



IN THE NAME OF GOD, THE MERCIFUL, THE BENEFICENT

# The Universal Academy of Pittsburgh

*Our Children ... Our Future*

## Parent Student Handbook 2006-2007



### **Hours of Operation**

Monday through Friday 8:00 a.m. – 3:30 p.m.

### **School Contact Information**

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The Universal Education Foundation admits students of any race, color, and national or ethnic origin.

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# **1 Non-Discriminatory Policy**

The Universal Academy of Pittsburgh (UAP) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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## **2 Policy Overview**

- Universal Academy of Pittsburgh is a full-time elementary school dedicated to academic excellence and moral values of young children.
- Parents and students should become familiar with the Parent/Student Handbook by reading and discussing it together at home. Parents and students must complete and sign the compliance agreement sheet at the back of this book and return it to school within one week of receiving this book. The school reserves the right to modify these policies at any time throughout the year as seen fit for the best operation of the school. Parents will be notified of any changes.
- Parents shall understand that tuition and fees must be paid according to the tuition schedule as outlined in this book. Failure to do so will be met with parent notification, late fees and/or student suspension from school until tuition is paid.
- Operating hours are from 8:00 a.m. to 3:30 p.m.
- All students, parents, and staff shall uphold safety policies and procedures as outlined herein.
- Student attendance is mandatory and any absence must be reported by parents to the school according to school policy. Arrangements of absences are the responsibility of parents and students.
- Parents shall be kept informed of student progress. Please contact us anytime if you would like to discuss matters concerning your child.
- Students are expected to keep up with all assigned work and should be well prepared for assignments and exams.
- Students will wear school uniforms during the day as well as other times during school activities.
- UAP, students, parents and staff will succeed when all parties cooperate and support one another. When we work together as a team, the children are the winners. Help us to make UAP an excellent place for children to learn and grow.

## **3 Introduction**

### **3.1 History of the Universal Academy of Pittsburgh**

The Universal Academy of Pittsburgh (UAP) is an equal opportunity, non-profit, fulltime Islamic school located at 2103 Hampton St. in Swissvale, Pa. The school is governed by the Universal Education Foundation (UEF), a non-profit organization, which is comprised of a 9-member Board of Directors. Our hours of operation are from 8:00 am -3:30 pm Monday-Friday. Our school year begins August 28<sup>th</sup>, 2006 and ends on June 8<sup>th</sup>, 2007.

The school was founded in 1999 with 5 students in 1<sup>st</sup> grade and today has to over 100 students in grades Preschool through 7<sup>th</sup> grade. The Universal Academy of Pittsburgh provides a quality education supported by Islamic values. We provide a quality education by featuring a research based English curriculum as well as Math, Science, and Social Studies. In addition to the core subjects we also teach Arabic as a second language, Quran, and Islamic Studies. Our students are immersed in a caring, nurturing, Islamic environment while receiving the latest and most proven

research-based educational instruction. It is our goal to produce community conscious, productive citizens with strong moral values.

### **3.2 School Facility**

The school started in the basement of the masjid and later moved to 3339 Forbes Ave., Pittsburgh, PA. Alhamdulillah, in September of 2004 we moved to our new building located at 2103 Hampton Street, Swissvale, Pa 15218. The building offers plenty of room for us to grow.

### **3.3 Our Mission**

The ultimate goal of Islamic education is to help nurture a child to grow and become a true worshiper of God. UAP plays its role in achieving this goal by means of a two-pronged approach:

- **Protective**, which shields the child from negative, un-Islamic practices, during the early formative years, when such influence may have a significant negative effect on the child
- **Proactive**, which nurtures the intellectual, emotional, social and spiritual aspects of a well-rounded personality

Thus, helping to produce confident, competent individuals, who can go out into the American society and contribute positively to the society, without compromising their Islamic beliefs and/or practices.

### **3.4 Methodology**

Most parents will probably choose Islamic education to avoid the negative effects of the secular educational system (i.e., approach 1 above). However, the management at UAP would like parents to choose UAP for the positive contribution to the child's personality (i.e., approach 2 above). In order to achieve the above mission, a set of policies and guidelines must be in place:

- Parental involvement, cooperation and support are essential for the success of the school
- School atmosphere and environment that is consistent with Islamic teachings and morality, according to the "middle-path" understanding of Islam
- Balanced curriculums, covering scientific, social and religious studies
- Exceeding state-requirements in academic curriculums
- Arabic, Qur'an and Islamic studies are essential components of the curriculum
- Consistent and systematic effort towards school accreditation and teacher certification
- Multi-cultural, multi-ethnic student and teacher bodies
- Low (1/15) teacher-to-student ratio
- Sound business and financial management
- Partial tuition waiver for qualified, low-income students
- Modern and healthy school facilities with student centered classrooms

#### **UAP will...**

- Provide qualified instructors of the highest caliber to implement its academic goals in all subjects.

- Research, adopt, and/or develop curricula and pedagogical practices that are conducive to achieving or exceeding the goals of the school.
- Partner with parents to achieve consistency between the goals and practices of the school and the families of students that attend.
- Form strategic alliances with other schools and organizations that will enable UAP to become a world-class educational institution.

## **4 Leadership of Universal Academy**

### **4.1 School Managing Board**

The Universal Academy of Pittsburgh managing Board was appointed by Universal Education Foundation Board of directors on August 2005 for one year and shall prepare for an elected Managing Board next year. UAP managing board has up to 7 voting members, and 4 nonvoting members. The non-voting members are 2 UEF representatives, an administration representative (UAP Principle) and the teachers' representative.

#### **4.1.1 The Objectives of UAP Managing Board**

The UAP Managing Board seeks to:

- Develop procedures for operations, academic standards and policies for the school
- Evaluate the performance for the school
- Monitor the utilization of The Stanford Test results to develop objectives for the academic school year
- Implement and show a complete financial transparency to all parents
- Study the possibility of acquiring accreditation in the state of Pennsylvania.

### **4.2 Staff**

The qualifications of the staff at UAP meet and meet and sometimes exceed state guidelines for teachers in a public school. Teachers view themselves as positive role models toward meeting our mission. UAP has a diverse faculty and staff who bring a combination of educational training and experience from around the world coming from some of the best universities and higher learning institutions. Our educators work hard in staying abreast of the most current teaching pedagogies for student performance and learning. We strive to model tolerance, cooperation, and public service to our students.

### **4.3 Parent Teacher Association**

PTA membership is open to all parents and teachers who wish to be active in the success of UAP. The purpose of the PTA is to provide a medium for constructive parent communication, involvement, and participation. The PTA enhances the educational experiences at UAP in accordance with an agenda set by the parents, which draws upon the needs of the school and the talents of the parents.

## **5 Admissions Policy and Enrollment Procedure**

The UAP admissions policy seeks to:

- Admit students that are committed to the mission statement

- Admit qualified students with outstanding academic and positive behavioral characteristics
- Show school readiness and compatibility with those students attending the program
- Successful completion of admissions test
- Acquaint students and their parents with school policy, environment, and expectations of UAP

## **5.1 Admissions Priority and Requirements**

Admissions priority will be given based on the following criteria:

- Having a parent who is a staff member
- Having a sibling that is currently enrolled (must not have an outstanding balance)
- Date of application

The above priorities will be employed only when space is limited and UAP cannot admit all applicants.

## **5.2 Enrollment Procedure**

The following documents must be completed and filed in the office on the day of registration:

- Registration application
- A legible copy of the student's birth certificate
- Bus form
- Current immunization records
- Physical examination form
- A complete copy of the student's records
- New student assessments

In order to be admitted the student must demonstrate a willingness to comply with the school's philosophy and policies as outlined in this handbook.

## **5.3 Enrollment Examination Guidelines**

- All enrollee/admission candidates will be tested at times and dates set forth by the school.
- If any admission candidate does not arrive on time for the test, we reserve the right to reschedule the test or decline his/her application for admission.
- A passing score on the admission test is 70% or more (in English and Mathematics).
- All new enrollees are on probation for their 1<sup>st</sup> full marking period with the school and may be dismissed from the school at any time therein for valid academic or disciplinary reasons.

## **5.4 Preschool, Pre-Kindergarten & Kindergarten Enrollment**

Students admitted to preschool, pre-K and kindergarten should be 3, 4, or 5 years old respectively by the first school day of the school year, which is assumed to be September 1<sup>st</sup>.

### 5.4.1 Early Admittance

Children wishing to enter preschool, pre-kindergarten or kindergarten classes before the mandated age must 3 years, 4 years and 5 years old respectively, by the first day of school. In addition to the age guidelines, all children must be **completely** potty trained. Children wishing to enter the class earlier than the age required may choose to be assessed. Entrance into the class requires an Early Entrance Assessment with a fee of \$125. Additionally, the school principal and the classroom teacher will interview the child to determine if the youngster is emotionally and socially ready for school. Children must be no younger than:

- 2 years and 10 months
- 3 years and 10 months
- 4 years and 10 months

### 5.5 Grade Skipping Policy

The following points should be satisfied before a student skips a grade:

1. The student needs to be a gifted student as identified in the Gifted Program section including the IQ test, standardized test such as Stanford test and his/her grades. There is a \$250 fee for the exam.
2. Parents should initiate the request for the process.
3. Subjects to be evaluated for grade skipping should be limited to reading, science, math, English and social students.
4. June 15th is the deadline to submit a request by the parents.
5. Student's new teachers should support the move.
6. No Grade skipping is allowed from the kindergarten to the 2nd grade. First grade is a crucial stage and is mandatory for all the students to attend through a full academic year.
7. No matter how far advanced the student may be, he or she should skip only one grade at a time. Further acceleration can be considered the following year.
8. Principal approval and teacher recommendation is required.

### 5.6 Grade Promotion Restrictions

After accepting a student:

- if it is determined that he/she has inadequate familiarity with the English language, the child may be transferred to a recommended ESL program.
- Presently, ESL classes are not available at UAP.
- Children with emotional and severe learning disabilities can only be accepted at UAP if programs are available to meet the needs of these children.
- After accepting a child, if it is determined that he/she has emotional, behavioral problems, and/or severe learning disabilities, etc., the student may be referred out of UAP to a program that is designed to meet his/her learning needs.

### 5.7 Withdrawal

In the case that a parent desires to withdraw a student from the school, the withdrawal form must be completed by the parent, each textbook must be submitted to the appropriate teacher who will sign off on the withdrawal form, all outstanding balances must be paid in full to the school office, and the principal's signature must be obtained before unexcused absences will stop being counted, records may be released, and applicable family accounts closed. Once knowledge of a student's transfer to

another school is acquired or a child fails to appear within the first five school days and their tuition has not been paid, the withdrawal procedure will take effect.

## 5.8 30-Day Notice for Intent To Withdraw

Given that UAP is a non-profit organization and heavily dependent upon the payment of tuition, the direct loss incurred by a withdrawn student is very damaging and therefore requires parents to submit written notice of intent to withdraw thirty days prior to the intended withdrawal date.

## 6 Tuition & Fees

### 6.1 Registration Fees

New students are required to pay a one time \$75.00 registration fee by August 15<sup>th</sup> of each year.

### 6.2 Book Fee

In order to help defer the overwhelming cost of text books, students are required to pay an annual \$100.00 book fee. Fees are due by the 1<sup>st</sup> day of class.

### 6.3 Tuition & Fee Payment Schedule

Parents can pay tuition in full at the beginning of the school year or in installments according to the tuition agreement that is signed at the time of registration. UAP only accepts money orders and checks. No cash will be accepted. For your convenience 8 installments may be split up throughout the school year. Families should pay all fees and 10% of the total tuition by August 21 of each school year.

#### 6.3.1 Tuition

#### 2006-2007

Family income	Rate	Family tuition	1 <sup>st</sup> child	Additional children
150000	30	45000	\$3,000	\$2,700
130000	30	39000	\$3,000	\$2,700
120000	30	36000	\$3,000	\$2,700
100000	30	30000	\$3,000	\$2,700
90000	30	27000	\$3,000	\$2,700
80000	30	24000	\$3,000	\$2,700
70000	30	21000	\$3,000	\$2,700
60000	30	18000	\$3,000	\$2,700

#### 6.3.2 Low Income Sliding Scale

Income	Scale	Tuition	# of students	Payment
30000+	1	3000	70	210000
27500	2	2750	25	68750
25000	3	2500	5	12500
22500	4	2250	5	11250

20000	5	2000	5	10000
17500	6	1750	5	8750
15000	7	1500	15	22500
12500	8	1250	5	6250
10000	9	1000	5	5000
7500	10	750	5	3750
5000	11	500	5	2500

## 6.4 Financial Assistance

Parents who think that their child should be considered for tuition assistance (Sponsorship) may request assistance from the office. A committee will review applications for financial assistance based on information stated in the application. Financial Aid applications are considered on a first come first serve basis and must be submitted with the following supporting documents:

1. Financial aid application form
2. 2 Proofs of income which could include any of the following (w-2, pay stub, tax return or previous 12 month bank statements)
3. Copy of last year's report card (Student must maintain a "B" average)
4. Complete set of school records
5. Tuition is based on sliding scale fees for low-income families. There is a quota of 1 family per income category up to \$20,000. If the category that you are applying for has been filled, your application will be considered for the next highest category that is available.

## 6.5 Late Fees & Collection Policy

- Payments are due on the first of each month.
- Any payment received after the 5<sup>th</sup> of the month is considered past due and a charge of \$20.00 per student will be applied.
- Accounts not rectified by the 10<sup>th</sup> of the month will be given a written notice followed by a suspension warning for each student on the account.
- If the account remains unsettled or an alternative payment arrangement is not agreed upon by the 20<sup>th</sup> of the month, students on the account will be suspended until payment is received or appropriate arrangements have been made.
- No child will be re-admitted to the school if there remains outstanding tuition due from a previous year.
- Accounts that remain delinquent for 60 days will be reported to a credit bureau.
- All student records will be held until all tuition is current and up to date.

**PLEASE NOTE: While it is our intent to work with families to settle outstanding balances without disrupting a child's education, UAP is under no obligation to make alternative payment arrangements for any account.**

## 6.6 Donations

All donations are greatly appreciated. All donations are tax-deductible, non-refundable, and non-transferable.

## 7 Instructional Program

For the 2006-2007 school year, the Universal Academy of Pittsburgh will offer grades Pre-School through 7<sup>th</sup> Grade. UAP implements a curriculum that reaches *beyond* that of the requirements of the Pennsylvania Department of Education. UAP offers a rigorous academic curriculum as well as a comprehensive Islamic and Arabic Program that cumulates in the memorization and comprehension of the Qur'an. Our students practice what they learn in the Islamic Studies and Qur'an classes by performing Duhr prayer daily and congregate for the Jumuaa prayer on Fridays.

### 7.1 English Language Arts

The English Language Arts curriculum at UAP represents a research-based approach to literacy development, promotes writing as a process and provides expectations for students to become effective communicators. The curriculum is based on the Scientific Reading Method, which includes Phonemic Awareness, Phonics, Vocabulary, Reading Comprehension, and Fluency. The ten standards that follow define high expectations of literacy for UAP students:

1. Phonemic Awareness, Word Recognition and Fluency
2. Acquisition of Vocabulary
3. Reading Process: Concepts of Print, Comprehension Strategies and Self-Monitoring Strategies
4. Reading Applications: Informational, Technical and Persuasive Text
5. Reading Applications: Literary Text
6. Writing Process
7. Writing Applications
8. Writing Conventions
9. Research
10. Communication: Oral & Visual

### 7.2 Social Studies

Emphasizing the importance of developing social skills and working cooperatively with others and setting the foundation for healthy Islamic interaction with each other, in all areas of learning (such as sharing with others in the class, taking turns and waiting for turns, helping others, respecting the rights of others, respecting the authority of adults, self-care/independence, understanding the importance of family and community).

### 7.3 Mathematics

Universal Academy utilizes the Everyday Math Program. Students learn math concepts through the use of problem solving instructional methods, manipulatives, and games. The Mathematic curriculum at UAP prepares all students for success in the workplace and post-secondary education. Competency in mathematics includes an understanding of mathematical concepts, facility with mathematical skills, and application of concepts and skills to problem-solving situations. Students are able to communicate mathematical reasoning using mathematical and everyday language. The six standards that follow represent the mathematics content processes all students should know and be able to use as they progress through school. They include:

1. Number, Number Sense and Operations
2. Measurement

3. Geometry and Spatial Sense
4. Patterns, Functions, and Algebra
5. Data Analysis and Probability
6. Mathematical Processes

## **7.4 Science**

The science curriculum at UAP focuses on creating students that will be able to be knowledgeable scientific participants in a global economy. The knowledge base of the science program includes science concepts, processes and ways of thinking. Students should be able to apply these skills and understandings to make informed personal decisions, to accurately communicate with a variety of audiences, to become lifelong learners, and to make successful transitions to postsecondary education and the work force. The standards include:

1. Earth and Space Science
2. Life Sciences
3. Physical Sciences
4. Science and Technology
5. Scientific Inquiry
6. Scientific Ways of Knowing

## **7.5 Arabic Language**

The Arabic as a Second Language program aims at enabling students to receive accurate knowledge from the Qur'an and Sunnah, as they are the true sources of Islamic study and practice. Arabic is the native-tongue of all Arabic teachers.

## **7.6 Qur'an/Islamic Studies**

Qur'an, Islamic Studies and Arabic are among the most important subjects taught at the Universal Academy of Pittsburgh to instill an understanding of Islam, a desire to practice Islam, an appreciation of the Qur'an as the Guide to mankind and a sense of responsibility to spread the message to all of humanity. These three courses constitute the "Rope of Islam" to hold onto and *InshaAllah* to lead to the hereafter. Islamic world social studies series will be integrated into the regular social studies program. This will help the children to develop a world view to build their Islamic identity.

## **7.7 Prayer (*Salat*)**

As an Islamic School, the Universal Academy of Pittsburgh aims at strongly adhering to the commands of Allah (S.W.T.) It is therefore the school's duty to schedule time for *Zuhr* prayer, at its prescribed time during the school schedule. We aim to instill a life long practice of daily prayer for our students by establishing a daily routine of prayer and worship. Students in the 1<sup>st</sup> – 7<sup>th</sup> grades also attend *Salat al-Jumah* (Friday Prayer) weekly.

## **7.8 Art**

Art is integrated into all subjects as children develop a sense of self-expression and creativity.

## **7.9 Technology**

The technology academic content standards provide a set of clear, rigorous expectations for what all students should know and be able to do. The technology standards address a broad range of

technology experiences with application in computer and multimedia literacy, information literacy and technological literacy in order to provide the best possible foundation for technology achievement. Taken together, the technology standards will assist districts in planning fully articulated programs of technology study and in designing curriculum that will enable students to achieve technology competency. The standards are:

1. Nature of Technology
2. Technology for Society Interaction
3. Technology for Productivity Applications
4. Technology and Communication Applications
5. Technology and Information Literacy
6. Design
7. Designed World

## 7.10 Physical Education

Physical education is considered a healthy component of a balanced lifestyle. In addition to learning and practicing a variety of healthy recreational activities, physical education provides an opportune time for health and social counseling, as well as sportsmanship and team-building skills. The Pennsylvania Department of Education provides the basic framework for the physical education curriculum while content that reinforces Islamic etiquette and behavior is integrated by the teacher to provide a holistic perspective.

## 7.11 Physical Education/Outdoor Recess Requirements for All Grades

1. Children will be required to participate in weekly physical education activities.
2. Children will be required to purchase a UAP gym t-shirt, sweatpants, and/or shorts (boys only) for participation
3. All children must have a pair of tennis shoes with light colored or scuff-resistant soles for all physical education activities.
4. All students will be given extra time to change into and out of appropriate gym attire.
5. During the early spring and late autumn, all children should have a lightweight jacket or sweatshirt to use when physical education classes are held outdoors.
6. A written excuse from parents is **required** if a child is unable to take physical education on a particular day. Recess activities will be limited.
7. A doctor's excuse is required for a prolonged absence from Physical Education.

## 7.12 Units of Instruction Per Course

*(1 class is equivalent to meeting every day for a 40 minute period)*

<i>Subject/Grade</i>	<i>Pre-K - Kg</i>	<i>1<sup>st</sup> - 3<sup>rd</sup></i>	<i>4<sup>th</sup> - 7<sup>th</sup></i>
<i>Islamic Studies</i>	<i>1 class per week</i>	<i>1 class per week</i>	<i>1 class per week</i>
<i>Qur'an</i>	<i>1 class</i>	<i>1 class</i>	<i>1 class</i>
<i>Arabic</i>	<i>1 class</i>	<i>1 class</i>	<i>1 class</i>
<i>English</i>	<i>2 classes</i>	<i>2 classes</i>	<i>1 classes</i>
<i>Mathematics</i>	<i>1 class</i>	<i>1 class</i>	<i>1 class</i>
<i>Science</i>	<i>.5 classes</i>	<i>.5 classes</i>	<i>1 class</i>
<i>Social Studies</i>	<i>.5 classes</i>	<i>.5 classes</i>	<i>1 class</i>
<i>Physical Education</i>	<i>.5 classes</i>	<i>.5 classes</i>	<i>.5 classes</i>

<i>Technology</i>	<i>.5 classes</i>	<i>.5 classes</i>	<i>.5 classes</i>
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This table will be modified as needed to reflect changes and updates to our courses and curriculum. Islamic content is integrated at every level of our program, but is not counted toward our instructional classes at this time.

### 7.13 Homework Expectations

The UAP teachers and administration believe that good study habits are essential to every child’s success. The purposes of homework are:

1. To encourage development of independent study habits, skills and responsibilities.
2. To reinforce, enrich, and extend learning by providing a variety of educational opportunities beyond the classroom.
3. To provide an additional opportunity for family involvement in the child’s education.

Homework will be assigned at the discretion of the teacher for the sake of reinforcing the lesson, practicing a new skill, or supplementing the academic program through occasional projects and recreational reading requirements. Memorization of Qur’an and Arabic language homework is in addition to other subject matter homework. The amount of homework reasonably expected of students will steadily increase with the grade level of students and is as follows:

<b>Grade</b>	<b>Amount of Time</b>
Preschool & Pre-K	10 – 15 minutes
Kindergarten	15 - 20 minutes
1 <sup>st</sup> Grade	20 – 30 minutes
2 <sup>nd</sup> Grade	30 – 40 minutes
3 <sup>rd</sup> Grade	40 – 50 minutes
4 <sup>th</sup> Grade	50 minutes – 1 hour
5 <sup>th</sup> - Grade	1 – 1 ½ hours
6 <sup>th</sup> & 7 <sup>th</sup> Grade	1 ½ - 2 hours

**Students who do not complete their work in class will also be expected to do so at home. This is in addition to their assigned homework.** Parental involvement is essential to making homework an integral part of the education program. Parents are expected to encourage and monitor assignments and provide conditions that are conducive to their successful completion. While parents should never actually do the assignments for their children, parental assistance and supervision is important in establishing positive attitudes, good study habits, and supporting student success with homework. When students are absent it is their responsibility to make up any and all homework. Parents and students should:

1. Request assignments if the student will be absent for more that one day. (Parents may call the school to ask that work be sent home with another student).
2. The student should complete assignments while confined, if he / she is well enough.
3. The individual teacher will determine the amount of time given to complete make-up assignments.
4. It is the student’s responsibility to find out what work is to be made up and to make the teacher aware of what has been completed.

## **7.14 Parent Expectations**

Parents are encouraged to:

- Show interest in the schoolwork their children bring home
- Provide a quiet place to study, free from disturbances and TV
- Assist children with their management of time
- Supply needed materials for completing homework
- Offer to clarify instructions and answer questions
- Ensure that the work is the student's (do not do the work for them)
- Check to see that work is complete
- Stop working with your child if you become frustrated
- Encourage their children to do their best work and praise them for a job well done
- Stay in close communication with teachers
- Monitor the amount and type of television programs their children watch

## **7.15 Clubs and Extra-Curricular Activities**

Clubs and extra-curricular activities should be an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, class activities and other special events sponsored and approved by UAP. The list of activities will be announced upon availability and subject to change due to interest, funds and availability of sponsors.

### **7.15.1 Guidelines for Extra-Curricular Participation**

1. UAP rules and policies will remain in effect for all school-sponsored clubs, activities or events.
2. Students must accept the responsibility for commitments once they join any club or activity and schedule their time wisely.
3. Academic goals must come first since these are the primary purposes for attending UAP.
4. Extra-Curricular activities are intended for UAP students. Other students of similar age may be admitted with the approval of the activity supervisor as long as that student has not been suspended or expelled from UAP.
5. Students may not attend extra-curricular activities on days that they have been absent from school.
6. Students who have been suspended or expelled may not participate.
7. Participation in extra-curricular activities is a privilege and as such may be denied at the Principal's discretion to any other student who fails to meet academic and behavior standards at UAP.

## **7.16 Field Trips**

UAP's field trips represent a part of the school's extended classroom approach to learning. It is the school's practice to take the classroom to the source to enhance the learning process. Field trips are systematically organized according to grade levels, therefore eliminating a repetition of the same outings from year to year. Effort has been made to provide field trips for each course of study and varying subject matters. Emphasis is placed on visiting museums, factories, plants, and various labs to acquire a hands-on knowledge of the subject matter. Activities in the school's neighborhood are another form of field trips, which seek to emphasize the importance of community service.

Additionally, UAP will host several in-house school visits by professionals to provide the necessary

exposure to many occupations, thus widening students' selections for career choices. Parents are expected to pay a small fee at group rate prices when applicable, and to sign a field trip permission slip. Parents will be given advance notice on all field trips. **We ask that parents return permission slips by the due date in order to give the school ample time to plan for field trips.**

## 8 Grade Reporting

Academic and behavior progress is reported through quarterly report cards, progress reports and standardized tests.

### 8.1 Report Cards

Report cards are sent home at the end of each 9-week quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, an interim report is sent home midway through each grading period. This report does not become a part of the student's academic record but is intended to keep parents abreast of their child's progress in order to target identified needs before the quarterly report card is issued. The following means are utilized to determine and report student progress.

### 8.2 Grades

Grades represent the percentage of goals and objectives for each class that were successfully met by the student. It is important to remember that teachers do not "give" grades; rather they report grades that are earned by the student.

### 8.3 Grading Scale:

Letter Grade	Percentage
A Outstanding	100 – 90%
B Above Average	89 – 80%
C Average	79 – 70%
E Failing	69 – and below
I Incomplete	Make up work required

Weights and assessment procedures are set by the teacher and will be communicated to parents upon commencement of the course.

### 8.4 Classroom Grading Scale:

The Universal Academy of Pittsburgh follows a uniform grading policy for each class. The grading criteria are as follows:

Exams	30%
Class work/Projects	30%
Homework	30%
Attendance/Participation	10%

## **8.5 Character and Work/Study Habit Grades:**

UAP Students are expected to excel both academically and in developing good character and successful habits. The teacher will rate the quality of student character and habits as follows:

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Does Not Meet Expectations
- 1 – Minimal Progress

## **8.6 Honor Roll/Merit Roll**

The school honor roll will be published quarterly upon completion of each grading period. Students who earn straight A's on a given report card will be listed on the Honor Roll, while students who earn a mixture of As and Bs will be listed on the Merit Roll. Students who show significant learning gains in academic, behavioral, and Islamic characteristics regardless of grades will be published as making Significant Improvement. At the end of the year, students will be placed according to the most recent grades. Additionally, one student per year will earn the Principal's Award in which the student will achieve excellence in academic, behavioral, and Islamic characteristics.

## **8.7 Standardized Testing**

At least once in each school year, UAP shall administer a statewide and/or nationally standardized assessment to students. This is intended to provide a third-party objective measure of the school's success toward its academic goals. Such a test will, at minimum, measure achievement in the areas of English Language Arts, Mathematics, Social Studies and Science. UAP will periodically review and update our adopted standardized assessment to ensure maximum compatibility with our academic program. Parents will be notified of standardized test scores once they are reported back to the school. UAP currently utilizes the nationally norm-referenced Stanford Test to provide for valid comparisons between UAP and other public and private schools throughout the nation.

## **8.8 Gifted Program**

Identification of mentally gifted students must strictly follow the guidelines provided by the Pennsylvania Department of Education that are attached with this report.

*Definition of mentally gifted student:* Mentally gifted is defined as outstanding intellectual and creative ability the development of which requires specially designed programs or support services or both not ordinarily provided in the regular education program. The term mentally gifted includes a person who has an IQ of 130 or higher, when multiple criteria as set forth in the department guidelines indicate gifted ability.

The determination shall include an assessment by a certified school psychologist that is also available free of charge for private schools. It is the parent's/guardian's responsibility to request and imitate psychological testing of the child.

In addition to the IQ results, the following needs to also be considered:

1. Achievement: A year or more above grade achievement levels for the normal age group as measured by a nationally normed and validated achievement test such as Stanford test.
2. Rate of Acquisition, rate of retention

3. Demonstrated achievement
4. Early skills development

According to the PDE requirements, the evaluation of eligibility of a student for such a program must be conducted by a committee consisting of: Student parents, certified school psychologist, persons familiar with the students educational experience and performance, one or more of the students current teachers, persons trained in the appropriate evaluation techniques, and persons familiar with the students cultural background whenever possible.

## 9 Forms of Communication

In order to provide an effective educational program it is the policy of UAP to maintain close communication between the home and the school through the following means:

1. **UAP Newsletter:** This is a Quarterly newsletter from the Managing Board, Principal, Teachers, Students and Parents of the school, containing announcements and upcoming school events.
2. **Curriculum Night:** Curriculum night is a time to get acquainted with staff members and our educational programs. It is held annually during the first few months of school. At this event, teachers introduce themselves and give a general overview of course content and classroom rules. Individual student progress is not discussed at this function, though a separate conference may be scheduled.
3. **School Visits:** Parents are encouraged to visit the school. Volunteering to assist in preparing learning materials, helping chaperone field trips, teaching special craft lessons, etc. are most helpful ways to visit and be involved at your child's school. Parents may also come to have lunch and offer prayers with the children. To observe a class, parents, visitors, and specialists must make arrangements with the Principal. All visitors need to obtain a visitor's badge from the main office upon arrival at the school.
4. **Daily Planners:** Students at UAP are issued daily planners for the purpose of recording homework and long-term project due dates. 2<sup>nd</sup> through 3<sup>rd</sup> grade students will be assisted by their teachers in learning to use this organizational tool, while 4<sup>th</sup> through 7<sup>th</sup> graders will be held responsible for doing so on their own. Parents should check and sign the assignment planners daily in order to be aware of student learning on a daily basis.
5. **Homework Folders:** All students will be given a homework folder to be sent home each day. The contents of this folder will include parent memos and announcements as well as homework assignments, work sheets, graded class work and homework from the previous week.
6. **Classroom Newsletters:** Teachers will send home a weekly update with an overview of what will be taught and activities to be completed in class.
7. **School Website:** The UAP Website contains classroom WebPages, school events, school closings, and other important information. Please check it on a daily and weekly basis.
8. **Report Cards and Interim Reports:** Report cards are sent home at the end of each 9-week quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, an interim report is sent home midway through each grading period. This report does not become a part of the student's academic record but is intended to keep parents abreast of

their child's progress in order to target identified needs before the quarterly report card is issued. Both report card envelopes and interim reports must be signed and returned the day following receipt. Signing is not an endorsement of the grades given, but merely verifies that the parent has seen the report.

9. **Parent/Teacher Conferences:** Conferences will be scheduled at the end of the 1<sup>st</sup> and 3<sup>rd</sup> grading period to discuss individual student progress. Additional conferences may be requested by either parent or teacher and scheduled as needed. Teachers are not expected to hold conferences with parents without advance notice. Parents who wish to schedule a conference with a teacher may do so by sending a message to the teacher through email, the daily planner, a request in the weekly folder, or by leaving a message in the main office indicating the best time and way to be reached.
10. **Parent Teacher Organization (PTO):** The PTO will provide an essential channel for positive participation and communication with the school. The PTO offers many volunteer opportunities that allow the parent to make a critical difference in the quality of education, as well as valuable forums for the exchange of ideas and concerns with the UAP community. Classroom reps from the PTO may also coordinate parent gatherings with the teacher to foster ties between parents and teachers.

## **10 Records**

### **10.1 Confidentiality**

1. Student records are confidential and are protected by the *Privacy Act*. Only the school staff and the child's natural parents or legal guardians have access to the records.
2. Directory information on the child is not protected by the *Privacy Act*. Directory information includes name, address, phone number, age weight, etc. Parents may request the school not release this information.

### **10.2 Access to Student Files**

Cumulative scholastic records are maintained for each student. The files may include such pertinent information as attendance records, academic records, quarterly tests, disciplinary referrals and actions taken, as well as medical and health information. Parents who wish to have copies of student files must complete a File Request Form in the school office. Files will be copied and sent within 10 days of request. Access to records by persons other than the parents, the student, and members of the school staff and/or authorized school consultants, requires prior written consent by the parents. All student files will be held until tuition is paid and student account is up to date.

### **10.3 Change of Address or Telephone Number**

It is very important for the school to be able to contact parents by mail, telephone, and email (when possible). Valid emergency telephone contacts are critical at all times. Please notify the school of any change of address or telephone numbers immediately and keep an accurate emergency contact on file.

## **11 Transportation**

UAP operates for at least 180 school days from the months of August to June. Hours of operation are Monday – Friday from 8:00 a.m. to 3:30 p.m.

## **11.1 Bus Transportation**

Parents are responsible for arranging for their child to get to and from the school. The school facilitates in making arrangements with the school district's bus transportation system for areas in and around Pittsburgh. Parents are responsible for inquiring about the school bus transportation system and any fees needed to cover the expenses.

## **11.2 Bus Rules**

1. Be on time for your bus departure;
2. While waiting for the bus, act in an acceptable manner;
3. Respect and obey the bus driver's authority;
4. Never run alongside a moving bus;
5. Board the bus one at a time; avoid pushing and shoving;
6. Always remain in your seat while the bus is in motion;
7. Behave in normal classroom behavior while riding the bus;
8. Eat or drink on the bus only when given permission;
9. Keep arms inside of windows;
10. Do not tamper with the emergency doors;
11. Report any illness or injury that happened on the bus immediately to the driver; and
12. Do not damage or vandalize the school bus.

## **11.3 Car Riders**

All parents must park their cars and come into the building to pick up their child. No students will be allowed to walk through the parking lot by themselves. Please do not ask your child to walk between cars or through the parking area without an adult.

# **12 Arrival and Dismissal**

## **12.1 Arrival Time**

Students may arrive at school no earlier than 8:15 a.m. and must report to the assembly by 8:35 a.m. arriving to school late means that the child will miss out on valuable instruction. This may put the child behind in his or her schoolwork. 6 tardies are equivalent to 1 unexcused absence. Students with more than 6 tardies in a given grading period will be subject to disciplinary action.

In some cases excessive tardiness interferes with the student's ability to benefit from an otherwise excellent educational experience. It almost always causes a disruption in the immediate lesson being presented. When a student arrives after 8:45 a.m., a parent must accompany the student to the office to receive a pass and be admitted into class.

Tardiness considered to be "excused" are: medical or dental appointments, family emergencies, or other considerations that have been cleared through the school office. In all cases, the parents must call or write a note to notify the school office.

## **12.2 Early Pick-Up**

Occasionally parents need to pick up students before the school day is over. This may be difficult if the student has not had adequate time to prepare for the departure. It also causes class disruption. Please follow the procedure as outlined below:

1. Send in a written note or call the office NO LATER THAN the morning of the planned early dismissal.
2. At the time of arrival procedure immediately to the school office.
3. The student will be in the office and ready to go if proper notice is given.
4. The faculty will provide instructional guidance and materials for make up work to be sent with the student if given at least one day's notice. If that is not possible the faculty will make preparations for make up work when the student returns.

## 12.3 Dismissal

All students are dismissed at 3:15 p.m. each day. Pre announced early release days or half days as documented in the UAP Yearly Calendar will be dismissed at 11:30 a.m. Most local districts have agreed to schedule bussing for those days, however in the cases in which they have not, parents are responsible for providing transportation for their child.

## 12.4 Late Pick-Up

There will be no staff available after 3:15 p.m. for after school care. After 3:30 p.m., a teacher will accompany them until their parents come to pick them and there will be a \$5.00 charge for every 5 minutes after 3:15 to the parents who are late in picking-up their child, without notification. This fee is due at the time of pick-up. If there is an extenuating circumstance, please call and notify the office as soon as you know that you will be late. If regular after school care is needed, please notify the office.

The only children who are allowed after 3:15 are those children who are attending an after school curricular activity.

If parents would like to designate a relative or family friend to pick-up their children, the school must receive a written note from the parent. Students will only be released to the people who are listed on his/her **Student Emergency Form**.

# 13 Attendance Policy

## 13.1 Absence Reporting

If at any time a child is to be absent from class due to illness or a previously scheduled appointment:

- **Parents must call in** to report the absence of a child each day before 9:30 AM.
- Unconfirmed absences will require the school to call the home to check on the absence of a child.
- Upon returning to school, students must bring a note from the parent or guardian stating the reason for the absence.
- If you suspect that your child may have a contagious disease, check with your family doctor. A physician's note stating that the child is no longer communicable is recommended in all cases. All cases of contagious disease must be reported to the office. If you have any questions, contact your family pediatrician to decide if it is safe to send your child to school.
- Twenty-five unexcused absences from any given class in one academic year may result in retention/referral from the school.
- Six (6) unexcused absences from any specific class during one marking period will lower a student's grade by one letter grade. For example, an "A" will become a "B".

***WE ASK PARENTS NOT TO SEND THEIR CHILDREN TO SCHOOL FOR DIAGNOSIS OF AN ILLNESS. CHILDREN SHOULD BE KEPT HOME UNTIL THEY HAVE NOT VOMITED OR HAVE HAD A NORMAL TEMPERATURE FOR 24 HOURS.***

## **13.2 Make-up Work**

Make up assignments should be obtained from each teacher by the student and completed within the same number of days missed, i.e. if the student is absent for two days, the student must complete the make-up work within two days after he/she returns to school.

# **14 Grading Policy**

## **14.1 Unexcused Absence & Grading Policy**

In order to be eligible to receive passing grades for a report period, a student must attend school at least 95% of the report period. Class attendance and participation in classroom activities are the basic underlying components of a student's academic work and are necessary for the accomplishment of curriculum objectives. Therefore, excused absences of more than 5% per report period, necessitates the completion of make up assignments. The assignments must be completed prior to the close of grades for students to be eligible to pass the report period. Exceptions to the report period attendance standard will be made for excused absences that include the following eight circumstances:

- Special or unusual circumstances surrounding incapacitation due to illness or injury
- Illness that necessitates home recuperation which must be verified in writing by the parent/guardian and school nurse or physician
- Weather emergency, impassable roads, school transportation related quarantine
- Bereavement and/or to attend the funeral of a family member
- Hospitalization
- Principal-approved reasons for absence from school or class, i.e., field trips, activities, assemblies, service learning, counseling, mentoring, support groups, early dismissal, etc.
- Involuntary excursions from school or class such as suspension or as mandated by legal or medical professionals

## **14.2 Procedures for Issuing Grades**

Any student who has more than 6 absences in a report period may, at the discretion of the Principal and Teachers, receive a failing grade for the report period. Tardiness that results in a student missing a class or subject period will be considered an unexcused absence when calculating grades. (6 tardies count as one unexcused absence) A student who has received a failing grade(s) for one or more report period(s) due to failure to meet the attendance standard and whose absences are legally excused, shall be entitled to receive yearly or semester final grade for the course which the student otherwise would have received had it not been for the failing report period(s) grade(s), provided that the following requirements are met:

- The student has completed all course requirements and assignments.
- The student, at the discretion of the teacher, has made up any missed course work, class periods and/or testing within a reasonable period of time.
- The student passes the final yearly or semester examination, if any.

- The student’s final grade would have been a passing grade, if it had not been for the failing report period(s) grade(s) due to the student’s failure to meet the attendance standard.
- The student has provided appropriate documentation to verify the reason for the absences, i.e., notes from the dentists, doctors, courts etc.

### 14.3 Grade changes

No grade will be altered or changed without consultation with, and approval of the Principal. It is expected that grades will be supported by defined and consistent criteria supported by sufficient documentation. Typically, changes will only be made to correct mathematical errors. However, changes to grades can take place if inconsistent grading or faulty scores are discovered

## 15 Visitors

### 15.1 School Visitation

UAP encourages parents to visit our classrooms. Parent/teacher relationships can help all of us in close understanding of the child in his/her growth and development. UAP policy requires all visitors to check in at the office except during conference times. An **appointment** for your visit is requested. That appointment should be made through your child’s teacher or principal. When volunteers come on a regular basis, the teachers and the principal will formulate a schedule. All regular volunteers should complete a volunteer application, which can be obtained from the school office.

In order to properly monitor the safety of students and staff, each visitor must ring the door bell on the outside of the building and be recognized before they can enter through the main door nearest the office area. All parents and visitors are required to report directly to the school office immediately upon arrival. Books, assignments, lunches, money, etc should be left in the office to avoid disrupting the class. School personnel will deliver them to the students. To ensure the optimal visit, it is also recommended that visits be scheduled at times other than:

- The first week after “break” time
- The days immediately preceding holidays
- The final week of school
- The last period of any school day
- No small children are permitted to visit classrooms

Students may not bring visitors to school without prior permission from the school administrator or principal.

### 15.2 Volunteers

We look forward to our parents and members of the community volunteering in the following areas:

- Leading Friday Prayers
- Field trips
- Library and Computer Room: To maintain organization of books and educational materials
- Teacher’s Aid: To go into your child’s classroom and help the teacher
- Phone Tree Help: Help contact parents by phone

- Playground Maintenance
- Organizing art projects
- Plan parties and special occasions
- Field Trip Drivers
- Cleaning of classrooms, toys, play areas, ... etc.

## 16 Medical Considerations and Emergency Procedures

### 16.1 Health Problems / Medications

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students without written permission from the parents and written direction from the physician. **A request to Administer Medication Form** (available from Principal's office) must be completed and filed with the academy. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked. Please do not ask us to administer medication unless this process has been followed.

**CHILDREN MAY NOT BRING THE MEDICATION TO SCHOOL.**

### 16.2 Immunizations

Every child entering school in the State of Pennsylvania must be immunized against POLIO, TETANUS, DIPHTHERIA, MEASLES, MUMPS AND RUBELLA, unless objected to in writing by the parents. A second MMR (measles, mumps and rubella) is required before entry into kindergarten and seventh grade. Hepatitis C immunization is required for entry into kindergarten.

### 16.3 Student Emergencies

When it becomes necessary for a child to go home due to injury, illness, suspension, or expulsion, the child's parents will be contacted, then a parent or a responsible person designated by the parent, must come to the school to get the child. That person must also sign the student out in the Visitor's Book, which is in the school office. For their protection, children are not permitted to go home by themselves while school is in session. The school staff can administer only minimal first aid. If a parent is not available, the designated emergency person will be reached (*as per Student Emergency Form*). Unless we receive a written note from a parent, a child will only be released to the people who are listed on his/her **Student Emergency Form**. It is important to update this form regularly.

### 16.4 Emergency Dismissal

UAP remains in session until the daily dismissal time unless there is an emergency in the building, or when inclement weather develops while school is already in session. In case of an emergency dismissal, all parents are required to pick their students up from the school.

### 16.5 Inclement Weather Conditions

When the school closes due to inclement weather, an email will be sent out to all parents on the email list. For latest information concerning the closings and delays of school, parents are responsible for and should:

1. Check email regularly
2. Check the school website
3. Check www.WPXI.com
4. Watch Local TV News Stations WTAE-TV Channel 4, WPXI Channel 11
5. Listen to Local Radio Station KQV 1410

If the school makes the decision NOT TO CLOSE AND if at any time you feel that the weather is too severe to drive you have the right to keep your child at home.

## 16.6 Tornado

1. **DO NOT CALL THE SCHOOL** – we must keep the line open for emergency calls.
2. Parents must come to the office before their children can be dismissed from school during a **TORNADO WATCH**.
3. Children will not be dismissed during a **TORNADO WARNING** until an all clear has been announced.
4. Large heavily constructed buildings such as a school are by far the safest structure in a severe storm, inshallah.

## 16.7 Fire and Disaster Drills

Students will practice safety drills routinely. In the event of fire or other disaster an emergency plan will be put into effect to assure as much protection for the children as possible. Students will leave in lines under direct supervision. Silence is to be maintained. All classes are to exit according to their assigned plan. The following rules must be observed:

- All personnel and guests must evacuate the building.
- Teachers must carry their attendance books out of the building.
- Teachers should help all groups, teachers and classes nearby to proceed out of the building.
- Teachers will remain with their classes, take attendance, and maintain silence.

## 17 Facilities

### 17.1 Snack, Lunch, and Cafeteria Information

Parents/Guardians are required to supply a lunch box or bag with the child's full name clearly marked on it. It is the family's responsibility to provide a nutritious snack (for the mid-morning recess break), lunch, and beverage(s) for the child. The school cannot provide refrigeration or heating facilities. Students should not bring snacks or lunches that are too messy for the child to manage. For the safety of the students, please do not use glass containers.

During lunch time students have the opportunity to visit with their friends and socialize. Parents are also invited to have lunch with their children as often as possible. As with all other areas of ASE, proper student behavior will be expected and maintained. All students are responsible for assisting with cleaning the lunch area by throwing away trash and garbage in the designated area. All students are required to sit in their assigned areas.

### 17.2 Cafeteria Procedures

1. Keep hands, feet and other objects to yourself.

2. No throwing of food.
3. Stay seated at all times. Raise your hand if you need assistance.
4. Walk at all times.
5. When lights are out, **SILENCE!**
6. Eat your own lunch.
7. You may not leave the cafeteria to return to your classroom without prior approval and escorted by teacher.
8. All students will assist in cleaning up paper and plastic from the floor to keep a clean UAP cafeteria.
9. We go to recess when we are **CLEAN & QUIET!**

**Those who do not follow our procedures will not earn recess and will be required to stay and clean or review cafeteria procedures.**

### **17.3 Fasting**

Students are encouraged to fast in Ramadan where it is age appropriate. Students who are unable to fast due to medical and personal reasons are provided with an area in which to eat if they wish to bring lunch from home. Staff members may not coerce students to fast. Coercion includes shaming, taking/withholding food and other similar tactics. Please do not ask any staff member to force your child to fast. We do use positive reinforcement and modeling to set positive examples of fasting.

### **17.4 Computers**

Computers and other technology may be made available to enhance the educational program at UAP. Computers may not be used without supervision, or for the purpose of Instant Messaging, chats, games, drawing, music, videos, etc. Inappropriate use of the computer lab will result in loss of access privileges.

### **17.5 Playground**

Students at UAP take physical education courses and also have access to the playground and activity room for recreational purposes when supervision is available. Such activities must be safe and supervised.

### **17.6 Book Care**

Textbooks and other materials may be loaned to students for their use. If textbooks or other materials are damaged, lost or stolen it is the responsibility of the student. It will be the responsibility of the parent to pay for a replacement.

### **17.7 Book Gift Club**

Parents desiring to purchase a book for UAP's library in honor of their child may do so by using a book club form or by contacting the principal. A paper bookplate with the child's name and date will be placed inside the cover of the book. It will become part of the Library's permanent collection.

### **17.8 Buying, Selling, & Promotional Advertisements**

The buying, selling, and/or promotion of products or services on UAP property is strictly forbidden unless it is an approved school activity for the sake of improving educational quality or facilities at UAP, (ex. book fairs, PTO fundraising sales, student store, etc.).

## **17.9 Lost Items**

Each Friday, all lost items turned into the office during that week will be discarded after dismissal. Lost books or planners not collected by that time will require payment of the cost of these items in full in order to be issued another.

## **17.10 Photographs, Use of Name and Student Work in School Publications**

UAP may make use of student photographs, student names, and student work samples to promote the school to the community or to create school publications. Parents who wish to withhold permission from the school for using materials such as photographs of the student, the student's name, or student work must file a letter to that effect with the UAP administration office.

## **18 Students Dress Code**

All students are required to come dressed in the uniforms outlined by the school.

For boys the uniform is as follows:

- Plain-yellow or white long sleeve cotton shirt (not a printed T-shirt)
- Blue pants (not jeans)
- Blue cardigan sweater (cold weather)
- Please do not send the younger boys in lace shoes.

The uniform for girls is as follows:

- Long sleeve plain yellow or white cotton shirt (must be loose fitting and at least mid thigh in length)
- Blue jumper, skirt, or loose fitting blue slacks (not jeans and not flares)
- Blue sweater (cold weather)
- Girls are not allowed to wear shoes with a heel higher than 1 inch.
- All girls in 5th grade and up must wear a white, yellow, or blue plain hijab.
- No makeup is allowed for female students.

Anyone found not in uniform will be sent to the Principal's office. The office will contact the parents to either bring proper uniform or pick the student up. If you are unable to find the proper uniform, we have uniforms available for sale in the office. Please contact us for more information.

## **19 Student Behavior Expectations**

It is the responsibility of every student and parent to have read and be aware of UAP's behavior expectations. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will NOT be considered a valid excuse for violations.

### **19.1 Islamic Character Education**

The Character Education at UAP is of paramount importance and, as such, it has been made part of the school's mission. Students need strong beliefs, character, and morals. It is the aim of UAP to give students the knowledge and the tools to be a successful role model of the community and

greater society. With that in mind, UAP has based its Character Education on the Book of Allah and the life of the Prophet Muhammad (peace be upon him). Believing that the source of all goodness is Allah, and that the Prophet Muhammad (peace be upon him) represented that goodness in his lifestyle, UAP's curriculum strives to engender those Divine values into the character of its students.

## 19.2 Means of Effective Character Education

- **Empower students and hold them accountable:** The student is encouraged through positive reinforcement to develop him/herself as a Muslim and to strive to meet the academic and behavioral goals of the school through acceptance of responsibility and development of self-accountability by learning from one's own mistakes.
- **Public Service:** UAP is committed to teaching students to be active citizens by making a positive contribution to their society through public service and volunteerism.
- **Family involvement in the educational process:** Families are encouraged to participate in the school and model proper Islamic behaviors in the home, thereby reinforcing the Islamic world-view of the child.
- **Curriculum Integration:** Character education is integrated into the existing curriculum, becoming a part of the general framework in which all education takes place. School personnel strive to make character part of the learning emphasis at all levels in every course and activity area. Students are taught that Allah knows all that they do and that they should love Allah and try to please Him at all times.
- **Environment:** The environment in the school builds Islamic identity and awareness by enjoining what is good and forbidding what is wrong according to the Qur'an and the Sunnah. For this reason, Islamic standards of conduct, appearance, arts, celebrations, and general acts of worship such as prayer, fasting, and charity are exercised and determine the overall climate of the school.

### To show respect we will...

1. Treat others as we wish to be treated. Keep hands, feet, and objects to ourselves.
2. Obey all adults, following directions the first time they are given.
3. Use appropriate language, both verbal and non-verbal.
4. Work together to keep our building and grounds neat and clean: Classrooms, hallways, restrooms, cafeteria, and playground.
5. Observe all safety rules to and from school.
6. Stay off the playground equipment before and after school and when leaving or returning to school during the lunch period.

### To show responsibility we will...

1. Come prepared to learn: Arrive on time, bring a positive attitude, observe Islamic dress code, have all necessary supplies, and leave gum, candy, toys, and electronic game devices at home.
2. Come into the building and report directly to your classroom each day.
3. Walk quietly and safely in the hallways, on the steps, and in the classrooms.
4. Students will conduct themselves quietly in the Mussallah.
5. Work and play in a way that does not disturb others.

### **19.3 Students Code of Conduct**

Student conduct will be based on respect and consideration for the rights of others. Control of pupil conduct should be such that procedures used will assist in advancing the purpose of education and optimize the learning environment. Rules and regulations for this purpose shall be consistent with policies of the Managing Board and applicable to state laws. The intent of all disciplinary proceedings should be the development of student growth and responsibility and should be carried out in the spirit that students and staff shall treat one another with dignity.

It shall be the duty of principals and teachers to enforce such rules for school and class control as the school administration may establish and to make efforts with parents and students to change unsatisfactory behavior patterns. Each classroom will use a classroom management method that corresponds with child development and growth philosophies. Teachers will:

- 1<sup>st</sup>: Give a verbal reminder
- 2<sup>nd</sup>: Give student a time out
- 3<sup>rd</sup>: Principal referral
- 4<sup>th</sup>: Letter or phone call home

The pupil has a right to know that removal from class or school, suspension, expulsion, or permanent exclusion may result from the following acts of misconduct and/or violation of these rules in the school, on school grounds at school functions, or on the way to or from school.

### **19.4 Discipline Policy**

Students may be disciplined for one of the following areas:

1. Disruption of School
2. Damage, Destruction, or Theft of School and/or Private Property
3. Assault/Harassment
4. Defiance of Authority and/or Repeated Violations
5. Profanity or Obscene Gestures
6. Attendance
7. Internet Misusage

**Students using appropriate behavior will receive:**

- Praise and Congratulations
- Positive Written notes and telephone calls home
- Principal's Star Student Awards
- Additional Classroom privileges
- Attend special programs

**Failure to follow UAP rules will result in the following consequences:**

- Teacher reprimand and/or classroom discipline plan
- Time out in another class
- Loss of privilege(s) or exclusion of school activities
- Completion of a Behavior Incident Form
- Principal intervention and notes home to be signed by parents
- Telephone call to Parent/Guardian

- Parent/Teacher/Principal Consultation
- In-School suspension/emergency removal by principal
- Out of school suspension
- Expulsion

## **20 Teachers Contact**

1. Teachers at UAP will make contact with parents in order to assist the student, the parent or the teacher in understanding and resolving educational or behavioral issues. Positive as well as issue-oriented communication is strongly encouraged.
2. In no instance should a parent be surprised by their child's progress or lack thereof.
3. Aside from the three open house days and the graduation day, each teacher will make an effort to meet or call parent(s) of every student in his/her class when necessary. The purpose of the meeting is to address special needs and concerns in which the parent can play a major role.

## **21 Safety and Security Measures**

Teachers are a major factor that set the tone for a safe environment. InshaAllah, the consistent classroom policy and school wide uniformity can ensure that minimum number of injuries occur during the school year.

## **22 Grievance Procedure**

In general, the school expects the relationship among the parents and staff to be based on the Islamic principals of fairness and mutual respect. In case of any misunderstanding, parents are expected to communicate their concerns with the principal and search for ways of resolving the problem. If no satisfactory solution is reached, the parent is to request a meeting with the Managing Board to discuss the matter and to arrive at an acceptable resolution. The Managing Board will request a written statement from the parties or hold a face-to-face meeting to discuss the issue before taking a final decision on the matter. It is agreed that the decision of the Managing Board is final.

### **22.1 Resolution of Disputes**

The UAP Managing Board members, school employees, parents/guardians of the students, and all the individuals associated with the school or served by the school accept to use arbitration as the only means to reach resolution for all otherwise litigable conflicts that may arise among them in relation to the school functions and administration. Arbitration will be based on the Islamic teachings as interpreted by the arbitration committee. The arbitration committee is appointed by the Board of Directors of the Universal Education Foundation (UEF). The arbitration committee consists of a UAP teacher, a UAP parent and a UEF board member. The decision of the arbitration committee is binding to the employee, parents/guardians, teachers, school committee members, administrators, UAP Managing Board members, and/or any other person associated with the school.

## **23 Changes and Updates**

The Universal Academy of Pittsburgh reserves the right to make changes and updates to this handbook as the need arises. We will notify the parents in writing regarding any substantive changes.

## 24 Compliance Agreement

**Please Initial Each of the Following:**

\_\_\_\_\_ I have read and understand the UAP 2005-06 Student/Parent Handbook.

\_\_\_\_\_ I am aware that it is the responsibility of every student and parent to have read and be aware of UAP policies. This handbook serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this handbook will not be considered a valid excuse for violations.

\_\_\_\_\_ I have read and agree to abide by the rules and regulations in this handbook and support the school in its implementation to the best of my ability.

\_\_\_\_\_ I understand that school policy and procedural changes may occur periodically. I agree to comply with the most recent officially approved version of any policy or procedure.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

Parents of students at the Universal Academy of Pittsburgh shall sign the following commitment prior to their child(ren) being admitted to the school.

With Allah as your witness, you will:

4. Make the commitment to try to raise your child as a Muslim child,
5. Make the commitment to remind your child **to pray 5 times daily**,
6. Make the commitment to try to pray with your child at least once per day,
7. Make the commitment to actively support the school, its policies and its activities,
8. Make the commitment to volunteer at the school at least for one whole day,
9. Make the commitment to be aware of your child's academic progress on a weekly basis,
10. Make the commitment to be aware of your child's assignments on a daily basis,
11. Make the commitment to require the development of your child's **Islamic character**: no lying, no disrespect to others, no mocking, etc.,
12. Make the commitment to understand and develop in your child respect for others and for him/herself,
13. Make the commitment to emphasize to your child the necessity to come to school clean, in clean clothes, with short and clean fingernails, with brushed, well-kept hair,
14. Make the commitment to encourage your child to always face the front of the class, not to deface property and to keep the school clean.



## 25 Photograph Release Form

**Consent for school use of Photographs, Use of Name, & Student Work in School Publications: (check one of the following)**

\_\_\_\_\_ I give my consent

\_\_\_\_\_ I do NOT give my consent

### **Blanket Field Trip Release**

\_\_\_\_\_ I give my consent for my child to participate in school field trips and release the school from liability, provide that due diligence is exercised to ensure student safety.

\_\_\_\_\_ I do NOT give consent for my child to participate in field trips.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Sign this form, remove and return this page to the homeroom teacher within one week of receiving the handbook.*



## **26 Academic Calendar**