



## **Lexington Universal Academy**

4580 Nicholasville Road  
Lexington, KY 40515  
phone 859-272-3360  
fax 859-272-4825

# **PARENT-STUDENT HANDBOOK 2008-2009**

OUR MISSION .....	3
OUR VISION .....	3
OUR GOALS .....	3
PROGRAM OF INSTRUCTION .....	4
CURRICULUM.....	4
ELEMENTARY AND MIDDLE SCHOOL PROGRAM.....	4
ISLAMIC EDUCATION PROGRAM .....	4
OTHER ACTIVITIES .....	4
FIELD TRIPS .....	4
RULES AND REGULATIONS FOR LUA FIELD TRIPS .....	4
ADMISSIONS POLICIES .....	5
REGISTRATION PROCEDURES .....	5
DOCUMENTS NEEDED WITH APPLICATION .....	5
MINIMUM AGE REQUIREMENTS .....	6
VISITS.....	6
RE-ENROLLMENT.....	6
UNIFORM POLICY .....	6
TUITION & FEES POLICY .....	7
Tuition Policy .....	7
Other Fees.....	7
<i>Payment Schedules</i> .....	7
Delinquent Accounts .....	7
Returned Checks.....	8
ACADEMIC POLICIES.....	8
Homework .....	8
Average Length of Assignments.....	8
4 <sup>th</sup> Grade & Higher Homework Policy .....	8
Make Up Homework .....	8
MONITORING AND REPORTING ACADEMIC PROGRESS .....	8
Report Cards / Each Quarter.....	8
Parent / Teacher Conferences .....	8
Student Recognition.....	9
Honor Recognition Grades K-1st.....	9
Honor Roll Grades 2nd and up.....	9
PROMOTION AND RETENTION POLICY .....	9
Academic Probation.....	10
HOME AND SCHOOL RELATIONS .....	10
OPEN HOUSE.....	10
NEWSLETTERS AND YEARLY CALENDAR.....	10
PARENTS SUGGESTIONS .....	10
PARENT CONCERNS.....	10
STUDENT CONCERNS OR PROBLEMS .....	10
MESSAGES .....	10
THE PARENT-TEACHER ORGANZATION (PTO) .....	10
ATTENDANCE POLICIES .....	11
School Hours .....	11
Building Visitors.....	11
Arrival and Dismissal .....	11
Ramadan Dismissal.....	11
Returning to School/Locking of Doors.....	11
Attendance .....	11
Definitions .....	11
Reporting an Absence.....	12
Excused Absences .....	12
Unexcused Absences .....	12
Tardiness.....	13
Students Leaving School during the Day.....	13
DISCIPLINE POLICIES .....	13

ROLE RESPONSIBILITY IN DISCIPLINE .....	14
Responsibilities of the Student .....	14
Responsibilities of the Parent .....	14
Responsibilities of the Teacher .....	14
Responsibilities of the Principal/Administrator .....	14
Responsibilities of the Board .....	14
SCHOOL RULES .....	14
BUILDING RULES .....	15
CLASSROOM RULES .....	15
INSIDE RECESS RULES .....	16
CAFETERIA RULES .....	16
SCHOOL GROUNDS/PLAYGROUND RULES .....	16
DISCIPLINARY ACTION/CONSEQUENCES .....	16
Positive Behavior .....	16
Negative Behavior .....	17
Infractions .....	18
STEPS OF DISCIPLINARY PROCEDURES .....	19
HEALTH & SAFETY POLICIES .....	20
Immunizations & Immunization Certificates .....	20
Health Problems .....	20
Administration of Medicine: .....	20
Illness and Injury (at school) .....	21
Communicable Disease .....	21
Lunch & Snacks .....	21
Child Abuse & Neglect .....	21
EMERGENCY PROCEDURES .....	21
School Emergency Dismissal Procedures .....	21
Severe Weather .....	22
Closing While School is in Session .....	22
Tornado Warnings & Drills .....	22
Fire Drills .....	22
GENERAL INFORMATION AND MISCELLANEOUS .....	22
Holiday Celebrations .....	22
Morning Assembly .....	22
Classes .....	22
Lunch .....	22
Recess .....	23
How to Dress for Outside Recess .....	23
Hall Passes .....	23
Prayer Hall .....	23
Lavatories .....	23
TRANSPORTATION .....	23
Parking Lot Procedures .....	23
Use of LUA Grounds .....	24
Textbooks .....	24
Lost & Found .....	24
Supplies and Materials .....	24
Student Records .....	24
MOVING FROM THE DISTRICT .....	24
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....	24
EDUCATIONAL RIGHT AND PRIVACY .....	25
LUA SEXUAL HARASSMENT POLICY .....	25
VIDEO/INTERNET/PICTURES .....	25
PARENT-STUDENT/LUA CONTRACT .....	26

## **OUR MISSION**

The Lexington Universal Academy is an independent Islamic school founded by the Islamic Society of Central Kentucky (referred to herein as ISCK) in 2003. The Lexington Universal Academy is committed to providing students with an excellent academic education and firm foundation in moral and ethical values. The Lexington Universal Academy fosters a dedication to God through virtuous living in a progressive Islamic environment.

## **OUR VISION**

Lexington Universal Academy seeks to develop in each Muslim student a positive identity as a American Muslim who is prepared intellectually, socially, emotionally, spiritually, and physically to succeed in tomorrow's world. All Lexington Universal Academy students are expected to integrate academic skills, Qur'anic principles, and ethical behavior in order to make positive contributions to the global community. Lexington Universal Academy aims to develop in each student a balanced character enriched with knowledge, inspired to excellence, and committed to the betterment of self, family, community, and humanity.

## **OUR GOALS**

- Guide students to engage in ethical decision-making and applying Islamic principles in their daily lives;
- Provide students with a challenging program, high academic standards and a positive climate conducive to learning; Incorporate critical thinking, analytical reasoning, effective communication and problem solving skills;
- Inspire students to hold high expectations of themselves for academic achievement and personal growth and development; Help students to build positive character and to acquire essential life-skills to enable them to succeed and to become contributing citizens of a global community
- Enhance the students' understanding of the Qur'an through instruction in the Arabic language;
- Instill in students universal values of honesty, respect, responsibility, and self-discipline and encouraging them to demonstrate these values through their actions;
- Nurture the development of social skills by encouraging self-expression, discussion and healthy interaction with peers and adults in a safe environment;
- Establish through our diverse student body an atmosphere of mutual trust, respect, and appreciation within the school and the larger community.

## **PROGRAM OF INSTRUCTION**

### **CURRICULUM**

LUA follows and implements the curriculum guidelines as set forth by the Kentucky Department of Education Content Standards and Benchmarks. LUA will constantly update its academic curriculum in according to the curriculum of the Fayette County School District, the State of Kentucky as well as the national standards.

### **ELEMENTARY AND MIDDLE SCHOOL PROGRAM**

The educational program, this year from Kindergarten to 7th Grade, is a traditional system designed to provide a solid foundation for a child's future learning. Beginning in Kindergarten, children attending the school are instructed in a wide variety of academic subjects including: Reading, Phonics, Language Arts, Mathematics, Social Studies (History, Geography, and Civics), and Science. They also enjoy outdoor activities and computer education.

As part of our commitment to maintaining the highest academic standards, the school concentrates on developing high literacy and academic performance in its students. For those students who are advanced for their grade level, teachers provide supplemental instructional material to enrich the learning process.

### **ISLAMIC EDUCATION PROGRAM**

Since Islam is the complete code of life based upon the guidance of the Qur'an, and the teachings and practices of the Prophet Muhammad (Peace be upon Him), Islamic education prepares a student to be a comprehensive and successful person in this life and in the life hereafter. Once a student can understand Islam, it becomes easy for him/her to realize the true meaning and goal of Islam: the growth and development of peace on earth.

In order to give a proper understanding of Islam and the values and morals it stands for, the Islamic Education Program at LUA aims at nurturing and deepening the faith of its students in Allah and the message of Prophet Muhammad (Pbuh), through study, demonstration, and practice. Children learn about Islamic values and virtues under the guidance of teachers who share these values and in the company of children who share these goals.

LUA strongly emphasizes Islamic Education and Arabic Language Studies. As part of the Islamic Education program, the children are taught Qur'an, Hadith, Seerah, Fiqh, Tawheed, and Islamic Manners and Morals.

### **OTHER ACTIVITIES**

Each year our students have the opportunity to participate in many worthwhile learning experiences, such as Science Fair, Islamic Studies Fair, Qur'an Competition, and Heritage Fair, National Geography Bee, Math & Spelling Bees.

### **FIELD TRIPS**

Classes may take field trips to enrich the classroom experience. Prior to the event, each student must have a signed permission slip from a parent or guardian. You will be notified of trip details, including the amount of each student's share of the cost. Since field trips support instructional objectives, students are expected to participate. If the money is a hardship, please contact the teacher or principal.

## **RULES AND REGULATIONS FOR LUA FIELD TRIPS**

1. All school activities, including field trips, are subject to approval from the Principal.
2. The Principal, or his designee, is responsible for planning and implementing the field trips.
3. All drivers, and/or the cars that are driven must show proof of driver's license and insurance for each field trip. Copies will be made and kept on file in the office.
4. All rules and regulations of the State Department of Transportation must be obeyed at all times (i.e. speed limit and use of seat belts).
5. If there is more than one vehicle, there must be a lead vehicle and no one is to pass the lead vehicle.
6. All students must be in the back seat, wearing seatbelts, and away from air bags.

7. No compensation will be given to the volunteer drivers and they will be responsible for their own expenses unless otherwise pre-approved.
8. All volunteers must be approved by the Principal or his designee.
9. Safety is everyone's job and responsibility.
10. Every child must submit a signed permission slip prior to going on the field trip.
11. The children's behavior represents the school and Islam. Misbehavior is subject to detention or up to 1 to 3 days suspension.
12. Only teachers and the Principal have disciplinary authority over the students on field trips.

## **ADMISSIONS POLICIES**

**LUA** was established to provide an educational opportunity primarily to children of Muslim families residing in the Lexington and Central Kentucky area who wish to study Islam and the Arabic Language in a supportive environment.

While education is provided from an Islamic perspective, children of any religion may be admitted. Islamic religious education for Non-Muslim students is optional.

Minimum standards for admission to each grade shall be applied to all student applicants. **LUA** is not yet equipped or staffed to provide services for students who have special needs or require special educational methods or systems.

We reserve the right to deny admission to any child whose needs we do not have the ability and/or resources to meet, or whose parents are motivated by concerns not consistent with the goals or policies of **LUA**. If this is determined, parents will be requested to place the child in a school elsewhere, or will be denied admission.

Any students experiencing extreme learning difficulties, very poor attendance, or serious behavioral problems will not be allowed to continue in the school. New students will be on probation for their first 60 days. Enrollment is not considered final until previous school records are received and reviewed.

**LUA** respects the dignity of the students as well as the student's right to an education in a Muslim School. It is operated on a non-discriminatory basis due to race, religion, color or national origin.

### **REGISTRATION PROCEDURES**

Early registration for new and returning students takes place near the end of each year. New students may also be accepted for admission during the first 2 weeks of the school year, if class size permits.

Any applicant interested in registering at **LUA** may contact the school to receive an application and to inquire about open registration times.

Any applications for registration will be submitted to the **LUA** office along with the required fees.

Acceptance priority will be given to children currently enrolled in **LUA**; second to siblings of children already enrolled; then to any other interested parties.

The school will review all materials and documents submitted by applicants wishing to attend **LUA** and make recommendations for admission to the Principal/Administrator who will make the final admission decision.

### **DOCUMENTS NEEDED WITH APPLICATION**

An Application for Admission Form to **LUA** office will not be complete unless accompanied by the following:

- A copy of the student's birth certificate or passport documentation verifying age.
- Transcripts and School Records - Official transcripts and school records for each year of attendance at another school. It is assumed that report cards/school records will indicate the student's level of achievement, successful completion of previous grades, and ranking on nationally administered standardized achievement tests, if taken.
- Proof of immunizations.
- Social Security card.
- Proof of custody if not living with both natural parents.
- Complete address of previous school.

## MINIMUM AGE REQUIREMENTS

**Kindergarten:** Students must be five years old by October 1<sup>st</sup> in order to be admitted to the Kindergarten Program. Children who would be five years old by October 31<sup>st</sup> may be admitted under the condition that their parent/guardian signs a form indicating his/her awareness that in case of transfer to public schools in Kentucky, the school may insist to enroll the child based on his/her age by October 1<sup>st</sup>.

**First Grade:** A child must turn six years old by October 1<sup>st</sup> of the school year in which admittance is requested.

**Other Grades:** The usual and customary age for each grade level is considered. Also, LUA does not allow for double promotion at any grade level. However, it is the school's policy to challenge the child to reach their highest potential.

## VISITS

We have an open policy at LUA and encourage new parents to observe classes. However, we do ask that you call the office to schedule an appointment first to prevent disruptions.

Applicants who are unable to visit while school is in session should contact the school to make other arrangements.

## RE-ENROLLMENT

Students presently enrolled in LUA are given first opportunity to re-enroll for the next school year. **Re-enrollment is not automatic.** These students must be registered at the office during open enrollment and all fees must be paid for registration to be completed.

A **\$250.00** re-enrollment materials fee is required of each re-enrolling student. This fee is required to reserve a place for the student in the school and is applied towards the **materials fee** for the coming school year. This fee is non-refundable after the first day of school. Late fees of \$100 will apply for all re-enrollments after May 22<sup>nd</sup>.

## UNIFORM POLICY

It is the policy that all LUA students wear the uniform, in its entirety, each day unless special permission is given to not wear it. The uniform brand is French Toast and LUA's dress code can be found online at [www.frenchtoast.com](http://www.frenchtoast.com) or at such stores as Sears, Target and Meijers. **All hijabs worn by students must be white, light or dark blue "al-amira" (2 piece cotton) hijabs.** No patterned hijabs or pinned hijabs are permitted. When ordering online, use the school our school code QS5RCYN.

**All students KG – 8th:** light blue polo shirt, or light blue or white dress shirt, navy twill or dress pants. For girls: optional long skirts, jumpers, accompanied by tights. No bare legs under skirts or jumpers are permitted.

**6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade:** white polo shirt, tan twill pants (they can continue to wear navy blue). They may also wear navy blue polo shirts with tan twill pants. Girls must wear long sleeves at all times, either with long-sleeve shirts or short sleeve shirts with a navy sweater or light jacket.

**Outerwear for all students:** Solid Navy French Toast sweaters, cardigans, light jackets, or vests.

**Shoes for all students:** rubber soled shoes. No heels are permitted.

Students may wear a shirt under long sleeve polo shirts for warmth; however, any garments worn under the uniform must not show and must be tucked in. No Shirts may be layered under short-sleeve polo shirts.

**Hijab:** Beginning with 5<sup>th</sup> grade, hijabs are required. All other students should bring one for Salat if they do not wear one. All hijabs must be white, light or dark blue "princess" (Al-Amira) 2 piece, cotton hijabs.

*Children not in proper uniform will be given a warning for 1<sup>st</sup> offence and parents will be called to pick up the child or bring a change of clothes for 2<sup>nd</sup> offence. Please send your child properly dressed in uniform daily.*

## **TUITION & FEES POLICY**

### **Tuition Policy**

Because **LUA** is a private school, the only means of financing the school's operations is through tuition and fees, donations, and fundraising activities. Tuition and fees cover the cost of textbooks, instructional materials, staffing, as well as general operations.

The tuition rate is for the school year 2008-2009 is \$ 3,900.00 per year. ( actual cost per year to educate a student is \$7,000, which is why **LUA** depends so heavily on donations and community support.)

### **Other Fees**

#### New Students (due at the time of registration):

1. Material Fee: a yearly advance payment fee = \$250.00 (not refundable after 1<sup>st</sup> day of school)
2. Application Fee: a one-time fee for new applicants only = \$30.00
3. Enrollment Fee: a one-time fee for new applicants only = \$70.00

#### Returning Students:

1. Material Fee: By May 22<sup>nd</sup> \$250. After May 22<sup>nd</sup>, a late fee of \$100 will be applied for a total of \$350.
- 2.

#### All Students:

1. IOWA, GMADE and GRADE standardized tests fee all grades = \$60.00 (due in the fall).
2. Other fees may be requested throughout the year for school agendas, special class projects, art supplies, field trips, or school-wide functions.

### **Payment Schedules**

Option 1: Payment in Full due by the first day of school

Option 2: 10 installments due the 15<sup>th</sup> of each month starting in August and ending in May. (Schedule will be posted)

*All financial obligations must be settled before a student will be admitted to any succeeding semester. Before enrollment for a succeeding school year can be completed, a signed Financial Contract must be on file in the Business Office.*

**Tuition accounts must be paid in full by May 15<sup>th</sup> regardless of any deferred payment arrangement.**

Amounts may be paid with a personal check, cashier's check, money order, through automatic bank withdrawals or cash. Payments are to be paid by mail or by placing it in a **sealed envelope** in the "**Tuition Drop Box**" at the school office during school hours. Please put the full name(s) of the student(s) that it is for. If paying by cash and a receipt is desired, cash must be presented to the office staff before putting it in the tuition box. Cash will be counted and a receipt provided.

### **Note:**

Please do not hand your tuition payment to school staff during dismissal or arrival. School staff cannot be responsible for this.

### **Delinquent Accounts**

Accounts are considered delinquent after twenty days. A delinquent account will result in the consequence that students will not be allowed to attend school until their tuition account is paid or a specific arrangement and agreement is reached, in writing, between the Treasurer and the parents. All financial obligations must be settled before students are admitted to any succeeding semesters and all transcripts, report cards, test results and, other necessary documentation will not be released or transferred to any school until all delinquent fees and tuition have been settled in full.

There will be a review of all accounts at the end of each semester in each academic year. In addition, if accounts are consistently delinquent, notice will be taken and students may not be admitted for the oncoming school year. All outstanding accounts must be paid in full before being admitted for the following year.

Tuition for students admitted or withdrawn during the year is prorated quarterly. Students withdrawing are subject to a \$50.00 Processing Fee established to cover the administrative and clerical costs.

### **Returned Checks**

Checks returned by the bank for non-sufficient funds or accounts closed must be replaced immediately with an additional \$25.00 service charge. If these funds are not replaced within five working days, payments for the year may be required to be by money order or cashier's check.

## **ACADEMIC POLICIES**

### **Homework**

Periodically, your child may have homework assignments. The amount depends upon his level, his ability to use his time wisely, and individual subject requirements. Types of assignments might include unfinished or incomplete class work, review or practice work, drill assignments or special projects or reports. You will help your child most by providing an established time and place for such work as well as some "guidance" if necessary. You should not be placed in a situation of having to do the assignments for the student. If you discover your child consistently spends an excessive amount of time on homework, please discuss your findings with the teacher.

Homework will not be used as a punishment for student misbehavior. Such a practice only reinforces negative feelings.

### **Average Length of Assignments**

Grade KG 20-30 minutes

Grades 1<sup>st</sup> - 3<sup>rd</sup>: 45- 60 minutes

Grades 4<sup>th</sup> & higher: 60 -90 minutes

### **4<sup>th</sup> Grade & Higher Homework Policy**

Students will be responsible for:

1. Writing all homework assignments in the Assignment Notebook/Student Planner.
2. Completing major work assignments and returning them on time to the teacher to receive a full grade. Assignments turned in late may receive less credit or no credit, unless there are extenuating circumstances.
3. Submitted homework assignment must be neat and reflect careful attention to detail, and quality work. If the student fails to do so, he/she will be asked to redo the assignment.
4. Homework assignments should not be completed during other classes such as gym, or during arrival or dismissal time.

### **Make Up Homework**

Students will have two days for each day of excused absence to make up work. It is the responsibility of the student to obtain missed assignments from the teacher. An extension of make up work time may be granted by the principal if sufficient (legitimate) reason is shown, or in the case of absences of unusual nature or length.

## **MONITORING AND REPORTING ACADEMIC PROGRESS**

### **Report Cards / Each Quarter**

An academic year is divided into 4 Marking Periods or Quarters. The first two Quarters constitute the 1<sup>st</sup> Semester, while the remaining two Quarters make up the 2<sup>nd</sup> Semester. Report cards are issued four times a year to inform parents of their child's progress. Report cards are sent home with students every marking period and mailed home for the 4th. Students will receive grades in achievement, conduct and effort.

Progress Reports and Parent-Teacher Conferences will be administered at the teacher's and principal's discretion and/or at the Parent's request.

### **Parent / Teacher Conferences**

Parent / Teacher Conferences are held two times a year. These conferences are scheduled immediately after Report Cards are issued and thus give the parents and teachers a chance to review the students' progress and any other concerns. All parents/guardians are requested to attend all conferences. Those students who are encountering academic/ behavior difficulty will require additional parent / teacher conferences at the discretion of either parent or teacher.

Additional conferences between the parents and your child's teacher may be arranged at any time during the year. Such meetings should be scheduled in advance with the teacher.

## **GRADING SCALE**

O= Outstanding Progress	A = 90 - 100 % excellent
P= Progressing very well	B = 80 - 89 % above average
S= Satisfactory	C = 70 - 79 % average
N= Needs Improvement	D = 60 - 69 % below average
U= Unsatisfactory	E/F = 0 - 59 % not acceptable (failure)

Grading practices may vary from subject to subject. Teachers will inform students of his/her grading procedures at the beginning of the year.

## **Student Recognition**

At the end of each marking period, **LUA** students who have attained high academic achievement and demonstrated excellent conduct will be on the Honor Roll. To be eligible for the Honor Roll a student must have:

### **Honor Recognition Grades K-1st**

Excellent Conduct in Prayer Hall, Classroom, and Assembly

Student consistently strives to perform at their personal best.

### **Honor Roll Grades 2nd and up**

1st Honors: All A's in all subjects and A in conduct

2nd Honors: All A's and B's in all subjects and conduct

The following are some of the criteria used in determining Honor Roll eligibility for the 2nd & higher grades:

Academic - Performance, Effort, Participation, Homework, Use of Planner

Attendance

Leadership & Service

Following Uniform Policy

Behavior and Attitude – Showing respect to both students and staff

Follow all school rules and directions of staff

At the end of each marking period, Honor Roll will be posted on the school bulletin board. At the end of the year an award certificate will be presented to those students who have been on the Honor Roll.

## **PROMOTION AND RETENTION POLICY**

Promotion is the action that advances a student from one grade to the next. Retention is the action that keeps a student in the same grade for another year. Retention gives the student the opportunity of an extra year of academic development.

When making recommendations about promotion or retention of students, the teacher will consider the viewpoints of the parents, support staff and principal. Parents are notified regarding the possibility of retention as soon as the teacher may consider such an action. The factors determining retention usually surface early into the second semester. The decision to promote or retain students always takes many factors into consideration and may include: student attendance, grades, daily work habits and achievement, physical and social maturity, grade level expectations and student ability.

**LUA** Board policy does not allow "double promotion" or underage promotion.

Minimum attendance required for promotion in all grades is 85% of the school year.

Absenteeism will be considered of prime importance in the decision to retain borderline students.

Students will be promoted if, in the judgment of the teacher, satisfactory academic, social and behavioral progress has been made during the current school year that would predict success in the following grade. A failing grade in any major subject may result in a student being retained.

By the middle of the third marking period, the parents of students who are in jeopardy of being retained will be notified and a conference will be conducted. The decision to retain a student will be made in consultation between the teachers, principal and parents. A letter stating possible retention will be sent by the end of the third marking period. In some borderline cases, promotion may be granted upon satisfactory completion of additional summer school or tutoring

## **Academic Probation**

Any student who does not maintain the school's minimum standard of academic achievement (in other words, below "satisfactory" in two or more major subjects)--will be placed on academic probation for a period of one marking period. During this time, the student has the opportunity to demonstrate reasonable improvement in his/her academic performance.

Any serious neglect or deficiency in academic performance during this period may be sufficient grounds for removing a student from the school, to be determined at the discretion of the school administration.

## **HOME AND SCHOOL RELATIONS**

In order to provide an effective educational program **LUA** strives to maintain close communication between the home and the school through the following means:

### **OPEN HOUSE**

An Open House for parents and students is held in the fall. All parents are encouraged to attend. This is a chance for parents to get acquainted with the school, teachers, our educational program, and school policies. A parent may schedule a separate conference with the teacher at this time.

The Academy will have a second open house/registration in the spring. It is an opportunity for students and parents to share all the work that has been done during the year. New students and parents are welcome to participate and all may register for the following school year.

### **NEWSLETTERS AND YEARLY CALENDAR**

Notes, calendars, newsletters and other communications are sent home regularly. Parents are asked to stress to their children the importance of bringing all messages to the parents' attention immediately. Please check your child's backpack each day for information from the teachers and the office.

### **PARENTS SUGGESTIONS**

We welcome and encourage parent's suggestions. Parents are asked to send their remarks in writing to the school office of the Principal/ Administrator.

### **PARENT CONCERNS**

Should a parent have a concern regarding their child and wish to speak to the teacher, he/she is requested to contact the school to schedule an appointment, or to request a note or phone call from the teacher. Appointments must be scheduled for times before or after school. The office staff will not disturb the teacher or student during class time. Teachers are responsible for classroom concerns, and their full attention must be given to their students without outside distractions. If this does not resolve the problem, then bring it to the principal. School Board members that are contacted individually will refer complaints to the Principal.

### **STUDENT CONCERNS OR PROBLEMS**

Should a student have a specific concern, every effort will be made to resolve it on a one-to-one basis. The following are the steps for resolving a problem:

- 1) Student meets with teacher
- 2) Student and parent meet with teacher
- 3) Student and parent meet with teacher and principal/administrator
- 4) If no resolution is reached at these meetings, the school administrator will make the final decision, and the parents will be given a copy.

### **MESSAGES**

The office will only deliver messages to students before 2:30 p.m. except in the case of emergency. Every effort should be made to limit the number of messages to students.

### **THE PARENT-TEACHER ORGANIZATION (PTO)**

Membership in the Parent-Teacher Organization is open to any parent or concerned individual who has a committed involvement in **LUA**. All parents are encouraged to join. Membership standing is based on compliance with the purposes and basic policies of the Organization.

The PTO is an essential support system for the School. Their work provides crucial support for school functions that LUA could not offer without their assistance. However, the PTO is not a policy-making body and does not interfere with the management of the school. All functions carried out by the PTO will be coordinated with and approved by the school Principal/Administrator.

Please become a member and consider becoming part of the management team of this organization!

## ATTENDANCE POLICIES

### School Hours

The school office will be open from 7:30 a.m. until 4:00 p.m. Monday through Friday during the school year. School business and affairs relating to the school should be taken care of during that time.

### Building Visitors

Adult visitors are always welcome. However, for safety and security reasons, we need to know who is in the building, and require that all visitors, including parents, register in the office. Meetings with the teacher must be scheduled in advance; conferences with teachers cannot be held while the teacher is responsible for a group of children. Please leave a message in the office, and the teacher will contact you to schedule a convenient time to meet.

### Arrival and Dismissal

**The regular school day for students is from 7:45 a.m. through 3:15 p.m. Monday through Friday.** Students should arrive at the school by 7:30 a.m. to allow for time to put their belongings in their classroom before morning Assembly.

*Any student arriving after 7:45 a.m. will be counted tardy.* Students must report at the office to receive be logged into the Tardy Log. The front door will be locked at 7:45 a.m., the beginning of the school day.

**Late Pick-up Fees:** LUA requests timely pickup of your children at dismissal. **Any child who is picked up after 3:30 p.m. will be charged \$1.00 per minute after 3:30 p.m.** and will be sent an invoice for these fees. The school does not have a latch key program or a day care.

### Ramadan Dismissal

Any adjustments to the calendar will be announced. Parents should be prompt in dropping off and picking up their children. Parents must realize that the time to pick up children is strictly enforced and should not be a burden to school personnel.

### Returning to School/Locking of Doors

No child will be permitted to return to a classroom after the dismissal time. Children must learn to be responsible for homework or other items, which need to be taken home. Classroom and entrance doors will be locked after 4:00.

### Attendance

State of Kentucky law requires students to attend school on a regular basis. Regular attendance is essential to make progress in school. Students are excused for illness and for prearranged doctor or dental appointments. Other requests for absences may be approved by special permission from the principal/administrator. A school officer will contact parents if their children are excessively absent or tardy. Excessive tardiness is unacceptable and will be considered a form of truancy.

Also, it is important that your child have enough sleep each night and a good breakfast in the morning. Children have difficulty learning if they are tired and hungry.

Compulsory attendance of all students between the ages of six and sixteen shall be enforced in compliance with the laws of the State of Kentucky. The administration, faculty, and staff of LUA expect every student to be attendance in every class, every school day. If a student is excessively absent, a 90% attendance rule will be invoked, and the parents will be notified.

Punctuality and good attendance are important to a student's educational success. Students who arrive late or leave early disrupt the classroom routine for everyone. It is important that students know their dismissal plan before they arrive at school. We will not interrupt classrooms to give daily reminders. Therefore it is essential that the parent send a note with the child to be given to the teacher.

### Definitions

**Verified Absence:** An absence where one of the following contacts occurs:

1. A parent/guardian of the absent pupil calls the school to report an absence.

2. A student returning from an absence provides his/her teacher with a written excuse. This notification must be dated and signed by the parent/guardian. Copies of doctor's excuses should be sent to the school and kept on file with the child's teacher.

**Unverified Absence:** An absence where the contacts listed under verified have not occurred and the notification has not been received.

**Absent, full day-** A full day of absence is recorded if the student is absent more than half of the day.

**Tardy:** A student who arrives late by 2 hours or less. A student who arrives at school after 10:30 a.m. is counted absent 1/2 day or a student who leaves before 1:00 p.m. is counted absent for 1/2 day.

**Early Dismissal:** A student who leaves school with 59 or fewer minutes remaining in the school day. This will be reflected on the report card as a tardy.

### **Reporting an Absence**

Compulsory attendance laws apply to all students between the ages of 6 and 16. When your child will be absent, please call the school office before 9:15 a.m. This is to assure that all students have been accounted for and have arrived safely at the school building. Failure to call the office, or send a written note when the child returns, will result in an unexcused absence for the student.

To report an absence, please call: (859) 272-3360 by 9:15 am. Please send a follow-up note to the office with the child's name, the teacher, the date(s) of the absence and a reason for the absence.

### **Excused Absences**

The following shall constitute valid excuses for temporary non-attendance provided the evidence of the excuse is submitted to the school. However, excused absences may not exceed 10 days per year.

1. Illness or Injury.
2. Illness of Immediate Family Member at the principal's discretion.
3. Death in Immediate Family.
4. Medical or Dental Appointments.
5. Court or Administrative Proceedings.
6. Educational or Religious Opportunity: such as travel to Hajj or overseas with written request to the principal.
7. Other circumstances may be excused at the principal's discretion.

### **Unexcused Absences**

Absences for any reasons not listed above for excused absences will be considered unexcused absences. Note that the absence of a child from school resulting from suspension or expulsion of that student for misconduct is an unexcused absence. However, **LUA** may not deny to any child suspended from school for 10 days or less the opportunity to take the quarterly or semester examinations missed during the period of suspension.

Three unexcused absences by a student in a marking period will result in a note sent home to the parents and mandatory detention..

Five or more unexcused absences by a student in the same marking period will result in a note sent home to the parents for a conference.

Should more than ten (10) unexcused absences by a student occur in the same semester, the parents would be required to meet with the school administration to evaluate the validity of the absences. If they are not found to be valid, it may result in no report card being issued for that marking period.

If the student has more than twenty (20) absences (excused or unexcused) for the total year, she/he may not be promoted.

If a student is excused for a doctor or dental appointment and is not absent from the building for more than 90 minutes, the student will not be counted absent or tardy. The child must report to the office for a class admission slip when returning to school. Students absent from school for up to one-half day will be counted as absent one-half day. School staff members will monitor student attendance on an ongoing basis. The parent/guardian will be contacted when absence/tardiness reaches serious levels.

## **Tardiness**

Being on time is life skill important to each student's future. Schools have the responsibility to teach the importance of this skill. Students who arrive late are at a great disadvantage. Not only are they missing information needed to start their day, but also they are interrupting the instructional time of the class.

Students are required to be in class on time. Tardiness to class is defined as not being seated when the bell rings at the beginning of each school day or at the beginning of class and after lunch recess, assembly or prayer. Any student arriving after 7:45 a.m. will be considered tardy and must report to the office for a pass before going to the classroom. Teachers will not allow a late student to enter class without an office pass. After 3 tardies per quarter, after school detention will be required. After 15 tardies, the child may be suspended from school for 1 day; this will count as an unexcused absence.

Please be advised that the excused tardiness' are only those that are beyond the control of the parent or guardian, such as a flat tire, car breakdown, extreme harsh weather or unexpected road construction. Un-excused tardiness' are those that are within the control of the individual, such as oversleeping, leaving late from home for school, etc.

## **Students Leaving School during the Day**

Parents should refrain from taking children out of school during school hours except in extreme cases. A dated, written request signed by the parent or guardian is required for a student to leave the school before the time of dismissal.

Any students leaving during school hours must receive permission from the principal or designee from the office and leave with an authorized adult. Identification of this adult will be required. The adult must then proceed to sign the child out of school in the main office. You must notify the school in writing as to which persons are authorized to pick up your child.

Parents must not go directly to the class, but report to the office. Teachers are instructed not to release students to parents or other adults, but rather send the child to the office upon a request from the office personnel. This procedure will guarantee the safety and well being of all students. Unless the parent has contacted us by telephone or note, a child will only be released to the people listed on his/her emergency card.

If the child does not live with both parents, a copy of the custody agreement must be on file in the office.

Parents are strongly urged not to take students out of school for vacations. Parents deciding to take their children out of school to go on a planned family vacation must inform the principal and the teacher in writing at least one week in advance. A student's grade and attendance will be two of the factors considered before the principal grants approval. Work and assignments will not be sent in advance of leaving.

If parents desire that their children be assigned work during the vacation period, they must make this request of the teachers at least (5) schools days in advance of the absence date. It should be understood that it would not always be appropriate to assign work prior to instruction. However, if work is taken, the student is expected to have missing assignments completed and ready to turn in on the day returning to school.

Students may make up work within a reasonable period of time (one day for each day of absence) upon returning to school. Please keep in mind that the total amount of work covered while your child is absent cannot be possibly made up. The teacher will make those assignments he/she feels are necessary for your particular child. After that the assignment maybe considered late, resulting in lower grade. Children who are out of school longer than the minimal requirement of attendance days per quarter may not receive a grade for that particular marking period.

## **DISCIPLINE POLICIES**

**LU**A believes that all students have the right to obtain an education in an atmosphere that nurtures growth and a positive self-image. We respect each child's right to a safe and orderly environment.

Providing children the opportunity to manage their behavior and supporting them while they learn how to manage themselves, is the aim of all of us in developing self-discipline in children.

Positive communication between home and school is necessary. When students understand that parents and the school are working together and not against each other, most problems are eliminated. Those students, who choose to endanger themselves or others, must accept the consequences of their actions.

## **We Believe:**

1. Students have greater success when all staff and other adults consistently model appropriate behavior and problem-solving skills.
2. Our staff shall guide, encourage, and praise a child for good behavior in an attempt to channel his/her energies in a positive direction.
3. Our staff shall use positive forms of discipline first, which will encourage self-control, self-esteem, and cooperation.
4. Students should be honest, courteous, respectful, and know and obey the rules of the school and cooperate with the school staff.
5. Students should be responsible for solving their own problems with guidance so it does not create a problem for others. This requires more thinking. Adults guide rather than enforce.
6. Students should make decisions with which they must live and learn that problems are opportunities for personal growth.
7. When students are able to have some control over their lives they experience an enhanced self-concept.
8. Students should face consequences instead of punishment, making a connection between the infraction and the action taken.

## **ROLE RESPONSIBILITY IN DISCIPLINE**

### **Responsibilities of the Student**

The student is expected to respect authority, which includes not only obedience to school rules and regulations but also to the laws of the community, state, and nation. Students should respect personal property, rights of fellow students, teachers, administrators, and other school personnel.

### **Responsibilities of the Parent**

Parents are expected to cooperate with school authorities and participate in conferences regarding the behavior, health, attendance, and academic progress of their children. Parents are subject to the provisions and statutes of the State of Kentucky.

### **Responsibilities of the Teacher**

Teachers are responsible for creating an atmosphere conducive to learning. Thus, they are directly responsible for maintaining discipline in their classroom and assisting in the maintenance of discipline throughout the building. Such responsibility and authority of any teacher extends to all pupils of the Academy.

Teachers will provide the opportunity for students to learn and understand acceptable behavioral standards within their classrooms.

### **Responsibilities of the Principal/Administrator**

The principal/administrator is expected to exercise leadership in implementing all necessary procedures, rules, and regulations of the school.

### **Responsibilities of the Board**

The Board of **LUA**, acting through the principal/administrator, holds all school personnel responsible for the control of the students while they are under the supervision of the school. The Board will support all personnel acting within the framework of the school policies.

## **SCHOOL RULES**

### **We expect that the students will:**

- Follow all general and specific school rules.
- Be present regularly and on time in the regular school program.
- Wear the school uniform every day (exceptions are to gym, field trips if permission is granted, other activities, etc.)
- Be polite, respectful, obedient, and courteous to teachers, school staff and other students, exhibiting a positive attitude towards themselves, others and their environment.
- Display appropriate manners while in attendance at all school or school related functions held on or off school grounds.

- Refrain from the use of profane, vulgar, offensive, and abusive language and actions.
- Respect school property and the personal property of others.
- Act appropriately and work cooperatively with others.
- Obey the playground and lunchroom regulations, which have been designed to provide structure and ensure safety.
- Demonstrate appropriate behavior during disaster drills.
- Demonstrate appropriate behavior during assemblies.
- Walk quietly in the hallways.
- Be attentive to teachers' instructions and complete assigned work to the best of their ability.
- Be mindful of the safety of oneself, and of others in the school.
- Use the prayer hall, washrooms, playground and school equipment safely and in a cooperative manner and take good care of the school property.
- Use the washrooms for intended purpose only (for Wudu and as lavatories).
- Take care of the school building, furniture, desks and lockers.
- Have a pass from their teacher or the office staff when using hallways during class time.
- Stay within school boundaries at all times.

**We expect that the student will not:**

- Use or have in their possession harmful or illegal drugs, tobacco, or alcohol.
- Use physical force against others.
- Bring matches, lighters, guns, knives or any kind of weapon to school.
- Abuse or deface school property or property belonging to another person.
- Tamper with fire alarms.
- Leave the school boundaries at any time.
- Dress out of uniform at any time.
- Wear shoes with recessed wheels in them.
- Leave the classroom without the permission of the teacher.
- Loiter in the halls or restrooms.
- Bring radio, TV's, cell phones, iPods, video games, squirt guns, or skateboards to school.
- Ride skateboards or motorbikes while at school.
- Boo or whistle at school assemblies.
- Run in the hallways.
- Use cell phones.
- Chew gum or eat candy in school (candy allowed with teacher permission).
- Return to school after leaving for the day unless accompanied by an adult.
- Undermine the principles and teachings of Islam and the ideals of the school.
- Disrupt the class or infringe upon the rights of others to learn.
- Be insubordinate.
- Use inappropriate or foul language at any time.
- Wear hats or caps in school, except for religious purposes.
- Throw snowballs.

**BUILDING RULES**

Every child is expected to support the rules of conduct, which contribute to the safety of others and the smooth movement of children throughout the building. The building may have potential hazards such as slippery floors, corners and glass, which call for safety rules prohibiting running, ball throwing and other potentially dangerous activities.

**CLASSROOM RULES**

- All pencil sharpening must be done before instruction or with teacher's permission.

- Students must remain in their classroom unless given permission by their teacher.
- Students are expected to do the best in all classes and to do all of their home work assignments.
- Students are expected to let all their teachers instruct and to allow other students the opportunity to learn.
- Students should keep their classrooms clean at all times.
- Students should be in assigned classes at designated times with your student planner.
- Student must raise their hands to be recognized before speaking.
- Students are expected to have all of their necessary books and supplies for each class with them when class begins.
- Students should be responsible for their own actions.

### **INSIDE RECESS RULES**

- Children should remain in their designated room and area and should not be in any other part of the building unless they have permission from their teacher.
- Appropriate games and activities for students during inside recesses and lunch hours maybe provided in each classroom. Students are informed of these games and activities and the rules for conduct on inside days are clearly explained.
- Children should not run in the classrooms or in the hallways.
- There should be not use of scissors or other types of devices that should only be used under the supervision of the teacher.
- Indoor voices must be used.
- Students should always follow the direction of the recess supervisor.

### **CAFETERIA RULES**

- Students are to enter the cafeteria in an orderly fashion.
- Running, pushing, and shouting are prohibited.
- Students are to be seated in their assigned areas.
- Once seated, students are to remain seated until dismissed.
- Students are expected to leave their eating area clean and orderly. All trash is to be deposited in the proper containers.
- Students are not permitted to handle any other student's lunch.
- Students are not allowed to play with food in any manner.
- Students are expected to treat the lunchroom personnel and supervisors with respect.
- Students are not to return to other parts of the building without permission.
- **No soda, candy, or “fast-food” is allowed.**

### **SCHOOL GROUNDS/PLAYGROUND RULES**

- Use all equipment properly and safely.
- Play only in the designated area.
- Fighting, wrestling, tackling, or rough horseplay is prohibited; play fighting often starts real fights, so it is not allowed.
- Tackle football or any other contact games/sports are prohibited. Flag football is permitted.
- Throwing any unapproved objects such as, hardballs, snowballs, rocks, dirt, gravel, stones, woodchips or any other sharp or potentially dangerous object is prohibited.
- Students are not allowed to leave the playground area or school boundaries without permission.
- Students are expected to respect and follow instructions of all adult supervisors.
- Students are expected to line up quickly when the teacher signals.
- Be fair; Take turns.

### **DISCIPLINARY ACTION/CONSEQUENCES**

#### **Positive Behavior**

A student will be rewarded for good behavior in one or more of the following ways:

- Frequent Praise
- Homework Passes

- Free Time
- Citizenship Award
- Student telephones parents to share good news
- Administrator telephones parents to share good news
- Recognition in school newsletter
- Student of the week or month
- Good Job Slips
- Free pencil
- Uniform free pass

### **Negative Behavior**

In the event that a child does not follow the guidelines set out in the discipline policy, the following procedures are consequences for dealing with behavioral problems. These procedures do not take the place of other methods or approaches. Infractions will be dealt with on an individual basis, taking into account the student's age and prior behavior record.

For inappropriate behavior, the student will be disciplined in one or more of the following ways:

- Verbal reprimand
- Written reprimand
- Student telephones parents to explain behavior
- Loss of privileges
- Detention
- Conference with parent
- In or out of school suspension
- Expulsion

**Detention:** Detention is a period of silent study, maximum 45 minutes. If positive forms of discipline are non-effective, detentions may be given. Parents will be notified to the reason, as well as the date and time a detention must be served during or after school detention. Manual work assigned by the teacher or principal during or after school detention must be completed.

If a student misses detention without prior notification and a legitimate excuse from a parent, he/she will be suspended from school.

**Suspension:** Student offenses that are serious in nature will result in suspension. The Principal/Administrator will determine the length of the suspension. Parents will be notified, and the student is responsible for all class work being done during that time. Absence due to a suspension is un-excused. While on an "OUT" suspension, the student should not be in or around the school.

Students are required to make up all work that was missed during the suspension.

Normally suspension periods will be as follows:

- First Offense: up to 3 days suspension
- Second Offense: up to 5 days suspension
- Third Offense: up to 10 days suspension

***In case of five to ten (5-10) days or less, the Principal's decision will be final.***

**Probation:** The Principal/Administrator will determine if the student's behavior has seriously or continuously violated school rules and regulation; if so, he or she will be put on disciplinary probation. The length of the probation is sixty-(60) days, or as determined by the Principal. The parents will be informed by conference and /or in writing of the length of probation and consequences of future misconduct, such as expulsion. While on probation any infraction that results under normal circumstances in suspension will be grounds for immediate expulsion from the school.

**Expulsion:** Expulsion is defined as removal of the student from school attendance for grave reasons. If the child has been suspended from school more than three (3) times (maximum 6 days accumulated) in a marking period and/or five (5) times, (10 days) within a semester, the Principal will meet with the parents to discuss expulsion. Once expelled, a student may not be permitted to re-enroll in the school for a minimum of one semester.

LUA has the authority to suspend or expel, and to make reasonable rules and regulations regarding discipline.

These policies or regulations apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or any place interferes with or obstructs the missions or operations of the school or the safety or the welfare of students or employees.

Reasonable effort is made to counsel students and parents so that drastic measures, such as suspension and expulsion, will not be necessary. However, occasions do arise when it is felt that such action is in the best interest of all. Individual disciplinary action is always considered in the light of the total record of a particular student.

Exclusion from school may involve any of the following or a combination thereof:

1. Suspension for a period of ten (10) school days or less.
2. Suspension pending investigation.
3. Suspension pending a hearing.
4. Suspension pending an expulsion hearing.
5. Expulsion.

Long-term expulsion may be for a period in excess of twenty (20) days, up to permanent removal from school attendance, however this action requires the authorization of the School Board.

### **Infractions**

- All behavioral infractions cannot possibly be listed in this handbook. Common sense will be utilized when dealing with infractions not addressed in this handbook and will be disciplined accordingly.
- Infractions will be dealt with on an individual basis, taking into account the student's age and prior behavior record

#### **I. The following infractions will result in a detention on the third occurrence:**

- Eating in the hallway or out of designated areas.
- Chewing gum.
- Tardy to school.
- Uniform violation (see uniform section for more information).
- Minor classroom misbehavior such as unrelated talking and disregard of classroom rules.
- Wearing of make-up.

#### **II. The following infractions will result in a detention on the first occurrence:**

- Minor altercation with other students, verbal or physical.
- Showing disrespect to teachers verbally or with gestures.
- Disorder and rude behavior during daily and Jumah prayer as well as various school assemblies.
- Use of profanity.
- Writing on furniture.
- Skipping a class.

#### **III. The following infractions may result in one or more days of suspension:**

- Additional incidences of infractions mentioned in section I or II after detention has been served.
- Severe disrespect of an adult on school property
- Defacement or damage to property; Vandalizing school property.
- Cheating or copying of another student's work.
- Verbal abuse or obscene gestures toward staff member(s).
- Threats to students, staff or others on school grounds.
- Leaving school grounds without permission.
- Fighting and/or intimidation.
- Skipping class
- Skipping detention.
- Stealing and/or destruction of property of the school, teacher or another student.
- Throwing objects at or other physical assault on other student(s) or staff member(s).
- Any act that would endanger the safety and/or welfare of the school community.

- ❑ Blatant disregard for rules and regulations or Islamic teachings.

On the third suspension the student will be informed that the next infraction will result in severe disciplinary action such as, but not limited to, being placed on disciplinary probation.

## STEPS OF DISCIPLINARY PROCEDURES

**Step 1: Warning.** After two redirects, student is given a written or verbal warning by a teacher. The student will also lose an in-school privilege, such as recess. During this time, the student will be directed to think about his/her behavior and what needs to be done to improve it.

**Step 2: Notification.** Notification is sent to the parents indicating the discipline problem and what is requested of the parents. This notice must be signed and brought back to school the following day. The student will also lose an in-school privilege, such as recess.

**Step 3: Parents Called By Teacher.** The parents will be called and informed of the disciplinary problem their child is having. The parents will be asked to speak seriously with their child and warn him/her of the consequences of continuing bad behavior. The student will also lose an in-school privilege, such as recess.

**Step 4: Detention.** The detention period is 30 minutes for the first time, -45 minutes for subsequent times. During this time, the student may be required, if suitable, to write about why he/she is in detention, how the problem could have been avoided, what he/she is going to do to improve, and what should be the consequence for any further disciplinary problems. This paper must be co-signed by the student and parent and returned to the school office the next day. If the essay is not properly done or not signed and returned the following day, the student will be issued another detention.

**Step 5: Parent/Teacher Meeting and Contract.** This meeting will be between the parents, teacher, and school administrator. The student may attend as needed. This meeting must be held within three days of the offense. A behavioral contract will be made and signed by all parties. This contract will include a behavior modification plan, a system of checking the student's progress, and the consequence of failure to meet the conditions of the contract. The student will also lose an in-school privilege, such as recess.

**Step 6: Suspension.** The period of in-school suspension is 1-3 days. The student will report directly to the Office at 8:00 and will be given material to read about proper behavior and self-discipline, and later will have a discussion with a staff member regarding why he/she is there and what needs to be done to address the serious disciplinary problem. By the end of the day, the student will have written, if suitable, a paper describing: what he/she has learned that day, how she/he is going to change his/her behavior, and what should be the consequence if his/her behavior does not improve.

**Step 7: Parent/Teacher Meeting.** At this meeting the first behavior contract will be reviewed. The contract will be modified accordingly and reissued. Also at this time, both the student and parents will be informed that any further infraction will result in the student being suspended from school. During this period, the student will not be allowed to come to school or participate in any school activities.

**Step 8: Disciplinary Probation.** This meeting will be with the parents, student and school administrator and must be held within one week of the offense; otherwise, the student will be suspended from school until a meeting is held. At this meeting the behavior contract will be reviewed and modified. The student will immediately be put on disciplinary probation for a period of three months. During this time the student may not receive any further disciplinary infractions or will face expulsion. At this meeting, both the student and parents will be informed that any further infraction will result in the student being expelled from the school.

**Step 9: Expulsion.** Once expelled, a student will not be permitted to re-enroll in the school.

### Appeals

Only out-of-school suspensions of more than ten (10) consecutive days or recommendation for expulsion may be appealed. Appeals are for the purpose of refuting the charges or penalty based on documentary evidence.

The Principal/Administrator shall hear an appeal for an expulsion recommendation prior to the Board hearing. The Principal, after hearing all appeals, may decide to support and convey a recommendation for expulsion to the Board of **LUA**.

An expulsion hearing before the Board is the student and parent's opportunity to appeal the Principals recommendation for expulsion. This must take place within 5 business days after the recommendation for expulsion. During this period, the student is not permitted to return to school.

Only through official action by the Board may a student be permanently expelled from school.

Within five (5) days of the conclusion of the hearing, the decision of the appeal body shall be forwarded in writing to the person or persons initiating the appeal.

## **HEALTH & SAFETY POLICIES**

### **Immunizations & Immunization Certificates**

Kentucky State Law requires all children enrolling in a public, private or parochial school to have an up-to-date Immunization Certificate for the state of Kentucky and physicals are required for KG *and* 6<sup>th</sup> grade *and* if you are new to Kentucky schools.

The parents of a student must provide the school office with a KY state immunization certificate by the 1st day of school. Failure to do so will prevent the student from attending classes until the certificate has been submitted. KG students, if the parent has evidence of an upcoming appointment, have 30 days from the first day of school to get these.

If a child has religious exemptions certificate, he/she must go home and stay home if an outbreak occurs.

### **Health Problems**

If your child is ill, it will be difficult for him/her to perform well at school, and his/her need for medical attention should not be neglected. To protect other students, faculty and staff from health hazards, any students with contagious illnesses (including a flu, virus, bad cold or fever) should not attend school. Also, if your child is vomiting or exhibits other symptoms of illness, he/she should remain at home for the day.

### **When to Return to School:**

1. Any child who has a fever of 100 degrees or more should not return to school until 24 hours of normal temperature have passed.
2. Active, heavy coughing with a runny nose and sneezing are symptoms that may need a doctor's evaluation. Allergy symptoms can be controlled with medications. A child with a cold needs additional rest and fluids in order to avoid complications and should remain at home until symptoms have diminished.
3. Any child who vomits should not return until 24 hours have passed with no vomiting.
4. Diarrhea may be difficult for a child to manage in school and may be symptom of a contagious illness. Diarrhea can also be very upsetting to a child. Treatment requires diet modification, rest and fluids that can be better managed at home.

Note: Any child who runs a fever of 100 degrees or more or presents signs of a contagious disease will be sent home from school. It is the parent's responsibility to provide transportation and care for the child. Please keep your emergency phone numbers up-to-date and provide us with SEVERAL names and numbers of people who can care for your child, if you are unavailable. It is so sad to watch a sick, feverish, crying child wait for hours while we attempt to locate a responsible adult. Don't let this happen to your child.

If your child remains at home because of illness, please telephone the office to notify the school of the excused absence. If a child becomes ill during the school day, the school will contact you to come to the school and take the child home. Upon return, your child should bring a doctor's note or a note from the parent or guardian noting the illness.

It is the responsibility of the parent or guardian to inform the office and the child's teacher in writing of any allergies, long-term health problems or medical problems that may need attention while at school. This should be included on the Emergency Card. Doctor-recommended directions for immediate action or first aid should be provided in writing.

### **Administration of Medicine:**

School policy prohibits school faculty and staff from administering any medication (even a Tylenol) to students without the written permission from the parents and written directions from the physician. If a child is recovering from an illness and medication needs to be administered, the following procedures must be complied with:

- 1) **Parents must bring the medication to the office and sign the Medication Log. Do not send any medicine to school with your child.**

- 2) Instructions for administering medication must be supplied by the physician and kept on file in the office. (This note is in addition to the label from the pharmacy and must clearly indicate the quantity of medication, the time of day it is to be given, and for what duration of time it should be taken).
- 3) The medication itself is left in the locked First Aid Cabinet, and must stay in the Original container supplied by the pharmacy.
- 4) School faculty and staff only will administer the medication. Children are not permitted to keep medication with them during the school day.
- 5) If your child is positive for strep throat, he/she needs to stay home for at least 24 hours after the start of the antibiotics. Do not send your child to school before that to prevent the spread of this potentially serious illness.

### **Illness and Injury (at school)**

If an illness, accident or injury occurs at the school, the office will be immediately notified. If it is a minor injury, it will be treated at the office and the child will go back to class. If it is more serious and requires parents or medical attention, we will make the student comfortable and contact the parents to come and pick up the child. If there is no response at home or at the parent's place of employment, we will call the emergency number provided on the Emergency Card. If no one can be reached, we will contact the family doctor for directions. (It is for this reason that the Emergency Card needs to be kept up-to-date).

### **Communicable Disease**

If a student is sent home with a suspected communicable disease, the school must report it to the local health department. If your child is kept home because of this, please report it to our office so that we may notify other students and parents.

Students suffering from a communicable disease must be excluded from classes and cannot be readmitted without written approval from the Public Health Department or the family doctor.

It is strongly suggested that a child be kept home after a bout with the flu for at least 24 hours after his/her temperature returns to normal. Do not send your child to school with an elevated temperature.

If a student must stay in at recess, or be excused from physical education, a note from their doctor must be given to the school, stating the reason and the length of time excused. Under normal circumstances, if a child cannot go out for recess, he/she should not be in school.

### **Lunch & Snacks**

Parents are responsible for providing their children's daily lunch and snacks. As a reminder, we urge parents to provide a nutritious and well-balanced lunch for their children. Foods from the four (4) food groups with a non-carbonated beverage should be included - whole wheat breads & grains, meat, milk & dairy and fruits & vegetables.

We strongly discourage "junk" and "empty-calorie" foods. If a child learns good eating habits while he/she is young, he/she will develop healthy eating habits throughout his/her entire life. Also, studies have shown that a "child's performance in school is directly affected by the types of food he/she eats". Poor nutrition or skipping of meals leads to sleepy or hyperactive children.

Children will eat their lunches in the cafeteria, their classroom, or outside, weather permitting. Please help to reinforce healthy eating habits and prevent waste of food. At LUA, we would expect students to eat their meat/protein item with their beverage first, followed by the fruit item and finally their "cookie" or snack. No candy or gum is allowed. No soda or "fast food" in original containers is allowed.

### **Child Abuse & Neglect**

We are required to report all suspected cases of child abuse or neglect to the State / local Social Services. All school employees and volunteers are required to follow the guidelines of the law.

## **EMERGENCY PROCEDURES**

### **School Emergency Dismissal Procedures**

School will remain in session until 3:15 p.m. on Monday to Friday unless there is an emergency in the building or when inclement weather develops after school is in session. We must ask all parents to PLEASE MAKE CERTAIN THAT THE CHILD KNOWS WHERE TO GO WHEN PARENTS ARE NOT AT HOME, IN CASE OF EARLY DISMISSAL. In the

event of fire or other disaster (May God forbid) an emergency plan will be put into effect to assure as much protection for the children as possible. Faculty and staff orientation includes training for such situations. Fire procedures are posted in each classroom.

### **Severe Weather**

LUA follows the guidelines of the Fayette County school district concerning school closing. **When Fayette County public schools are closed due to severe weather conditions, LUA will also be closed.** The decision to close the school is made as early as possible, usually before 7:30 a.m., or later if there is a sudden change in the weather. **Parents must listen to the local TV or Radio stations to determine when LUA is closed. Remember, If Fayette County Public Schools are closed, LUA is closed. There will be no direct contact between the school and each family. Do not call the principal or teachers.**

### **Closing While School is in Session**

If a severe weather emergency forces a closing while students are in school, we will do our best to call and notify each family. In the event that the school is unable to contact someone at home we must ask all parents to PLEASE MAKE CERTAIN THAT THE CHILD KNOWS WHERE TO GO WHEN PARENTS ARE NOT AT HOME, IN CASE OF EARLY DISMISSAL.

### **Tornado Warnings & Drills**

In the event of a tornado WARNING (a tornado has been sighted in the area), students will be escorted to a designated protected area until an "all clear" is given. Students will not be dismissed from school during a tornado emergency, even if the school day is over. If A PARENT INSISTS ON TAKING A CHILD WITH THEM, THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE CHILDS SAFETY AFTER LEAVING THE BUILDING. Also, tornado drills will be conducted at our school several times during the year.

### **Fire Drills**

Fire drills will be conducted monthly throughout the school year. The Principal and Staff will supervise these drills.

## **GENERAL INFORMATION AND MISCELLANEOUS**

### **Holiday Celebrations**

LUA celebrates only the two Islamic holidays, Eid al-Fitr (after Ramadan) and Eid al-Adha (during the Hajj season).

The school also observes Ramadan by closing one hour early so student's can complete their homework before Magrib and have more time to read Qur'an during this Holy Month.

The school is closed during traditional American holidays such as winter break and spring break.

### **Morning Assembly**

School starts promptly at 7:45a.m. Students are instructed to report to the Cafeteria for morning assembly. Morning Assembly is the time when teachers, students and administration have the opportunity to come together for announcements and to learn du'a.

### **Classes**

Classes begin at 8:00 a.m. Students will be escorted to class by their class teacher. Students are expected to be respectful to the administration, teachers, and parent volunteers. Students are to be attentive, responsible, and careful of personal property as well as the property of others. Our students should remember that we are indebted to the one who has taught us even one letter.

### **Lunch**

At the present time, the Academy does not have a formal hot lunch program. Lunch rules are as follows: Good table manners are expected of everyone. Keep your food on your plates, do not throw it away. Students are expected to eat their own lunches. Sharing of **Food, while tempting for some students, is not permitted. Please inform you children of this rule.** Students are expected to keep their voices at a reasonable level. No loud talking and yelling inside. Students should not play around at the tables. Microwaves are available to reheat food when eating in the classrooms. There are no microwaves in the cafeteria for students' use.

## **Recess**

All students are to go outside when the weather permits unless they have a written excuse from home. We do not go outside when the temperature is below 20 degrees. If a child has been sick or if he/she has a bad cough, etc. it is all right for the parent to send a note to the teacher requesting that he or she be allowed to stay in at recess for one or two days. Excuses for a longer period of time will be given only with a doctor's request. Normally, if the child is well enough to come to school, he/she is well enough to go outside for a short time. Children remaining inside are to bring a book or quiet activity to an assigned area. Students cannot be left in their room unsupervised. It is the parent's responsibility to insure that the child is adequately dressed to go outside. All students may go outside when the outside temperature is above 20 degrees.

## **How to Dress for Outside Recess**

Children will have outdoor recess each day. Please be sure your child is dressed appropriately for the weather conditions. We will on occasion be in, but for the most part, we will have outdoor recess as much as possible. Therefore, it is important that your child come to school with hat, gloves, boots and warm coats in the winter, to avoid having to sit in class all afternoon with wet shoes and socks. Sometimes rain or very cold weather keep students inside during recess or at least shortens the time they are allowed outside. Schools also want to keep to a minimum the number of calls the office must make to homes for dry clothes. Raincoats are recommended. Please do not send umbrellas, as they are difficult for children to manage.

## **Hall Passes**

Students must remain in classes during scheduled lessons, and must not leave their desks without their teacher's permission. Other than cases of extreme emergency, students should not approach the office without their teacher's permission. Parents may be called only with the Administration's permission.

## **Prayer Hall**

As Muslims, the children are taught to respect the prayer hall. The children are expected to remain quiet until the prayer has begun. Playing, loud talking or unnecessary movement will not be tolerated in the prayer hall.

## **Salat** (Daily afternoon prayer and Jum'ah in congregation)

Salah is the second important pillar of Islam. Students must approach it with the proper degree of decorum.

- Students should not loiter in the Wudu area.
- Students must enter the prayer area quietly and prepare to line up for prayer properly.
- Unnecessary conversation is discouraged.
- Students must obey and respect their supervising teacher in charge for the day.
- After prayer students should not loiter, but return to class as quietly and as orderly and possible..

## **Lavatories**

Student must observe the Islamic values of cleanliness in the restrooms. Students must not put paper towels in the toilets (only toilet paper is allowed). Boys must be seated when using toilet.

Students must not throw soap into the toilet or on the floor. Make sure that the water is turned off after washing. Take care of the lavatory for the school belongs to each and every individual who uses it. Try to keep the restrooms as clean as possible.

## **TRANSPORTATION**

Transportation to and from the school is the responsibility of the parents. **LUA does not** provide transportation services.

## **Parking Lot Procedures**

When picking up or dropping off your children please remain in your car, in line, single file, and wait for your child to come out of the building. Cars must not be unattended, and drivers must not exit their vehicles, as they will block the way of others. Please do not ask children to cross between cars. Anyone who is picking up or dropping off children in any sort of car pool arrangement must report it ahead of time to the office. This will allow **LUA** to release your child in that group to other involved parents in the group if necessary. For any special requests to ride with someone else, a child must have a permission in advance requesting that.

Absolutely no parking or standing during unloading (arrival) or pickup (dismissal) is permitted. If you need to come into the school, you must park your car in the parking lot.

## **Use of LUA Grounds**

Students involved in activities after school are not to be on school property unsupervised. It is a parental responsibility to bring children to activities and to pick them up on time. Parents are to make sure the adult in charge of the activity is present before they drop their child off for an activity. The school is not responsible for the safety of any children on school property after regular school hours. However, school requires a release form to be signed for after school activities.

## **Textbooks**

Textbooks are the property of **LUA** and are on loan to the students for the school year. Workbooks are consumable and are purchased for various subjects. Children are held responsible for the condition of all textbooks and other books checked out to them. All textbooks must be returned in good condition at the end of the year. A charge will be assessed if these books are lost or damaged. The fine for damaged or lost books usually ranges from \$25 to \$70 depending upon the cost and condition of the book. Fines that are not paid by the end of the year will result in the school withholding the student's report card. Parent must purchase replacement of lost workbooks.

## **Lost & Found**

Because of the similarity of many articles and supplies, it is very important that students identify their possessions clearly. Names should be marked plainly on all articles of clothing such as sweaters, coats, gloves, hats, boots, and lunchboxes. All books should be marked legibly with the student's name so those lost articles may be returned to the student. Articles found on school premises should be taken to the Lost & Found in the designated area. Articles that are not claimed within two (2) weeks will be given away.

## **Supplies and Materials**

At the beginning of the year, each teacher will give a supply list to the students. These supplies will need to be replenished periodically. To help preserve the consumable materials and supplies, **LUA** asks that parents supply extra pencils, loose-leaf paper, paste, crayons, markers, glue, notebooks and other materials for their child.. Please encourage your child to take proper care of materials. We urge you to become familiar with your child's instructional materials. Parents in grade KG, 1<sup>st</sup> and 2<sup>nd</sup> grades may be requested to take turns providing snacks for their child's class.

## **Student Records**

Student records are transferred by mail. The parent or guardian will be asked to sign an authorization form provided by the new school, which will be mailed to the leaving school, giving authorization for the transfer of records to the new school.

With prior arrangement, parents have the right to view their child's records. All student records are confidential and primarily for local use.

## **MOVING FROM THE DISTRICT**

Official school records will be sent to the receiving school at their request. Under certain circumstances copies can be made of student records and given to the parents or guardians. The school should be notified in advance when a student is leaving.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

According to the regulations for the Protection of the Rights and Privacy of Parents and Students -student records may not be released without the written consent of the parents to any individual or agency other than to the following: officials of other schools or school system in which the student seeks or intends to enroll, upon the condition that the act includes the following:

- A. The right to be provided a list of the types of education records, which are maintained by the institution and are directly related to students.
- B. The right to inspect and review the contents of those records.
- C. The right to obtain copies of those records, which may be at the expense of the parent of the eligible student (but not to exceed the actual cost of the educational institution's reproduction costs.)
- D. The right to a response from the institution to reasonable requests for explanations and interpretations of those records.
- E. The right to an opportunity for a hearing to challenge the contents of those records.

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, notice is hereby given that **LUA** intends to release the following student directory information: Name, address, date and place of birth, participation in officially recognized

activities and sports, weight, height of members of athletic teams, dates of attendance, courses of study, awards and recognition received, and the name of the most recent previous school attended by the student. Be it further advised that only a parent/guardian has the right to refuse to permit the release of any or all of the types of information designated by **LUA**. If you desire that all or part of the items listed in the directory information should not be released, contact **LUA** within two weeks of the receipt of this notice.

### **EDUCATIONAL RIGHT AND PRIVACY**

**LUA** complies with the Family Educational Rights and Privacy Act 1974, as amended. The act provides parents, guardians and eligible students (a student who has attained 18 years of age) access to student records and places restrictions on the release of those records to a third party.

It is the responsibility of the principal/administrator to maintain student records and educate the staff regarding proper information, which will be placed in the student record. These records are to be locked at all times. The principal or designee shall record each request for and release of information in a permanent record book.

School personnel within the system may examine students' records for legitimate educational purposes. Officials or other schools may obtain records for a student who intends to enroll in their school.

The school will supply information from records without a signed consent form only upon receipt of a subpoena or judicial order; the parent or guardian or eligible student will be notified of such release in advance of compliance therewith.

Student records are available for inspection by a parent or guardian upon completion of a written request form. The parent or guardian of a student, who is 18 years of age, may inspect records only with the written consent of the student. A minor student is not permitted to see his/her records without the written consent of a parent or guardian.

A parent, guardian, or eligible student wishing to review records must complete a written request form, which is available at the principal's office. The review of the student record will be in the presence of the principal or his/her designee.

A parent, guardian, or eligible student has the opportunity to seek correction of the records of the student through a request to amend the records or a hearing with the principal or his/her designee. A parent, guardian, or eligible student is permitted to place a statement in the education records of the student. The principal's decision may be appealed.

Copies of the student education record shall be made available upon request for a minimum fee of \$1.00 and five cents per page of copy. There shall be an additional charge for all material mailed sufficient to cover the cost. Fees are to be paid before copies are made.

### **LUA SEXUAL HARASSMENT POLICY**

Harassment may be because of race, color, sex, national origin or physical handicap or physical characteristics. Harassment in the elementary school is considered to be any actions in the aforementioned situations that make a student feel unsafe or uncomfortable.

Harassment includes, but is not limited to name calling, inappropriate touching of a person or clothes, improper remarks or jokes, or any improper action displaying power over or hostility toward a person.

**LUA** will not tolerate any harassment of individuals. Sexual harassment is unlawful. All contact between students, teachers and other employees should be in keeping with respect for the individual and should create a favorable learning environment.

Reports of harassment will be investigated and anyone found to be in violation will be subject to disciplinary action according to the building discipline plan.

### **VIDEO/INTERNET/PICTURES**

We take pictures of students for the yearbook and newsletters, and sometimes newspapers and TV. No full names will be used for the media. Pictures of the school kids may be used on the ISCK or LUA website.

Parents will receive Release Forms to sign, which authorize LUA to show your child's work, name and/or image.

The children will occasionally look up information on the internet for class purposes. This is always supervised by the teacher. If you do not wish for your child to participate in these activities, please send a written note of your objections.

**PARENT-STUDENT/LUA CONTRACT**

To successfully run LUA and to best realize everyone’s expectations and aspirations, we must all have a full understanding of all LUA’s policies and procedures.

*All parents or guardians are asked to read this Parent-Student Handbook in its entirety.*

***The following Contract must be signed and returned to the office no later than Friday, August 17.***

*If you have any questions about anything in the Handbook, please contact the office.*

**We testify that:**

We have completely read the Parent-Student handbook and we understand its contents. We further agree to abide by all the rules and regulations mentioned therein. By signing this contract, we agree to work together with Lexington Universal Academy and teach our children to follow the rules and will work with the teachers, staff and the Principal to make this happen.

We, as parents and students, expect the same in return from the Principal, teachers and staff.

Only as a team can we make the academic year run smoothly and be successful and always, the best interest of the child is at hand.

**Parent’s signatures:** Mother \_\_\_\_\_ Father \_\_\_\_\_  
**or legal guardian:** \_\_\_\_\_

Student’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

**A contract must be returned for each student at the commencement of the school year.**

This Contract must be turned in by August 15, 2008, or your child may not be permitted to return to class.

If you have any questions, please give us a call at 272-3360.