



# Parent-Student Handbook

**2017-2018**

## **Lexington Universal Academy**

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Lexington Universal Academy (LUA) is an independent, non-profit tax-exempt institution. Lexington Universal Academy is a dually accredited (AdvancED and CISNA) Islamic school founded by the Islamic Society of Central Kentucky (ISCK) in 2003.

## OUR VISION

Lexington Universal Academy is committed to providing students with an excellent academic education and firm foundation in moral and ethical values. Lexington Universal Academy fosters a dedication to God through virtuous living in a progressive Islamic environment.

## OUR MISSION

Lexington Universal Academy seeks to develop in each Muslim student a positive identity as an 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, Quranic principles, and ethical behavior in order to make positive contributions to the ever-changing 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.

Lexington Universal Academy strives to accomplish this mission by following researched based best practices, and the human and social values espoused in the teaching of Islamic beliefs. These core values are encompassed in our institution acronym:

**L** = Leadership                      **U** = Unity                      **A** = Accountability

Students receive both Islamic and academic experiences that are driven by data that includes stakeholder surveys, and assessment data based on standards of expected achievement. The data is used to establish goals, objectives and strategies for continuous improvement. Our annual improvement planning involves all staff members, the PTO, and the Board; and is set out in two distinct yet connected documents: the school improvement plan (SIP), and the Framework for Islamic Education.

## OUR GOALS

- Guiding students to engage in ethical decision-making and applying Islamic principles in their daily lives;
- Providing 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;
- Inspiring students to hold high expectations of themselves for academic achievement, personal growth, and development;
- Enhancing the students' understanding of the Qur'an through instruction in the Arabic language;
- Helping 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;
- Instilling in student's universal values of honesty, respect, responsibility, and self-discipline and encouraging them to demonstrate these values through their actions;
- Inspiring students to become God-Conscious leaders guided by justice, supported by ethics, empowered by knowledge, and driven by logic;
- Incorporating critical thinking, analytical reasoning, effective communication and problem solving skills in a student-centered environment;
- Creating an active learning environment in which experimentation, exploration, intellectual curiosity, and self-discovery are encouraged;

- Creating a nurturing learning environment in which students are valued as unique individuals and their special gifts are discovered and nurtured to optimum potential;
- Nurturing the development of social skills by encouraging self-expression, discussion and healthy interaction with peers and adults in a safe environment;
- Emphasizing to students that social responsibility and justice must be balanced by the desire for personal rights and ambitions;
- Promoting in student's high self-esteem through academic achievement and a positive self-concept;
- Instilling in students a lifelong love of learning by applying a stimulating, hands-on curriculum; and
- Establish through our diverse student body an atmosphere of mutual trust, respect, and appreciation within the school and larger community.

## **PROGRAM OF INSTRUCTION**

### **CURRICULUM**

LUA follows and implements the curriculum guidelines as set forth by the United States Department of Education (USDOE) Core Content for Language Arts, and Mathematics; and by the Next Generation Science Standards (NGSS). Social Studies content is driven by Fayette County standards until the USDOE publishes new standards which are still being developed. We engage students in a positive academic climate about moral and ethical decision-making so as to provide a firm foundation of Islamic values. Islamization of the academic curriculum is done whenever possible as planned in our Framework for Islamic values. Islamization of the academic curriculum is done whenever possible as planned in our Framework for Islamic Education.

### **PRE-KINDERGARTEN**

Our Pre-K program is designed to build a solid foundation for a child's future learning by providing positive, supportive learning environment. Basic physical coordination activities, appropriate age-level development skills such as coloring, basic letters, names of animals, textile exposure, storytelling, listening skills, and inquiry opportunities, sharing, etc.

### **PRIMARY (K-3)**

We introduce the separate, though connected, principles of Phonics, Language Arts (Reading and Writing), Mathematics, Social Studies (Geography, History, Civics), and Science. Both the Islamic and Academic experiences increase in expectations as the children matriculate through the grade levels. In addition, all of the children will experience play time (outside when weather permits), use of computer and proper protocol.

### **INTERMEDIATE (4-5)**

Students' individuality starts to become manifest during these years. Though each grade prepares their students for the next level, grades four and five experience a significant increase in rigor and expected academic accomplishment. Grade four remains self-contained for their final year, and grade five will experience an introduction to the typical structure of having different teachers for different subjects. Standardized assessments take on a more meaningful part of progress assessment. Grade five will have two academic teachers who will teach them either Language Arts and Social Studies, or Math and Science. This is done to ease their transition to middle school, and travelling from classroom to classroom.

### **MIDDLE SCHOOL (6-8)**

Mathematics, Language Arts, Science, and Social Studies are LUA's four main academic subjects. Our teachers are certificated in their subject areas, and they follow the standards stated in the curriculum section above. The main resources used to support their instruction includes Saxon Mathematics through Algebra-I in grade eight; Science Fusion to support next generation science and foundations for STEM. Journeys is used in Language Arts for reading

and writing related instruction; and depending on the grade level Social Studies will cover history of America, the world, and geography of the world and its people. A syllabus for all subjects and grade levels are available on the teacher websites.

## **ISLAMIC EDUCATION (ALL GRADES)**

Learning the Arabic language facilitates better understanding and ability to memorize Quran. We teach and encourage students to demonstrate and adopt the universal values of honesty, respect, responsibility, and self-discipline, and self-respect. Methodology includes encouraging self-expression, critical thinking, analytical reasoning, and effective communication and problem solving that will improve students' social and reasoning skills. We do this in a safe, student-centered environment.

## **OTHER ACTIVITIES**

Our students have the opportunity to participate in many worthwhile learning experiences such as: Science Fair; Academic Team; Islamic Studies Competition; Quran Competition; Geography Bee; Spelling Bees (both English and Arabic); Heritage Fair; Yearbook; Hajj simulation, Arabic Language Day; and the 8<sup>th</sup> grade trip to Washington D. C. We have many students who receive recognitions beyond LUA in these events (district, regional, state, and even national).

## **ADMISSIONS**

- 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.
- While education is provided from an Islamic perspective, children of any religion may be admitted. Since the academic and Islamic instructional schedules are intertwined, non-Islamic students would still need to attend the Islamic Studies, Arabic, and Quran classes (otherwise they would not have any teacher to supervise them during these periods); but grading in those classes would be optional.
- Minimum standards for admission to each grade shall be applied to all student applicants. LUA is not equipped or staffed to provide services for students who have special education needs, methods, or accommodations.
- LUA reserves the right to deny admission to any child whose needs we determine cannot be met. If this is determined, parents will be requested to place the child in a school that is equipped to provide such needs.
- Any student who experiences extreme learning difficulties, poor attendance, or serious behavioral problems may not be allowed to remain, or continue to be enrolled in LUA. Any new student who has been enrolled shall be on probation for their first 60 days, or until the previous school's records are received and reviewed, whichever is longer. The enrollment is not final until this has been satisfied.
- LUA respects the dignity of its students as well as the students' right to an education in an Islamic school. LUA is non-discriminatory as to race, religion, color, or national origin.

## **REGISTRATION**

- 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 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 (THERE ARE NO EXCEPTIONS TO THIS POLICY)**

**Pre-Kindergarten 3:** Student must **be three years old by October 1<sup>st</sup>** in order to be eligible for Pre-Kindergarten 3. All children must be 1) potty trained before the start of the school year; 2) able to be separated from parents for extended period of time; 3) able to follow one-step directions; and 4) must be able to feed themselves.

**Pre-Kindergarten 4:** Student must **be four years old by October 1<sup>st</sup>** in order to be eligible for Pre-Kindergarten 4. All children must be 1) potty trained before the start of the school year; 2) able to be separated from parents for extended period of time; 3) able to follow one-step directions; and 4) must be able to feed themselves.

**Kindergarten 5:** 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 (or another state), the school may insist to enroll the child based on his/her age by October 1<sup>st</sup>.

At Lexington Universal Academy, if a child did not attend a year of Kindergarten, but registers to begin first grade the child must first take an entrance assessment. If the child is not at end of Kindergarten/ beginning First grade level the child will be required to be placed in Kindergarten.

**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.

## **RE-ENROLLMENT**

Students presently enrolled at **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 for 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.

## **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.

## UNIFORM

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. Uniform may be purchased online at [www.frenchtoast.com](http://www.frenchtoast.com). When ordering online, use the school code QS5RCYN. Also, they can be purchased at Sears, Gap, Gymboree, 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.

The uniform attire for each grade is as follows:

### **PK- 4<sup>th</sup>:**

- Light blue polo shirt and navy blue or dress pants. Optional for girls: long skirts or jumpers, accompanied by tights. No bare legs under skirts or jumpers are permitted.

### **5<sup>th</sup>-8<sup>th</sup> grade:**

- Boys -white polo shirt with tan khaki pants or navy blue pants. They may also wear navy blue polo shirts with tan khaki pants.
- Girls: Navy shirt (must be purchased from the school) with tan khaki pants. Solid black Abayas may be worn on top of uniform.

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

**Shoes for all students:** rubber soled shoes. No heels or sandals 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 in 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.

**Boys Hair:** Students should not have any extreme haircuts. No half-shaven designs or layered haircuts. Hair should not extend below the eyebrows or ears.

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

## TUITION & FEES

### TUITION

Because **LUA** is a private school, the only means of financing the school's operation 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 for PK-8<sup>th</sup> is **\$5250** or **\$525** per month. (Actual cost per year to educate a student is \$7,500, 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 the end of May \$250.

#### All Students:

1. Iowa test of Basic Skills (ITBS), GMADE and GRADE standardized tests fee all grades = **\$75.00** (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 (due in August).

Option 2: 10 installments due the 1st of each month starting in August and ending in May. (Schedule will be posted).

Option 3: Payment half of the year due in August and other half due in January.

*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 30<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 pay in person to the office manager during school hours. –All forms of payment must be made to the office staff and a receipt given.

**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 students being unable 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 upcoming 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.

## **ACADEMICS**

### **HOMEWORK**

It is customary for children to have homework assignments. The amount depends upon the level, child's ability to use 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. To best assist your child with homework assignments, ensure they have a specific time and place for their 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 assignments should be neat and reflect careful attention to detail. If the student fails to do so, he/she may be asked to redo the assignment.
4. Homework assignments should not be completed during other classes without teacher permission.

## **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 administrator 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 Quarters. Each quarter consists of approximately nine weeks. 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 administrator's discretion and/or at the parent's request.

### **PARENT / TEACHER CONFERENCES**

Parent / Teacher Conferences are held two times a year. This allows 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 the 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**

Primary  
ME = Meets Expectations

Grades 4-8  
A = 90 - 100 % excellent

P = Progressive  
NP = Needs More Practice  
□ = Not Assessed at this time

B = 80 - 89 % above average  
C = 70 - 79 % average  
D = 60 - 69 % below average  
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-3<sup>RD</sup>

Excellent Conduct in Prayer Hall, Classroom, and Assembly  
Student consistently strives to perform at their personal best.

### HONOR ROLL GRADES 4<sup>TH</sup> 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

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 quarter. 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.

### **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 and students are encouraged to check homework, assignments, and other information by logging onto individual teacher's website.

### **PARENTS SUGGESTIONS**

We welcome and encourage parental 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 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 LUA parent. 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 Administrator.

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

## **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 school between 7:30 - 7:45 a.m. to allow time to put their belongings in their classroom before morning Assembly.

**Late Pick-up Fees:** LUA requests timely pickup of your children at dismissal. **Any child who is picked up after 3:35 p.m. will be charged \$1.00 per minute.** and will be sent an invoice for these fees. The school does not have an after-school program or 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 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 3:45 pm.

## ATTENDANCE

Kentucky law requires students to attend school on a regular basis. Regular attendance is essential to school progress. Students are excused for illness and for pre-arranged 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 and against the state law.

Also, it is important that your child has 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 attend class every 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 in the office.

**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.

**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 8:30 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 8:30 am. Please send a follow-up note to the office with the child's name, grade, date(s) and reason for the absence(s).

## 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 will be considered unexcused. 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. There is no guaranteed opportunity to make up class work during or after a suspension period.

Three unexcused absences by a student in a quarter will result in a note sent home to the parents and mandatory detention. Five or more unexcused absences by a student in the same quarter 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 quarter.

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 a high level.

## **TARDINESS:**

**To School:** Students are required to be at school on time. Any student arriving after 7:45 a.m. will be considered tardy.

Parents of students who are tardy must sign their child/children in to the office. Consequences of tardiness are as follows: 1<sup>st</sup> tardy- student receives a warning, 2<sup>nd</sup> tardy- warning and parent contact, and 3<sup>rd</sup> tardy- a meeting with the principal will be scheduled. Students who miss four assemblies due to unexcused tardiness will be required to make up the time at the weekly 7:00 a.m. make-up assembly on assigned Thursdays. Additionally, students who are tardy are not eligible for the student of the week recognition.

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, etc.

**To Class (Middle School):** Students are required to be seated ready to begin class on time. Tardiness to class is defined as not being seated when the bell rings at the beginning of class and after lunch, recess, assembly, or prayer. The class tardiness policy (per quarter) for middle school is as follows: 1<sup>st</sup> tardy- verbal warning, 2<sup>nd</sup> tardy- written warning, 3<sup>rd</sup> tardy- teacher/parent conference, 4<sup>th</sup> tardy- recess detention and parent contact, 5<sup>th</sup> tardy- recess detention and parent contact, 6<sup>th</sup> tardy- parent meeting with student, teacher, and administrator, 7<sup>th</sup> tardy- afterschool detention with parental supervision, 15 minutes (3:30-3:45), 8<sup>th</sup> tardy- afterschool detention with parental supervision, 30 minutes (3:30-4:00), 9<sup>th</sup> tardy or more- discretion of administration.

## **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 administrator 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 possibly be 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 a 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 quarter.

## **DISCIPLINE**

LUA 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, and we expect each child to refrain from disrupting others' educational experience. Discipline begins at home, but sometimes must be learned at school too. Therefore, positive communication between home and school is very necessary. When students know the parents and school are in agreement, it can help deter poor decision-making, and disruption in school.

### **WE BELIEVE:**

- Students have greater success when all staff and other adults consistently model appropriate behavior problem-solving skills.
- To guide students using encouragement, praise for good behavior is preferable to build self-esteem self-control, and responsible cooperation with students.
- Students should be honest, courteous, respectful, and know and obey the rules of the school, and to cooperate with the school staff.
- Students should be responsible for solving their own problems with guidance, and not create problems for other students or staff.
- Students should recognize their wrongdoing and accept consequences for their actions.

### **DISCIPLINE (GR 1-4)**

1 <sup>st</sup> infraction	Warning
2 <sup>nd</sup> infraction	Warning and note home for signature
3 <sup>rd</sup> infraction	Correction, phone call home, and loss of privilege (walking laps at recess, etc.)



4 <sup>th</sup> infraction	Call home, and student referred to the Administration, miss recess
5 <sup>th</sup> infraction	Call home, parent must stay with the student outside of school hours for detention

## **DISCIPLINE (GR 5-8)**

1 <sup>st</sup> infraction	Verbal warning
2 <sup>nd</sup> infraction	Written warning
3 <sup>rd</sup> infraction	Teacher call parent
4 <sup>th</sup> infraction	Recess detention and phone call to parent
5 <sup>th</sup> infraction	Recess detention and phone call to parent
6 <sup>th</sup> infraction	Parent meeting with student, teacher, and administrator
7 <sup>th</sup> infraction	Call home, parent must stay with the student for after school detention until 3:45.
8 <sup>th</sup> infraction	Call home, parent must stay with the student for after school detention until 4:00.
9 <sup>th</sup> infraction	Administrative discretion

Serious infractions such as fighting, vulgarity, spitting in the direction of someone, defiance toward staff, threatening harm towards a student, teacher, or staff member, etc. can avoid the infraction progression altogether, and end up as a direct referral to the administration.

## **SCHOOL RULES**

### **WE EXPECT THAT THE STUDENTS WILL**

- Follow all general and specific school and classroom rules.
- Be present regularly and on time in the regular school program.
- Wear the school uniform every day (exceptions are, field trips or other activities if permission is granted→)
- 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
- 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 others in the school.
- Use the prayer hall, washrooms, play-ground, 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 or personal property.
- 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.

## **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.

## HEALTH & SAFETY

### 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. Physical exams are required for KG *and* 6<sup>th</sup> grade *and* if you are new to any school in Kentucky.

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. If the parent of a kindergarten student has evidence of an upcoming appointment, they may have 30 days from the first day of school to submit the form to the front office.

### 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 has 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 has passed with no vomiting.

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 immediate 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.

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 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) Only school faculty and staff will administer authorized 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 must stay home for at least 24 hours after the start of 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 in the office and the child will go back to class. If it is more serious and requires parental 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.

## **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.

## **EMERGENCIES**

### **SCHOOL EMERGENCY DISMISSAL PROCEDURES**

School will remain in session until 3:15 p.m. from 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 a 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. Also, an email and Remind101 will be sent out early in the morning the day of school closing. There will be no direct contact between the school and each family. Do not call administration 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. Administration and staff will supervise these drills.

## **GENERAL INFORMATION AND MISCELLANEOUS**

### **HOLIDAY CELEBRATIONS**

LUA only celebrates the two Islamic holidays, Eid al-Fitr (after Ramadan) and Eid al-Adha (during the Hajj season). During the month of **Ramadan**, the school conducts its program according to a regular daily schedule (7:45 a.m. – 3:15 p.m.).

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

## MORNING ASSEMBLY

School starts promptly at **7:45 a.m.** Students are to attend a morning assembly promptly at 7:45 a.m. in the multi-purpose/Mussallah room., Morning assembly is the time when teachers, students, and administration have the opportunity to come together for recitation of Al-Qur'an, moral instruction, daily announcements, and du'a.

## CLASSES

All 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, LUA 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 your 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 in the classrooms and the cafeteria for students' use under teacher's supervision.

## RECESS

All students are to go outside when the weather permits unless they have a written excuse from home. If a child has been sick or if he/she has a bad cough, etc. it is permissible 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 temperature is safe for children.

## 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. Students may call parents only with the Administration's permission.

## PRAYER HALL

Prayers are a very important part of daily programs at LUA and are considered instructional time. 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** includes daily noon prayer (dhuhr), afternoon prayer (Asr), and Salat al Jummu'ah on Friday. As part of leadership training, every 8<sup>th</sup> grade boy is trained to deliver a Khutbah on Friday. Girls must deliver a Da'wah speech on other occasions. It is part of LUA graduation requirements.

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

- Students should not loiter in the Wudu' area.
- With a right foot first, students recite Du'a upon entering the prayer hall (Musallah).
- Students must enter the prayer hall (Musallah) quietly and perform Salat al Sunnah.
- Upon hearing Al-'Iqamah, students are expected to line up for prayer properly.
- Salat is time to talk to Allah (swt). Unnecessary conversation is discouraged.
- Students must obey and respect their supervising teacher in charge for the day.

- After prayer students recite Du'a and be dismissed to class as quietly and as orderly as 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 and wash oneself with water. Proper Islamic hygiene begins at home.

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 entering the parking lot to pick up your child, the parking area furthest from the school will provide a double-line. This is important to allow other parents to get off of Nicholasville Rd. 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 permission in advance to dismissal.

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 after school activities 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. This school requires a release form to be signed for after school activities.

## **TEXTBOOKS**

Textbooks are the property of **LUA** and are a 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.

## **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 teacher 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 front office.
9. Safety is everyone's job and responsibility. A seatbelt is required for both adults and children.
10. Every child must submit a signed permission slip prior to going on the field trip.
11. The students' 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.
13. Once a child is assigned to a particular car/driver, that student is not permitted to change cars on the way back to school, or at any other time during the trip.

## **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 administrator 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.

## **SEXUAL HARASSMENT**

Harassment may occur because of race, color, sex, national origin or physical handicap or physical characteristics. Harassment in 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.

## **CLOSING**

Thank you very much for supporting Islamic education at the Lexington Universal Academy (LUA). Islamic education is a fundamental right of every Muslim child. As an accredited Islamic School, LUA continues to take great pride in being a standard bearer of Islamic education in Central Kentucky. With the help from Allah (SWT) and by families working together, we can ensure the future of our promising generation. LUA is proud to be an institution that is striving to please Allah (SWT) by serving Muslims and humanity for the cause of Islam in the 21<sup>st</sup> century, insha Allah!



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. Parents or guardians are expected to read this Parent-Student Handbook in its entirety. If you have any questions about its contents, please contact the school office.

## PARENT / STUDENT / LUA CONTRACT

### 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 Administration to make this happen.

We, as parents and students, expect the same in return from Administration, 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.

### SIGNATURES

Mother \_\_\_\_\_ Father \_\_\_\_\_  
or Legal Guardian \_\_\_\_\_

Student's Name

1. _____	Grade: _____
2. _____	Grade: _____
3. _____	Grade: _____
4. _____	Grade: _____

Date \_\_\_\_\_

This contract must be signed and returned to the Office Manager by Friday, October 6, 2017. If you have any questions please call the office (859-272-3360), or email: [Office@luaky.org](mailto:Office@luaky.org) . Thank you.