: Dec. 15th – Jan. 2nd (except. Dec. 22-26 & Jan. 1st) \$130 per week, per student or \$35 a day.

Spring Break Camp: Mar. 16th-27th \$130 per week, per student or \$35 a day

School Policies

Attendance:

- Our school year begins August 12, 2024 and ends on May 22, 2025.
- Arrival is between 8:00 and 8:25am. School begins promptly at 8:30am. It is very distracting to all students when others are arriving late. For every 3 late (tardy) drop-offs 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 invoice for the following month. Please refer to your pick-up and drop-off schedule email for details on where to drop off and pick up your student. Regular, punctual attendance is necessary for your child to receive the full benefit of our program. Parents should notify the office by 8:25 a.m. if a child is unable to attend school.
- Students who attend rotating classes will receive lunch detention with 3 unexcused tardies.
- Dismissal time is at 3:00pm with pick-up by 3:30pm. Please make every effort to pick up your student by 3:25pm as we will be transitioning children to the back of the building between 3:30 pm and 3:35 pm. Children who have not been picked up by our 3:30pm pick-up time will be placed in the After School Childcare 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 Family Information Sheet 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. Legally, all children must attend school daily. After 7 unexcused absences we are required to report these absences to the district attorney's office (70 OK Stat 70-105). School can take on many forms. We accept and agree with full-time school, blended models of school, and also educational opportunities to learn while on family "vacations". For that reason, if a vacation is scheduled, parents should discuss with their teacher the educational experiences and activities that will be learned. At OPPS we believe that life is learning and that any time spent with family can have immense value. You are paying us for a service. It is your responsibility as the parent to make sure your child is learning. We would like you to enjoy your children and for your children to love learning. If we can help you document your vacation as a learning experience we would love to do that! Please know that allowing your child excessive days out of learning is detrimental to their education and every effort should be made to make all of life learning. We encourage you to have your child here if they are not at a scheduled event.

No School:

Sept. 1st Labor Day
Sept 29th-Oct 12th Fall break (camps offered)

Nov. 24th-28th Thanksgiving break
Dec. 15th-Jan. 2nd Christmas break (camps will be offered except on Dec. 23-27 & Jan. 1st)
Mar. 16th-27th Spring break (camps offered)

Weather Closings: In the event of extreme weather, a weather emergency, or unforeseen school closure, please check your email, our Facebook page, and the Remind app for our school. We are aware that many times public schools are forced to close because their student transportation cannot drive on the side or neighborhood roads, 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. Therefore, 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. In the winter, our students play outside as long as the wind chill factor is above 40 degrees; if it is below that temperature, they will stay inside. Please accommodate this by bringing appropriate outdoor gear. 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 at the end of the school day for less serious matters by the teacher or administration.

Naps and Quiet Time: Preschool and younger children 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 OPSS 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. Naps are available to all children if they need or want to rest during the day.

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
- Are unable to play outside

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 Director of OPPS. Any further disclosure about a serious disease can only be made with written permission of the child's parent or guardian. If you have any questions, please ask.

Medication Administration: Any medicine that is brought to school must be given to their teacher who will give it to Ms. Marissa. It cannot be kept in your child's bag or lunch box. There are three things you must know about how we handle medications. These policies are for the protection of your child.

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. Also, if your child has a medical condition that requires accommodations be made on our end, a medical authorization form must be on file.
2. No medications are to be in lunch boxes. If you want your child to have vitamins or nonprescription drugs, please administer them at home.
3. 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.

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.

Employee Screening: All employees are subject to thorough background checks at least once a year, often every 6 months. Potential employees are required to interview and provide references. All volunteers are screened for abuse and child neglect.

Body Safety: All Staff have received training in trauma, and follow the 5 safety steps:

1. Know the warning signs.
2. Control access through screening.
3. Monitor all programs.
4. Be aware of children's behavior.
5. Communicate concerns.

Building Security and Emergency Preparation: Fire safety inspection is done on a yearly basis. OPPS conducts fire 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 and call us if you need access.

Building Security and Backpacks: 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. Cell phones are turned in before the day begins and are given back at 3pm. If any form of electronics is brought into the class, or found not to be turned in physically, they will be confiscated and an adult will need to come to the office and collect such devices.

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:

- 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 or shirts longer than shorts

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.

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

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. Multiple 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: Children often want to bring favorite possessions to school, but we ask parents to discourage this practice. 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, playthings and electronic devices, **including cell phones**, into the classroom. If your child asks to bring a toy or other personal property, simply explain that such items are not allowed at school. Please do not send valuables, including money, and label all items that are sent to school. We do allow children to bring a comfort object with them to nap time (PreK/Kindergarten) and that can either be kept in the school bag or kept with the nap blanket depending on whether the item will travel to and from school.

Cell Phone and Electronics: It is the policy of OPPS that all cell phones, smart watches and 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 3pm. 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 campuses. We do believe in the 2nd amendment and our teachers are allowed to conceal carry if they have a licence.

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 1- 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. Teacher will address appropriately in the classroom and document.
- b. Level 2- Minor
 - i. Multiple same Level 1 violation after interventions are administered, lying/dishonesty, cheating/plagiarism (1st 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. Teacher will address appropriately, contact parents, and submit a discipline report.
- c. Level 3- Major
 - i. 2nd of same Level 2 offense, 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. 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 4- Severe
 - i. 2nd of same Level 3 offense within same trimester, 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. Teacher submits an immediate discipline report and notifies administration of the issue. 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 or suspension 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 feel 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 students if an opening remains.
3. Students will be dismissed if at any time they are found to be participating on OPPS property or at a OPPS event for the following...drugs, vaping, sexual misconduct, pornography, are arrested or have formal charges brought against them, in possession of a weapon, threatening of bodily harm to other students or themselves or faculty, participating in sexual acts between members of the opposite or same sex, stating that they are homosexual, bisexual, or are in a homosexual relationship. 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. Same sex dating will not be allowed among students.

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 evidence the need for special services. These needs may be physical, developmental or psychological. We have been working with children for a long time. We are trained to spot needs that affect the child's ability to learn and socialize successfully in a classroom setting. We will recommend evaluation and professional consultation. The school does not contact or contract for outside services. It is the decision and responsibility of the parents to make those arrangements.

We make every attempt to provide space for private tutoring and other services contracted for by parents with other organizations. However, we have limited space. All requests for private tutoring 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

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 our website for the most up-to-date [Staff Directory](#) on the contact page of our website for specific 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, Remind app, 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 okpremier@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. This includes our Family Information Sheet, billing, mailing lists, and classroom files. 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 director of OPSS attend that meeting.

Student Conferences: Parent-teacher conferences are scheduled in the fall and early 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.

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 2025-2026 school year. I understand teachers and classes have not been assigned or announced for the upcoming year and have no bearing on this contract. After signing this contract electronically and/or on paper, and I withdraw my student on or before June 1st of the current school year after signing this contract, I will be responsible for the first three months' tuition. If I withdraw my student 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.

I have read, agreed to and understand all of the policies and procedures as set forth in the OPPS 2025-2026 handbook provided to me. I am signing this page as an agreement for myself and my student to this handbook and the agreement of enrollment I signed when we enrolled.

Student's Name: _____

Student's Name: _____

Student's Name: _____

Student's Name: _____

Printed Name of Parent #1: _____

Signature of Parent #1: _____

Date _____