



# **UNIVERSAL ACADEMY OF PITTSBURGH**



**U A P**

## **STUDENT AND PARENT HANDBOOK**

**2025-2026**

**This version**

**November, 2025**

# Table of Contents

This version	1
November, 2025	1
<b>1 INTRODUCTION</b>	<b>5</b>
1.1 A MESSAGE FROM THE PRINCIPAL	5
1.2 PURPOSE OF THIS HANDBOOK	5
1.3 VISION STATEMENT	6
1.4 MISSION STATEMENT	6
1.5 GUIDING PHILOSOPHY	6
1.6 NON-DISCRIMINATION POLICY	6
1.7 CONTACT INFORMATION	6
1.8 SCHOOL CLOSINGS, DELAYS AND EMERGENCY	6
1.9 THE BOARD OF DIRECTORS	6
1.10 FACULTY	7
1.11 PARENT TEACHER ORGANIZATION (PTO)	7
1.12 Amendments &/or Addendums	7
1.13 Organizational Chart	8
1.14 SCHOOL CALENDAR	10
<b>2 POLICY OVERVIEW</b>	<b>11</b>
<b>3 ENROLLMENTS</b>	<b>11</b>
3.1 AGE REQUIREMENTS	11
3.2 NEW AND RETURNING STUDENTS	11
3.3 APPLICATION FEES- NEW STUDENTS ONLY	12
3.4 ENROLLMENT FEES- NEW AND RETURNING STUDENTS	12
3.5 LATE FEES	12
3.6 SIBLING DISCOUNT	12
3.7 FINANCIAL AID	12
3.8 AFTER-SCHOOL CARE	12
3.9 WITHDRAWING FROM UAP AND REFUND POLICY	13
<b>4 CURRICULA</b>	<b>12</b>
4.1 ENGLISH	14
4.2 MATHEMATICS	13
4.3 SOCIAL STUDIES	16
4.4 SCIENCE/STEAM	16
ARABIC, QURAN AND ISLAMIC EDUCATION	16
4.5 ARABIC LANGUAGE	17
4.6 ARABIC AS A FOREIGN LANGUAGE (AFL)	17
4.7 QURAN HIFZ PROGRAM	17
4.8 ISLAMIC STUDIES/EDUCATION	17
4.9 PRAYER (SALAT)	18
4.10 ART	18
4.11 PHYSICAL EDUCATION	18
4.12 IT	18
<b>5 SCHOOL UNIFORM AND DRESS CODE</b>	<b>19</b>
5.1 GIRLS DRESS CODE (KG – 8 Grade)	19
5.2 BOYS DRESS CODE (KG – 8 Grade)	20

5.3	PRE-K DRESS CODE	21
5.4	CONSEQUENCES FOR UNIFORM INFRACTIONS	22
<b>6</b>	<b>ACADEMICS</b>	<b>22</b>
6.1	HOMEWORK POLICY	22
6.2	HOMEWORK EXPECTATIONS	23
6.3	ABSENCES AND HOMEWORK	23
6.4	LATE HOMEWORK	23
6.5	PLAGIARISM POLICY	24
6.6	GRADING POLICY	24
6.7	PARENTS EXPECTATIONS	24
6.8	AFTER SCHOOL PROGRAMS AND EXTRA-CURRICULAR ACTIVITIES	24
6.9	GUIDELINES FOR AFTER SCHOOL AND EXTRA-CURRICULAR ACTIVITIES	25
6.10	FIELD TRIPS	25
6.11	OUTDOOR RECESS POLICY	25
6.12	STUDENT RESPONSIBILITY	26
<b>7</b>	<b>TRANSPORTATION</b>	<b>26</b>
7.1	TRANSPORTATION	26
7.2	SCHOOL BUS RULES	26
7.3	VEHICLE RIDERS	27
<b>8</b>	<b>ARRIVAL AND DISMISSAL POLICIES</b>	<b>27</b>
8.1	ARRIVAL TIME	27
8.2	DISMISSAL	27
8.3	EARLY DISMISSAL	28
8.4	LATE PICK-UP	28
<b>9</b>	<b>ABSENCES AND TARDINESS POLICIES</b>	<b>28</b>
9.1	COMPULSORY ATTENDANCE LAW	28
9.2	REPORTING ABSENCE	29
9.3	LAWFUL/ EXCUSED ABSENCES	29
9.4	TARDINESS	29
9.5	UNEXCUSED AND EXCESSIVE ABSENCES	30
9.6	FAQ: ATTENDANCE POLICIES & WITHDRAWAL	30
<b>10</b>	<b>MISCELLANEOUS</b>	<b>32</b>
10.1	PARENT COMMUNICATION	32
10.2	PARENT ALERT SYSTEM	31
10.3	EMERGENCY SCHOOL DELAYS AND CLOSINGS	31
10.4	CONFIDENTIALITY OF STUDENT RECORDS	30
10.5	ACCESS TO STUDENT FILES	30
10.6	WELLNESS POLICY	31
10.7	EMERGENCY AND ILLNESS POLICY	32
10.8	WHEN TO STAY HOME	32
10.9	PRESCRIPTION MEDICATION POLICY	33
10.10	PERSONAL PROPERTY	33
10.11	LOST AND FOUND	33
10.12	TECHNOLOGY POLICY	33
10.13	EXPECTATIONS	33
10.14	CONFLICT RESOLUTION	34
10.15	USE OF STUDENT'S PHOTOS	34
10.16	VOLUNTEER POLICY	34

<b>11</b>	<b><i>PBIS AND STUDENT MISCONDUCT POLICY</i></b>	<b>34</b>
11.1	Positive Behavioral Interventions & Support (PBIS) at UAP	34
11.2	Student Complaint Policy	39
11.3	The Disciplinary Process	39
11.5	After School Detention	40
11.6	Expulsion	41
11.7	Due Process	41
11.8	Appeal Process for Expulsion	41
<b>12</b>	<b><i>APPENDICES</i></b>	<b>42</b>
	Instructions for viewing student information ON TADS-Educate	41
	LATE TUITION POLICY	46
	SCHOOL, HOME, AND STUDENT AGREEMENT	49
	Chromebook Agreement	51

# 1 INTRODUCTION

## 1.1 A MESSAGE FROM THE PRINCIPAL

Dear Members of Our Community—Parents, Guardians, Teachers, and Staff,  
My name is Dr. Ibrahim Sakaji, and it is both an honor and a privilege to introduce myself as the new Principal of The Universal Academy of Pittsburgh.

For more than four decades, I have dedicated my life to education—serving as a professor of Islamic Studies, Culture and Arabic language at universities across the Middle East and the Washington, D.C. area, as well as in leadership roles as Vice Principal and Dean of Students at respected academic institutions. These experiences have deepened my commitment to nurturing school environments where students are respected, inspired, and supported to reach their fullest potential.

As an educator and a leader, I firmly believe that a school is more than a place of academic instruction—it is a community, a sanctuary of values, and a foundation for lifelong growth. Every child deserves to be seen, heard, and empowered. My vision is to foster a learning environment grounded in Islamic principles, where spiritual and moral development are just as important as academic excellence. InshAllah, my goal is to ensure each student thrives in a safe, inclusive, and nurturing atmosphere, while our teachers and staff receive the support they need to excel in their vital roles.

I also believe deeply in the power of partnership between home and school. Your voice as parents and guardians is essential, and I value your trust and collaboration. Together, we will work to cultivate young leaders with strong character, compassion, and a deep sense of purpose.

In the weeks ahead, I look forward to meeting you and your children. My door is always open, and I wholeheartedly welcome your thoughts, questions, and ideas. Thank you for the opportunity to serve this remarkable community. I am truly excited about the journey ahead—and all that we will accomplish together.

Warmest regards,

Ibrahim Sakaji Ph.D  
Principal  
The Universal Academy of Pittsburgh

## 1.2 PURPOSE OF THIS HANDBOOK

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at the Universal Academy of Pittsburgh (UAP).

In case of conflict between a policy put forth by the Board of Directors and the provisions of this handbook, the board policy most recently adopted by the board will prevail.

Because policy adoption and revision are an ongoing process, this document will be reviewed annually and can be amended at any time at the discretion of the board. The handbook is a contract between the school and parents/guardians of students. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

### **1.3 VISION STATEMENT**

To create a school recognized for its rigorous curricula in both core academics and Islamic knowledge by fostering students that preserve Islam and Islamic identity while becoming positive and productive members of the society.

### **1.4 MISSION STATEMENT**

To provide academic excellence in core curricula to our students guided by Islamic principles in a safe and nurturing environment.

### **1.5 GUIDING PHILOSOPHY**

In order to achieve the above mission, it is important for UAP staff and faculty to remember:

- Parental involvement, cooperation, and support are essential for the success of the school.
- The school atmosphere and environment must be consistent with Islamic teachings and morality, according to the “middle-path” understanding of Islam.
- Curriculums must be balanced across the standard and religious studies.

### **1.6 NON-DISCRIMINATION POLICY**

The Universal Academy of Pittsburgh (UAP) is an equal opportunity education employer and will not discriminate based on race, color, national origin, gender, age, and handicap in its admission, activities, programs, or employment practices.

### **1.7 CONTACT INFORMATION**

Principal: Dr. Ibrahim Sakaji  
Email: [isakaji@uapschool.org](mailto:isakaji@uapschool.org)  
Address: 2103 Hampton Avenue, Pittsburgh, PA 15218  
Phone: (412) 241-2124  
Fax: (412)-241-2123  
Website: [www.uapschool.org](http://www.uapschool.org)  
Admin Email: [admin@uapschool.org](mailto:admin@uapschool.org)  
Board of Directors  
Email: [uapbod@uapschool.org](mailto:uapbod@uapschool.org)

### **1.8 SCHOOL CLOSINGS, DELAYS AND EMERGENCY**

UAP follows Pittsburgh Public Schools for weather-related school closings and delays. Please check the local news for closing and delay listings. The school will send a notification on closing or delay the earliest possible.

### **1.9 THE BOARD OF DIRECTORS**

The Board of Directors is the governing body for UAP. The board seeks to guide and support the school administration; develop procedures for operations, academic standards, and policies for the school; evaluate school performance; develop objectives for the academic school year; provide financial transparency to all parents. Members for the 2024-2025 school year are as follows:

Dr. Ahmed Abdul Wahab, Dr. Fatma El Hamidi, Dr. Ibrahim Abukhiran, Aisha Ali, Omar Hemmali, Bekmurod Rustamov

Members of the board can be contacted via email at [uapbod@uapschool.org](mailto:uapbod@uapschool.org)

#### **1.10 FACULTY**

UAP strives to provide highly qualified and experienced educators. Our teachers are positive role models dedicated to the school's mission and student success. Our educators work hard to stay abreast with the most current teaching pedagogies and are active in their pursuit of professional development. Our educators strive to model tolerance, cooperation, and public service to our students.

#### **1.11 PARENT TEACHER ORGANIZATION (PTO)**

PTO membership is open to all parents and teachers who wish to be active in contributing to the success of UAP. The purpose of the PTO is to provide a medium for constructive parent communication, involvement, and participation. The PTO enhances the educational experiences at UAP and plays a key role in making activities and events at UAP successful. To get involved with our PTO, please contact: [admin@uapschool.org](mailto:admin@uapschool.org)

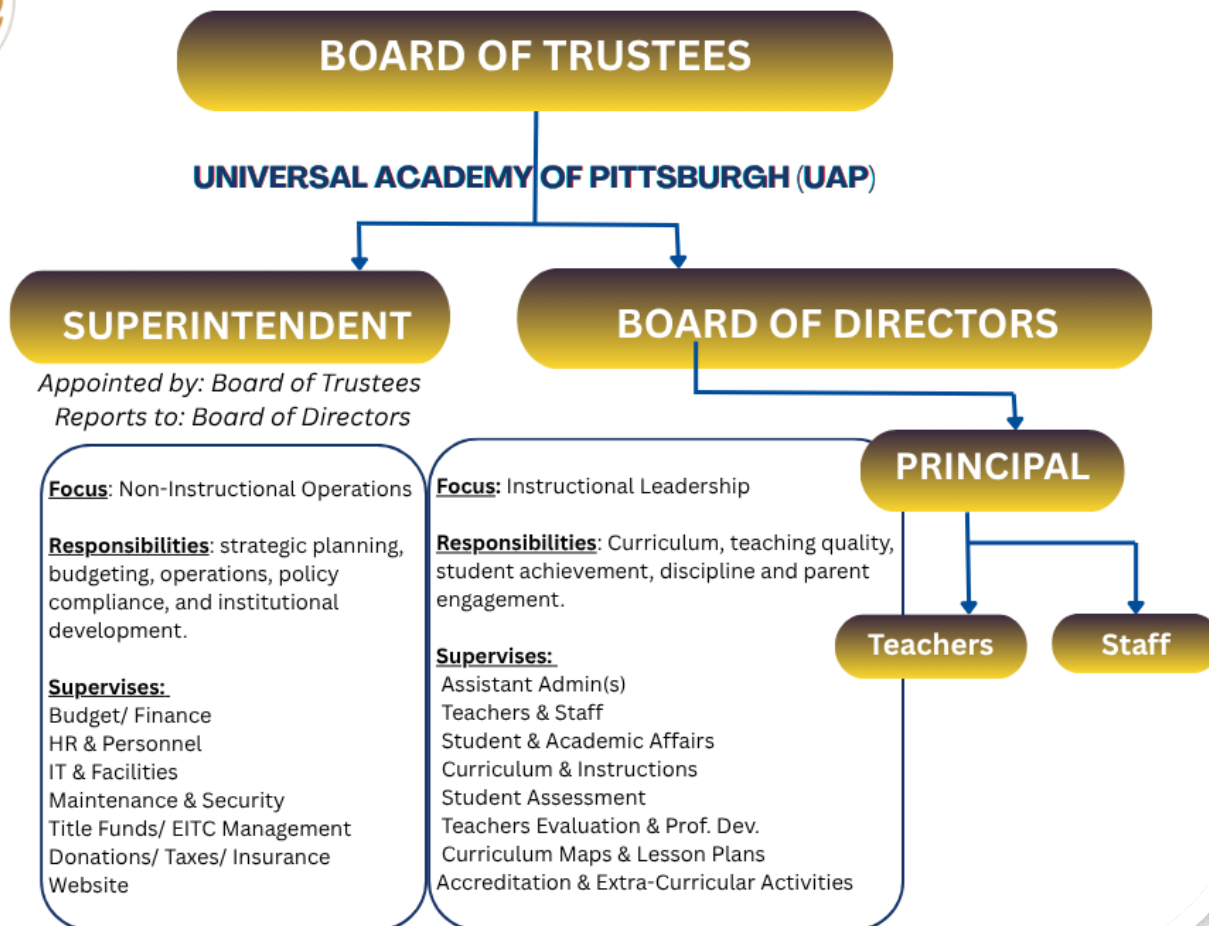
#### **1.12 Amendments &/or Addendums**

The Board of Directors, the managing board of the school, reserves the right to modify any policies or procedures at any time. Ideally, timely notification will be announced, although changes are considered adequate without such notice.

In the event of amendments or addendums during the school year, a written notice/email will be sent to parents, so that they are aware of these changes.



## UNIVERSAL EDUCATION FOUNDATION (UEF)





# 1.13 ORGANIZATIONAL STRUCTURE

## Narrative

The Board of Trustees serves as the ultimate governing authority responsible for strategic oversight and mission integrity. The Board of Directors manages operational governance and supervises both the Superintendent and Principal, who lead separate domains—operations and academics respectively—while collaborating to ensure the school’s overall success.

### Level 1 – Board of Trustees- Universal Education Foundation (UEF)

**Role:** Ultimate governing authority; responsible for mission, vision, and institutional integrity.

**Duties:** Approves major policies, hires or ratifies key leadership (Board of Directors, ensures alignment with mission and long-term sustainability. Appoints the superintendent (i.e. managing director of the school)

### Level 2 – Board of Directors (UAP)

**Reports to:** Board of Trustees

**Role:** Manages and oversees the school’s operations, finances, and policy implementation.

**Duties:** Supervises both the **Superintendent** and the **Principal**, approves budgets, monitors performance, and ensures compliance with Board of Trustees directives.

### Level 3 – Superintendent and Principal (Parallel Authority)

Both report **directly to the Board of Directors**, not to each other.

They collaborate but oversee **different domains**:

<b>Superintendent</b> Focus: Non-instructional operations <ul style="list-style-type: none"><li>○ Budget/Finance</li><li>○ HR &amp; Personnel</li><li>○ IT &amp; Facilities</li><li>○ Maintenance &amp; Security</li><li>○ Title Funds/EITC Management</li><li>○ Donations/ Taxes/ Insurance</li><li>○ Website</li></ul> Responsibilities: Strategic planning, budgeting, operations, policy compliance, and institutional development.	<b>Principal</b> Focus: Instructional leadership Supervises: <ul style="list-style-type: none"><li>○ Assistant Admin(s)</li><li>○ Teachers &amp; Staff</li><li>○ Student &amp; Academic affairs</li><li>○ Curriculum &amp; Instructions</li><li>○ Students Assessment</li><li>○ Evaluations</li><li>○ Accreditation</li><li>○ Extra-Curricular Activities</li></ul> Responsibilities: Curriculum, teaching quality, student achievement, discipline, and parent engagement.
--	---

## 1.14 SCHOOL CALENDAR

### Universal Academy of Pittsburgh | Academic Calendar 2025-2026

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### August

8/4-15 Induction Week/Staff  
8/18 First Day of School  
8/16 Meet the Teachers/  
Back 2 School  
8/25-29 EasyCBM-Fall

#### September

9/1/ Labor Day-No School

September 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### October

10/10 PD1-No School  
10/21 End of Quarter1

#### November

11/1 Parent-Teacher Conf.1  
11/3 Teachers Break-No School  
11/26-28 Thanksgiving Break

November 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### December

12/1-5 EasyCBM-Winter  
12/12 PD2-No School  
12/24-3 Winter Break

#### January

1/1-2 Winter Break  
1/9 End of Qtr2  
1/17 Parent-Teacher Conf.  
1/19 MLK-No School

January 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

#### February

2/13 PD3-No School

#### March

3/9-20 Spring/Eid Break

March 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### April

4/1 End of Quarter3  
4/3 Good Friday-No School  
4/6-10 EasyCBM-Spring  
4/17 PD4-No School  
4/20-24 PSSA-ELA  
(3-8 grades)  
4/27-5/1 PSSA-Math&Sci  
(3-8 grades)

#### May

5/4-8 PSSA Make-ups  
5/25 Memorial Day-No School  
5/26-29 Eid Al-Adha Break

May 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### June

6/18 End of Quarter4 –  
Last Day of School  
6/19 Graduation Day  
6/22-24 Teachers in Service

First/ Last day of school	Teacher Induction Wk
No School	Parent-Teacher Conf.
End of Quarter	Graduation Day
PSSA Testing	Teachers in Service

## **2 POLICY OVERVIEW**

- UAP is a full-time Elementary and Middle school dedicated to providing academic excellence and Islamic values for our students.
- Parents and students should become familiar with the Parent/Student Handbook by reading and discussing it together at home.
- Parents and students must read and agree to the terms found in the School, Home, and Student Agreement found at the back of this book.
- The school reserves the right to modify these policies at any time throughout the year as seen fit for the best operation of the school. Parents will be notified of any changes.
- Parents shall understand that tuition and fees must be paid according to the tuition schedule as outlined in this book. Failure to do so will be met with parent notification, late penalties, and/or student being withheld from school until tuition is paid.
- Office hours are from 8:00 a.m. to 3:30 p.m.
- All students, parents, and staff shall uphold safety policies and procedures as outlined herein.
- Student attendance is mandatory, and parents/guardians must report any absence according to the school policy.
- Parents will be kept informed of student progress. Please contact us anytime if you would like to discuss matters concerning your child.
- Students are expected to keep up with all assigned work and should be well-prepared for assignments and exams.
- Students will wear school uniforms according to the school dress code.
- The school, students, parents, and staff will succeed when all parties cooperate and support one another. When we work together as a team, the children are the winners. Help us to make UAP an excellent place for children to learn and grow.

## **3 ENROLLMENTS**

### **3.1 AGE REQUIREMENTS**

- Pre-Kindergarten students must turn 3 years old on or before September 30<sup>th</sup>, and potty-trained, to be admitted for Pre-Kindergarten at any time during the academic year.
- Kindergarten students must turn 5 years old on or before September 30<sup>th</sup> to be admitted for kindergarten at any time during the academic year.
- First grade students must turn 6 years old on or before September 30<sup>th</sup> to be admitted for 1<sup>st</sup> grade at any time during the academic year.

### **3.2 NEW AND RETURNING STUDENTS**

- New and returning students who wish to re-enroll at UAP school should use the following link and follow the instruction to apply:  
<https://mytads.com/a/universalacademypittsburghh>
- All students must be of the appropriate age for their grade level by September 30<sup>th</sup> of the current school year.
- All new students (PK to 8th grade) must participate in an assessment interview as part of the admission process, to gauge their social and emotional maturity. In addition, first to eighth grade students will complete an in-school pre-admission test

in math and ELA to evaluate their academic abilities and alignment with our curriculum. Interviews/assessment tests are by appointment and must be scheduled online (using “[schedule a test](#)” form) after submitting all the necessary documents on TADS.

- All newly enrolled students are subject to a two-month probationary period. UAP reserves the right to deny admission or unenroll students for reasons such as and not limited to: 1. The student needs special education instruction that is outside the scope of UAP's capability or means; 2. The student needs ESL instruction that is beyond UAP's purview or capacity.
- The 2025-2026 annual tuition is \$6,800 for PreK and KG, and \$6,300 for grades 1 through 8. Tuition is expected to increase every year.
- Tuition may be paid in one lump sum at the beginning of the year; or you may have the option to setup automatic recurring monthly payments. A processing fee is added by TADS for monthly installments.
- All tuition is to be paid online using TADS; no tuition payment in cash will be accepted at the school.
- Late tuition: please refer to the late tuition policy in the appendix

### **3.3 APPLICATION FEES- NEW STUDENTS ONLY**

There is a \$60 non-refundable application fee for each new student.

<https://mytads.com/a/universalacademypittsburgh>

### **3.4 ENROLLMENT FEES- NEW AND RETURNING STUDENTS**

Enrollment fees are \$500 per child to cover the cost of books, needed supplies, graduation costs, and various student activities throughout the year.

Enrollment fees are non-refundable. <https://mytads.com/a/universalacademypittsburgh>

### **3.5 LATE FEES**

A \$50 late fee will be charged by TADS when tuition is not paid by the agreed-upon date. Please keep in mind that this policy will be strictly enforced. although you will have the option to setup recurring payments automatically.

### **3.6 SIBLING DISCOUNT**

The school applies a 10% discount for the 2nd child and 15% discount for additional children.

### **3.7 FINANCIAL AID**

UAP offers Financial Aid to families with documented financial need based on an evaluation of eligibility and depending on the availability of funds. Families may apply for financial aid online. [secure.tads.com](https://secure.tads.com) (please check our Financial Aid Program Policy). There is a non-refundable \$60 financial aid application

fee. <https://secure.tads.com/Households/FinancialAidApp/Default.aspx>

### **3.8 AFTER-SCHOOL CARE**

UAP after-school care program is designed to provide a safe, engaging environment for students beyond the regular school day.

Families may select from the following plans:

<b>Plan Type</b>	<b>Time</b>	<b>Monthly Rate</b>
Monthly – 1 Hour	Up to 1 hour per day	\$325 / month
Monthly – 2 Hours	Up to 2 hours per day	\$650 / month
A la Carte / Drop-In	Flexible schedule	See rates below

### **A la Carte Rates & Payment**

- Hourly Rate: \$20 per child per hour.
- Monthly Minimum Deposit: \$200 per family, billed at the start of each month.
- Billing: Usage beyond the \$200 minimum is added to the following month's invoice.
- Time Calculation: After the first full hour, time is billed in 15-minute increments at \$5 per 15 minutes.
- Same-Day Care: Subject to availability and billed at \$25 per child per hour.
- Payments: Due on the first day of each month.

### **Enrollment**

- Families must complete an [After-School Care Enrollment Form](#) prior to participation.
- Schedule changes require at least three (3) days' advance notice.
- All children must be picked up by 5:30 PM.
- Late Pick-Up Fee: \$1 per minute, per child, after 5:30 PM.

### **Notification Deadline**

- Same-day cancellations must be communicated no later than 12:00 p.m. (noon) on the day care is scheduled.
- Notification may be made by email to: [admin@uapschool.org](mailto:admin@uapschool.org)

### **Late Cancellations**

- In case of late cancellations, after 12:00 PM, the scheduled caretaker will receive compensation for the day, and the family's account will be charged accordingly.

### **Activities Provided**

- Homework time and academic support
- Supervised indoor/outdoor play
- Enrichment activities such as arts, crafts, and games

### **Termination of Services**

The school reserves the right to discontinue services for:

Non-payment of fees

Repeated late pick-ups

Persistent behavioral concerns

Families may withdraw by providing two (2) weeks' written notice.

Questions or Scheduling Changes, email: [admin@uapschool.org](mailto:admin@uapschool.org)

## **3.9 WITHDRAWING FROM UAP AND REFUND POLICY**

Considerable effort and expense are expended throughout the registration period and continues during the summer months as we plan and prepare for your child's inclusion in our school

community. Withdrawing students' mid-year affects the school as we have limited seats in each classroom. Oftentimes we have to turn students away once sections reach capacity. Additionally, our staff make sure each child's academics are reviewed and courses assigned for their appropriate grade and level. This also includes making each student's schedule, Chromebook allocation, Parent Accounts, Teacher and Curriculum allocations etc.; all of which take a substantial amount of planning, time, and resources.

We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- If a written notice of withdrawal is received by the school **on or before August 1<sup>st</sup>** the entire tuition payments made will be refunded upon the written withdrawal request to the school.
- If a [withdrawal form](#) is filled and received by the school between **August 1<sup>st</sup> and August 17<sup>th</sup>**, the family's obligation is **10% of the yearly tuition**.
- If a family chooses to withdraw their child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

<b>Withdrawal Date</b>	<b>Annual Tuition Obligation</b>
Aug 18- September	The family obligation is 20% of the yearly tuition
October	The family obligation is 30% of the yearly tuition
November	The family obligation is 40% of the yearly tuition
December	The family obligation is 50% of the yearly tuition
January	The family obligation is 60% of the yearly tuition
February	The family obligation is 70% of the yearly tuition
March	The family obligation is 80% of the yearly tuition
April	The family obligation is 90% of the yearly tuition
May	The family obligation is 100% of the yearly tuition
June	The family obligation is 100% of the yearly tuition

- Calculations will be based on the last month in which the child(ren) attended one or more days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.
- Student records can only be provided to the child's new school upon satisfaction of the tuition obligation.
- Application fees and enrollment fees are non-refundable.

## **4 CURRICULA**

UAP implements a curriculum that reaches beyond that of the requirements of the Pennsylvania Department of Education. UAP offers a rigorous academic curriculum as well as a comprehensive Islamic and Arabic Program that culminates in the memorization and comprehension of the Quran with Tajweed. Our students practice what they learn in the Islamic Studies and Quran classes by performing Dhuhr prayer daily and congregate for the Jummah prayer on Fridays.

### **4.1 ENGLISH**

With **myView Literacy 2020** ELA curriculum by Savvas ([www.savvas.com](http://www.savvas.com)), our KG- 5th grade "readers are empowered by skill mastery; inspired by authentic, award-winning



text; and confident that they are building the skills needed for college and careers. *myView Literacy* is a structured and interactive core-literacy program for Grades K-5, aligned to the Science of Reading. Through research-based practices, authentic literature, including mentor texts, teachers can inspire growing readers and writers.

*myView Literacy* is grounded in the Science of Reading, which indicates students need explicit systematic instruction in three critical foundational skills: Phonological Awareness, Decoding and Sight Word Recognition. These concepts are taught daily through a variety of researched based practices. As students progress through the primary grades, they grow as readers, relying on their strong foundation of reading skills to fluently read and comprehend text.

UAP's middle school students are using ***myPerspectives***, which "is a brand-new English language arts curriculum for Grades 6–12 that values the perspective of the learner, collectively and individually, and provides next-gen learning experiences that promote higher achievement and develop the competencies needed for college and career readiness. Interactive learning blends print and technology in a student-centered, teacher-inspired classroom. This dynamic Savvas program creates an interactive, engaging, and relevant learning environment through readings, meaningful activities, and purposeful performance tasks. ***myPerspectives*** encourages social collaboration as well as student ownership of learning through goal setting, choice, and reflection. Cultivate students' voices and perspectives. Open a world of ideas using literary and informational texts to prepare students for college and careers. Open Minds" ([www.savvas.com](http://www.savvas.com)). As a part of our strong curriculum that puts great emphasis on the skills students will need in their adult lives, UAP teachers go beyond the texts to introduce many projects during the school year, such as book reports and research papers. This process allows students to put the skills they've learned into practice and assists with building a strong connection between the classroom and the real world.

## 4.2 MATHEMATICS

UAP students use ***enVisionMATH Common Core*** at the elementary level, which is especially designed to provide comprehensive coverage of the Common Core Standards. This program focuses on not only procedural fluency, but also the deep conceptual understanding of mathematics; in other words, students don't simply learn HOW to do math, but they also learn the WHY behind it.

Middle school students use ***enVisionMATH2.0 Common Core***. "***enVisionmath2.0 Common Core*** is a comprehensive mathematics curriculum for Grades 6–8. It builds on the proven effectiveness of the *nvision* series, supporting coherent, focused, and rigorous mathematics. ***enVisionmath2.0*** addresses the Common Core State Standards through problem solving, interactive experiences, and visual learning. Personalized math practice, built-in interventions, and customizable content deepen understanding and improve achievement" ([www.savvas.com](http://www.savvas.com)).

Students participate in inquiry-based learning and higher-order thinking on a daily basis, starting with a Problem of the Day that jumpstarts the lesson. Teachers encourage their pupils to gain a deeper understanding of mathematical concepts by means of authentic

assessments such as the use of manipulatives to visualize multiplication or fractions, and the completion of math projects to show mastery of the skills being taught.

### **4.3 SOCIAL STUDIES**

“People have always used stories to teach and to remember. Welcome to *myWorld Social Studies™* for Grades K-5. Learning comes alive through storytelling, literacy instruction, and flexible resources. Stories from our world engage students and help develop thoughtful, literate citizens. Lessons apply inquiry processes, practice reading and writing, and involve collaboration and communication skills. Blended learning experiences include an

interactive Student Worktext and digital courseware. Share the story of our democratic ideals, communities, and people” ([www.savvas.com](http://www.savvas.com)).

Middle school students immerse themselves in the past with *myWorld History*, also by Savvas: “With innovative online, print, and activity-based resources, all students will go beyond the printed page and actively experience the world as it was and is today.”

Through the interactive learning that both *myWorld Social Studies* and *myWorld History* provide, students have access to videos and hands-on activities, making the subject of Social Studies interesting for even the most skeptical learner.

At UAP, Social Studies teachers go beyond the textbook with research projects based on specific people, places, advances, and events throughout history. Past student activities have included Country, Region, and Explorer Research Projects; State-in-a-Can; creating timelines of their own lives; and building 3-D models of objects from the past. This technique allows students to dive into what interests them, and reinforces the idea that wise people pay attention to the past, in order to benefit their community in the future.

### **4.4 SCIENCE/STEAM**

Presented by Savvas, *Interactive Science*, a next generation K-8 science program featuring an innovative write-in student edition makes learning absorbing, relevant, and engaging. *Interactive Science* for grades K-8 is based on the most important research and best practices from academic research and from some of the most experienced experts in science education. What results is a program rooted in sound learning approaches, teaching strategies, and ideas to engage all learners to increase their learning so that they can apply their ideas. *Interactive Science* contains many levels of inquiry to provide access for every learner. At UAP, all students in the K-8 grades use *Interactive Science* in science class enriched with provided hands-on activities and class STEAM project ideas.

### **ARABIC, QURAN AND ISLAMIC EDUCATION**

Arabic language, Quran, and Islamic Studies are among the most important subjects taught at the Universal Academy of Pittsburgh to instill an understanding of Islam, a desire to practice Islam, an appreciation of the Quran as the Guide to mankind, and a sense of responsibility to spread the message to all of humanity. These three courses constitute the “Rope of Islam” to hold onto and insha’Allah to lead to the hereafter. UAP strictly follows the Quran and the Hadith teachings as the basis of our Quranic studies, Islamic Studies, and Arabic programs. We focus on Quran memorization, understanding (Tafseer), and Reading (Tajweed). Our teachers also use the Qaidah Nouraniyah to help the students read and memorize the Quran.



#### 4.5 ARABIC LANGUAGE

The UAP has adopted the following curriculum for all of its grades:

**Arabic at our Children's Hands** *Teaching Arabic for non-native speakers Series*

Introduced by Arabic for All: <http://www.kids.arabicforall.net/>

This curriculum:

- Integrates the three competencies: linguistic, communicative and cultural.
- Adopts the standard Arabic language, without intermediate language.
- Focuses on the communicative aspect and intensifies the exercises.
- Adopts the latest methods of teaching foreign languages.
- Adopts the suspense technique through functional and funny graphics.
- Provides the most important common vocabulary.
- Enables the students to write short stories and make direct dialogues.
- Enables the students to communicate with native speakers in various situations.
- Help the students to follow-up the intellectual written Arab product.
- Prepare the students to join university level Arabic Language courses.
- Integrates with Arabic at Your Hands series, which is taught in around 1500 educational institutions around the world.

#### 4.6 ARABIC AS A FOREIGN LANGUAGE (AFL)

The Arabic as a Foreign Language (AFL) Program is fairly new to UAP. This initiative is critical to new students' learning especially if they have no Arabic Language background.

Referrals are based on a placement test used to check the students' ability to read and write simple Arabic words. In addition, it includes a simple speaking test to check the students' ability to hold a considerably basic Arabic conversation. AFL students then receive instruction in phonics, reading, pronunciation, writing sentences, and reading based on their test results.

#### 4.7 QURAN HIFZ PROGRAM

Quran memorization and recitation have been a cornerstone of UAP's Quranic Studies Department since the opening of our school. This program is designed to help students memorize part of or the entire Quran with a one-on-one approach. Potential Hufaz will memorize, review and practice for the new lessons with the guide of their teacher. Our teacher is a native Arabic speaker, Hufaz and has her ijaza in the Ten Qiraat.

#### 4.8 ISLAMIC STUDIES/EDUCATION

As part of our ongoing commitment to providing an effective and engaging Islamic education, our school has adopted the "I Love Islam" series for Grades 1–5 and "Learning Islam" for Grades 6–8, replacing our previous use of the ICO curriculum. This shift reflects our goal of better serving the needs of our students—particularly those growing up in the Western context. While the ICO curriculum offers strong academic content, we found that I Love Islam and Learning Islam provide a more relatable, accessible, and developmentally appropriate experience for our learners.

***Why We Chose This Change:***

- Cultural Relevance: I Love Islam is designed for students living in the West, making lessons more relatable and applicable to their daily lives.

- Age-Appropriate Content: Lessons are tailored to match students' cognitive and emotional development, using stories, activities, and visuals that keep them engaged.
- Stronger Focus on Character (Tarbiya): The curriculum emphasizes Islamic manners, values, and personal identity alongside religious knowledge.
- Smooth Progression: Learning Islam (Grades 6–8) builds on the foundation of I Love Islam, offering deeper study in a format that respects the growing maturity and curiosity of middle school students

By making this transition, we aim to strengthen not only our students' knowledge of Islam but also their love for it—helping them grow into confident, thoughtful, and morally grounded young Muslims.

#### **4.9 PRAYER (SALAT)**

As an Islamic school, UAP aims to adhere to the commands of Allah (swt). It is therefore the school's duty to schedule time for Dhuhr prayer at its prescribed time during the school schedule. We aim to instill a lifelong practice of daily prayer for our students by establishing a daily routine of prayer and worship. Students in the 1<sup>st</sup> – 8<sup>th</sup> grades also attend Salat al-Jumah (Friday Prayer) weekly.

#### **4.10 ART**

Art class is provided to all grades from pre-school through 8th grade, once a week. Art class is structured and presented with an Islamic consciousness. There are no portraits or images drawn, in keeping with Islamic belief. Also, art is integrated into subjects as children develop a sense of self-expression and creativity.

#### **4.11 PHYSICAL EDUCATION**

Physical education (PE) is considered a healthy component of a balanced lifestyle. PE class is scheduled for all grades, two times a week; for 42 minutes. In addition to learning and practicing a variety of healthy recreational activities, physical education provides an opportune time for health and social counseling, as well as sportsmanship and team-building skills.

Children are required to wear uniform gym shirts and pants to participate in addition to scuff resistant shoes. During the early spring and late autumn, children should have a lightweight jacket or sweatshirt to use when PE class or recess is held outdoors. A written excuse from a parent/guardian is required if a child is unable to take PE on a particular day, in which case recess activities will also be limited. A doctor's excuse is required for a prolonged absence from PE.

#### **4.12 IT**

IT is a course that's designed to guide students through units on technology as a tool for learning. With influence on 21<sup>st</sup> Century skills, the course is aligned with Common Core State Standards in grades 4-8 in areas of foundational skills of general reading, informational texts, speaking and listening, as well as language. At the end of the unit, students will apply their learning by creating and presenting their individualized, research-based final project to their peers and a panel of teachers. The student learning outcomes are designed to be transferable to other courses via continuing education and fundamental life-skills.

## 5 SCHOOL UNIFORM AND DRESS CODE

### 5.1 GIRLS DRESS CODE (KG – 8 Grade)

- Clothes should be plain and solid colors. No words, images, designs, or rips or tears.
- Clothes should be loose, NOT tight or form fitting.
- Students should be able to pray modestly

#### TOPS:

**Shirt:** Dress, Polo, Oxford

**Color:** light blue or navy blue- solid colors

**Style:** collar (MUST) – No T-Shirt

**Sleeve:** short or long

**Winter Apparel:** cardigan (light or navy blue)- button down

**Not Allowed:** No Hoodies, No sweat shirts, No t-shirts



#### BOTTOMS:

**Color:** Navy blue or khaki

**Style-1:** long dress pants

**Style-2:** Skirts, skorts, or jumpers (covering the knee)

Must wear leggings or yoga pants underneath-**navy blue** or **white** colors only)

**Not Allowed:** short shorts, jeans, sweat pants, baggy pants, cargo pants.



#### Footwear



**Shoes:** Tennis shoes, sneakers, dress shoes, or boots.

**Socks:** Wear all the time

**Not Allowed:** No Open Toe Shoes, No Flip Flops, No Crocs, and No Sandals. No Shoes with Heels/No High-Heeled Shoes.



**Hijab/ Head Scarf (1<sup>st</sup> – 8<sup>th</sup> Grades):**

Female students in **1<sup>st</sup> – 4<sup>th</sup>** grades must bring hijab for daily prayers. All female students, **5<sup>th</sup> - 8<sup>th</sup>** grades, are **required** to wear a hijab or head scarf during school hours. **Blue navy** or **white** only



## 5.2 **BOYS DRESS CODE (KG – 8 Grade)**

- Clothes should be plain and solid colors. No words, images, designs, or rips or tears.
- Clothes should be loose, NOT tight or form fitting.
- Students should be able to pray modestly

### **TOPS:**

**Shirt:** Dress, Polo, Oxford



**Color:** light blue or navy blue-solid colors

**Style:** collar (MUST) – No T-Shirt

**Sleeve:** short or long

**Winter Apparel:** cardigan (light or navy blue)-button down



**Not Allowed:** No Hoodies, No sweat shirts, No t shirts



**BOTTOMS:**

**Color:** Navy blue or khaki

**Style:** long dress pants or long shorts  
(covering the knee)



**Not Allowed:** short shorts, jeans, sweat pants, baggy pants, cargo pants.



**Footwear:**

**Shoes:** Tennis shoes, sneakers, dress shoes,  
or boots.



**Socks:** Wear all the time

**Not Allowed:** No Open Toe Shoes, No Flip Flops, No Crocs, and  
No Sandals.



**5.3 PRE-K DRESS CODE**

- When temperature is 40F or higher, Pre-K students spend recess time in the outside playground.
- Please dress your Pre-K student weather-appropriate clothing, such as coats/jackets, long sleeves and/or sweater/sweatshirt. Send gloves, hats and mittens.
- Dress them in layers if they get cold or warm easily.
- Clothes should be loose, NOT tight or form fitting.

**TOPS:**

Any color, long or short sleeves

**Not Allowed:** No tank top or sleeveless shirts or dresses



**BOTTOMS:**

Boys: Long pants only. No shorts.

Girls, long pants, skirts, skorts, jumpers, or dresses (covering the knee) + must wear leggings.

### **Footwear:**

#### Lace-Free shoes

Shoes with a grip/traction



Closed-toe shoes/enclosed: Tennis, sneakers, dress shoes or boots

**Socks:** Wear all the time



**Not Allowed:** No shoes with laces, No Open Toe Shoes, No Flip Flops, No Crocs, and No Sandals.



## **5.4 CONSEQUENCES FOR UNIFORM INFRACTIONS**

### **First Infraction:** Verbal Warning

- Students will verbally be informed that they are in violation of the uniform policy.

### **Second Infraction:** Verbal Warning/Parent Phone Call

- Students will verbally be informed that they are in violation of the uniform policy. Students will then be asked to change into appropriate uniform clothing at school or brought by a parent/guardian. A phone call to parents will be made and they will be informed of the consequences of further infractions.

### **Further Infractions:** Parent Meeting

- Students will be informed in writing that they are in violation of the uniform policy. Students will then be asked to change into appropriate uniform clothing at school or brought by a parent/guardian. Parents will be called in for a mandatory meeting to discuss the uniform policy. Parents will be required to sign a uniform policy contract.

# **6 ACADEMICS**

## **6.1 HOMEWORK POLICY**

Homework is assigned as an extension of our daily school program. Students are expected to complete all homework assignments in a neat manner. It is helpful to students when parents provide a clean, organized home study area and establish a specific time each day for homework. Parents are a positive force in children's education when interest in schoolwork and homework is shown. One additional practice that will positively impact educational goals and progress is to take the time each night to read to or to have your children read to you.

## **6.2 HOMEWORK EXPECTATIONS**

Good study habits are essential to every child's success. The purpose of homework is:

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

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

- Pre-K: Recommended activities will be sent home.
- Kindergarten: 15 – 20 minutes
- 1<sup>st</sup> Grade: 20 – 30 minutes
- 2<sup>nd</sup> Grade: 30 – 40 minutes
- 3<sup>rd</sup> Grade: 40 – 50 minutes
- 4<sup>th</sup> Grade: 50 minutes – 1 hour
- 5<sup>th</sup> Grade: 1 – 1 ½ hours
- 6<sup>th</sup> & 7<sup>th</sup> Grades: 1 ½ – 2 hours

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

## **6.3 ABSENCES AND HOMEWORK**

When students are absent it is their responsibility to make up all homework. Parents and students should:

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

## **6.4 LATE HOMEWORK**

- Students will lose one letter grade on their homework assignment for every day it is late.
- If any homework assignment is more than five days late, the student is still to turn in the assignment, but no credit will be given.
- Students who miss more than two homework assignments in a nine-week period will be subject to the following consequences:



- More than two times: A note will be sent home and need to be signed and returned the following day.
- More than three times: One recess detention and a phone call to parents
- More than four times: A meeting with the principal
- Continued missed assignments may result in an in-school suspension.

## **6.5 PLAGIARISM POLICY**

UAP strives to create an environment of academic integrity. Academic dishonesty is a very serious offense. Students are to respect the works of others and are not permitted to copy or use materials written by others without citing their sources properly. Students who are found plagiarizing will receive a failing grade on their assignment.

## **6.6 GRADING POLICY**

- UAP will be utilizing TADS-EDUCATE for student grades. Parents will be able to monitor their child/ren's assignments by logging into the TADS-Educate Parent Portal <https://educate.tads.com/educate/household/default.cfm>, where parents can find grades for projects, tests, homework, and classwork as well as identify missed assignments.
- Please see the Appendix for instructions on how to view grades and attendance records.
- All grades will be determined by a percentage of six main categories: homework, classwork, participation, projects, quizzes, and tests. Grade percentages for all grade levels will be in the following ranges:

Homework	20%
Classwork	10%
Participation/Behavior	10%
Projects	10%
Quizzes	20%
Tests	30%

## **6.7 PARENTS EXPECTATIONS**

Parents are encouraged to:

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

## **6.8 AFTER SCHOOL PROGRAMS AND EXTRA-CURRICULAR ACTIVITIES**

After school programs and extra-curricular activities should be an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, class activities and other special events sponsored and approved by UAP.



The list of activities will be announced upon availability and subject to change due to interest, funds, and availability of sponsors.

## **6.9 GUIDELINES FOR AFTER SCHOOL AND EXTRA-CURRICULAR ACTIVITIES**

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

## **6.10 FIELD TRIPS**

- UAP's field trips represent a part of the school's extended classroom approach to learning. It is the school's practice to take the classroom to the source to enhance the learning process. Effort is made to provide field trips that reinforce our students' various courses of study and subject matters.
- Activities in the school's neighborhood are another form of field trips, which seek to emphasize the importance of community service. Additionally, UAP will host several in-house school visits by professionals to provide the necessary exposure to many occupations, thus widening students' selections for career choices.
- Parents are expected to pay a small fee at group rate prices when applicable, and to sign a field trip permission slip. Parents will be given advance notice on all field trips. We ask that parents return permission slips by the due date in order to give the school ample time to plan for field trips.

## **6.11 OUTDOOR RECESS POLICY**

- Students enjoy the outdoors and we wish to give them every chance to enjoy the sun during recess. As such, all students will participate in outdoor recess when the temperature is above 40 degrees, there is no rain or snow, and at teacher's discretion.
- If a child cannot participate in outdoor recess for medical reasons, please inform the office in writing.
- Teachers and administration reserve the right to keep students inside due to any other circumstances.
- Students in grades 4<sup>th</sup> through 8<sup>th</sup> will go outside for recess when the temperature is above 35 degrees. A permission slip will be sent home to students in the Middle School for parents' permission to allow students outside in temperatures as low as 25 degrees and snowfalls.

## **6.12 STUDENT RESPONSIBILITY**

Each student is responsible for being on time and prepared with materials and assignments for each class.

- The student is responsible for bringing books, homework, lunches, and wearing gym clothing to school.
- Permission to make telephone calls for such items will only be granted in rare instances.
- If lunches are brought to school by parents, they should be left at the office where students may pick them up during their regular lunch period.
- Books must be kept clean and neat.
- All students must have book bags; however, backpacks will not be used to carry books from one class to another in school. We are sensitive to the weight of textbooks and recommend that students take only necessary supplies along with books for homework. Book bags that can be hand carried instead of backpacks are preferable to alleviate back injuries and discomfort.

# **7 TRANSPORTATION**

## **7.1 TRANSPORTATION**

- Parents are responsible for inquiring about school bus transportation and arranging for their child to get to and from the school. When possible, the school facilitates making arrangements with the school district's bus transportation system for areas in and around Pittsburgh.
- Local school districts are required to provide transportation to UAP if your child is 5 years of age or older and your family resides within 10 miles of UAP.
- Some school districts have additional criteria, so please check with your local school district.
- The following school districts provide school bus transportation to UAP students residing within 10 miles from UAP:
  - Pittsburgh Public Schools (Oakland, Greenfield, Downtown, Hill District, Shady Side, East Side, Strip District, Squirrel Hill)
  - Penn Hills School District
  - Gateway School District (Monroeville, Wilkins Township, Plum)
  - Woodland Hills School District (Edgewood, Churchill)
  - North Hills
  - Whitehall/Brentwood
  - Green Tree/Banksville
  - Brookline
  - Duquesne

Please contact your local school district for more information.

Check the Transportation tab on UAP website at:

<https://www.uapschool.org/transportation-2024-2025.html>

## **7.2 SCHOOL BUS RULES**

1. Be Careful.
  - Stay in your seat.

- Fasten your seatbelt.
- 2. Be Accountable.
  - Bring all items off the bus.
  - Eat your food before you get on the bus.
- 3. Be Respectful.
  - Follow driver's directions.
  - Use kind words.
  - Use indoor voice.
- 4. Be Enthusiastic
  - Greet others
  - Wait patiently to get on/off the bus

### **7.3 VEHICLE RIDERS**

- All parents must stay in their cars, follow the line up to the front door to pick up their child(ren).
- No students will be allowed to walk through the parking lot by themselves.
- Please do not ask your child to walk between cars or through the parking area without an adult.

## **8 ARRIVAL AND DISMISSAL POLICIES**

### **8.1 ARRIVAL TIME**

Arriving to school late means that the child will miss out on valuable instruction. This may put the child behind in his or her schoolwork.

- Students may arrive at school **no earlier than 7:55 a.m.**
- School door closes at 8:20 a.m.
- First period begins promptly at 8:30 a.m.

### **8.2 DISMISSAL**

- All students (PK-8<sup>th</sup>) are dismissed at 3:30 p.m. each day.
- Students will only be released to authorized pickup individuals as listed in our student information system, TADS. If you wish to update this information, you can do so by following these steps:
  - **How to add an authorized pickup contact in TADS:**
    - Go to <https://secure.tads.com>, Enter your username and password.
    - Visit the Enrollment section.
    - Select the registration number for the school year and child that needs to be updated.
    - In the middle of the screen, click the link to "[edit student's enrollment information](#)"
    - Navigate to the "[Supplemental](#)" tab.
    - At the bottom of the screen, click the "[Edit Responses](#)" button,
    - Modify the name and phone numbers in the "[Individuals authorized to pick up my child](#)" section as needed.
    - At the bottom of the screen, click the "[Submit](#)" button.

### 8.3 EARLY DISMISSAL

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

- Send in a written note by email: [admin@uapschool.org](mailto:admin@uapschool.org), or call the office NO LATER THAN the morning of the planned early dismissal.
- At the time of arrival, proceed immediately to the school office. The student will be in the office and ready to go if proper notice is given.
- Parents **are not permitted** to go to the classroom to pick up their child.
- The faculty will provide instructional guidance and materials for missed class work to be sent with the student if given at least one day's notice. If that is not possible, the faculty will make arrangements for the missed work when the student returns.
- Early dismissal will be granted if there is a valid excuse such as: medical or dental appointments, family emergencies, or other considerations that have been cleared through the school office.
- Parents/guardians are encouraged to schedule appointments before or after school hours. If the appointment cannot be made at those times, it should be made as early or as late in the school day as possible.
- To avoid unnecessary crowding during dismissal time, the **last early dismissal** is 3:10p.m.
- It's **discouraged to come inside the school** (15) minutes before dismissal time.

### 8.4 LATE PICK-UP

- The school day ends at 3:30 p.m. for grades PK-8<sup>th</sup>.
- Students who are not participating in the After-School Care program, must be picked up no later than 15 minutes after the dismissal time (i.e. 3:45p.m.).
- There will be a \$5.00 charge for each 5 minutes late after the 15-minute grace period. This fee is due at the time of pick up or it will be added to the child's TADS account.
- The time used to calculate the assessed late fee is the time the parent/guardian signs out the child on the electronic "[Late Pick-Up Form](#)".
- If there is an extenuating circumstance, please call and notify the office ASAP.

## 9 ABSENCES AND TARDINESS POLICIES

### 9.1 COMPULSORY ATTENDANCE LAW

In accordance with the Compulsory Attendance Law of PA Department of Education, the school board shall issue notice to parents/guardians who fail to comply with the law, and report to appropriate authorities, infractions of the law regarding the attendance of students below the age of seventeen (17). For more information, go to:

<https://www.pa.gov/agencies/education/resources/policies-acts-and-laws/basic-education-circulars-beccs/purdons-statutes/compulsory-school-attendance-unlawful-absences-and-school-attendance-improvement-conferences.html>

## 9.2 REPORTING ABSENCE

Prompt and regular attendance is important. We do, of course, understand that absences are sometimes necessary. According to the compulsory attendance laws of Pennsylvania, a written excuse is required for all absences. Parents/ guardians should report their child's absence by filing the "[Student Absence Form](#)" available online on school webpage and upload the excuse form within three (3) days of his/her return to school. If the school does not receive a written excuse within three days of the absence, the absence shall be recorded as unexcused.

The written excuse must contain:

- Student's first and last name
- Date(s) of absence or tardiness
- Reason for absence or tardiness (if ill, please provide as much detail as you are comfortable with)
- Name and signature of parent/guardian
- A phone number to reach you in the event that the school nurse needs to follow-up.

## 9.3 LAWFUL/ EXCUSED ABSENCES

**A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year.** All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. Students with absences beyond the allowable legal limit may be asked to withdraw from school.

The only excused absences according to the Pennsylvania School Code are:

- Injury/Illness of student
- Death in the immediate family
- Court Appearance
- Educational Trip with prior principal approval (Maximum of five days per school year). Parents must submit an online request by filling the online form "[Travel Request Form](#)", available on school webpage, at least 2 weeks in advance.

### **Family Travel Policy:**

- Students should not be absent from school due to family travel within the country or overseas for more than 10 school days. If the travel requires an absence exceeding 10 days, parents must submit a detailed medical report from a licensed physician. The report should explain the urgent need for travel, the student's health condition, and the duration of the medical care required.

### **Travel to visit Immediate Family Members:**

- Travel to visit immediate family members who are seriously ill should not exceed 10 school days. If the absence exceeds this duration, parents must submit a medical report from a licensed physician indicating the seriousness of the family member's health condition and explaining the importance of the student visiting the family member for such duration. If the report is in a language other than English, parents are required to provide a certified translation into English.

## 9.4 TARDINESS

Arriving to school late (after 8:20 a.m.) means that the child will miss out on valuable instruction. This may put the child behind in his or her schoolwork.

- If a student arrives after 8:20 a.m., a parent must accompany the student to the office and complete the online "[Tardy Form](#)".
- Tardiness is "excused" in the following cases: medical or dental appointments, family emergencies, or other considerations that have been cleared through the school office.
- Six (6) tardy incidents are equivalent to 1 unexcused absence. Students with more than 6 tardy incidents in a given grading period will be subject to a disciplinary action.
- A written warning will be sent to the parents, requesting a meeting with the principal to discuss the reasons for the tardiness.
- If tardiness continues excessively, the student will lose the privilege of participating in extracurricular activities and field trips.

## 9.5 UNEXCUSED AND EXCESSIVE ABSENCES

A student is subject to the PA Compulsory Attendance Law if he/she accumulates 10 or more excused absences or six or more unexcused absences or its equivalence. The following consequences may apply:

- Intervention plan meeting with the principal.
- Reducing academic grades, a letter each for all subjects on the following report card.
- Suspension may be applied.
- Retention of the student in the same grade level.
- A citation filing with the magistrate, and notifying community social service agencies.
- If an unexcused absence exceeds 10 school days within the academic year, the school will send a warning to the parents. If the attendance policy is not complied with and the student continues to be absent without excuse, the school reserves the right to withdraw the student.

## 9.6 FAQ: ATTENDANCE, EXTENDED ABSENCE & WITHDRAWAL

### 1. How many absences are excused without a doctor's note?

Up to ten (10) cumulative school days of lawful absences may be excused with a written excuse from a parent or guardian. Any absences beyond 10 cumulative days will require a medical excuse from a licensed physician.

### 2. What is considered a lawful (excused) absence?

Under Pennsylvania law and UAP policy, lawful absences include:

- Student illness or injury
- Death in the immediate family
- Court appearances
- Educational trips approved in advance (up to 5 school days per year)
- Family travel (up to 10 school days, with appropriate medical documentation)

### 3. Do I need to submit an excuse for every absence?

Yes. Pennsylvania law requires a written excuse for **every absence**.

Please complete the "[Student Absence Form](#)" available on the UAP website and upload the excuse **within three (3) days** of your child's return.

If no excuse is received within that time, the absence will be recorded as **unexcused**.

#### ***4. What information must be included in a written excuse?***

Each written excuse must include:

- Student's full name
- Date(s) of absence
- Reason for the absence (please provide illness details if applicable)
- Name and signature of parent/guardian
- A phone number for possible follow-up by the school administrator.

#### ***5. What about partial absence?***

A student will be recorded as “partially absent” if he misses two hours or more of the school day. Each partial absence is considered half a day, so two partial absences are equivalent to one full-day absence.

#### ***6. What should I do if my child must be absent for an extended period due to urgent family travel (e.g., to visit a seriously ill relative)?***

If the absence will **exceed 10 school days**, you must complete the “[Travel Request Form](#)” available on the UAP website and submit a **medical report** from a **licensed physician** explaining the urgent nature of the travel and the necessity of your child's presence. If the report is written in a language other than English, a **certified English translation** is required.

#### ***7. What if my child will be absent for extended non-urgent family travel?***

For extended travel exceeding 10 school days **without urgent medical need**, UAP requires that you:

1. **Formally withdraw** your child by submitting the [Withdrawal Form](#) (available on the UAP website).
2. **Enroll your child** in an **approved online or homeschool program** during the absence to ensure uninterrupted learning.

**Here's a sample of approved online Cyber/Charter schools in PA:**

1. [Commonwealth Charter Academy \(CCA\)](#)
2. [Pennsylvania Cyber Charter School \(PA Cyber\)](#)
3. [Pennsylvania Leadership Charter School \(PALCS\)](#)
4. [PA Virtual Charter School \(PAVCS\)](#)
5. [Reach Cyber Charter School](#)
6. [Insight PA Cyber Charter School](#)
7. [PA Distance Learning Charter School](#)
8. [Pennwood Cyber Charter School](#)

#### ***8. What if my child misses the end of the academic year?***

If your child misses a significant portion of the **end of the school year** and does not complete final coursework with their class, you must:

1. **Formally withdraw** your child from UAP.
2. **Enroll** your child in an **accredited summer credit recovery program**.



3. **Submit an official transcript** showing satisfactory completion of required coursework before re-enrollment or grade promotion is considered.

**Here's a sample of accredited Summer Credit Recovery Programs:**

1. [Ignite Education Solutions](#) – 6-week school-coordinated sessions
2. [Legacy Online School](#) – 8-week, self-paced or live classes
3. [K12 Preparatory Academy](#) – Self-paced summer credit recovery
4. [Pearson Online Academy](#) – Teacher-led summer programs

**9. How do I re-enroll my child at UAP after an extended absence?**

To re-enroll your child at UAP, please:

- Submit an **official transcript** or **academic progress report** from the online/homeschool program demonstrating successful completion of coursework
- Complete the **re-enrollment process through TADS**

*Note: The enrollment/re-enrollment fee will be waived for returning students in this case.*

**10. What are the consequences of failing to follow UAP attendance and withdrawal policies?**

Failure to comply may result in:

- Loss of academic credit
- Ineligibility for grade promotion
- Referral to authorities as required by the **Pennsylvania Compulsory Attendance Law**

**11. Who can I contact for questions about extended absences or enrollment?**

Please contact the UAP School Office:

**Phone:** 412-241-2124

**Email:** [admin@uapschool.org](mailto:admin@uapschool.org)

## 10 MISCELLANIOUS

### 10.1 PARENT COMMUNICATION AND EMERGENCY CONTACTS

- It is very important for the school to be able to contact parents by mail, telephone, and email (when possible). Valid emergency telephone contacts are critical at all times. Please notify the school of any change of address or telephone numbers immediately and keep an accurate emergency contact on TADS.
- To ensure transparency, consistency, and the protection of teachers, parents, guardians, and students, all communications must be conducted through official school channels (e.g. school email, or Educate). Any communication outside of these official platforms will not be considered valid.
- **Teachers are strongly advised against engaging in personal communication with parents, guardians, and students via SMS, personal email, or any other private communication platform.**



- **How to Add an Emergency Contact in TADS:**

- Go to <https://secure.tads.com>, Enter your username and password.
- Visit the Enrollment section.
- Select the registration number for the school year and child that needs to be updated.
- In the middle of the screen, click the link to "[edit student's enrollment information](#)"
- Navigate to the "[Contacts](#)" tab.
- At the bottom of the screen, click the "[Edit Emergency Contacts](#)" button,
- Add, edit, or delete the emergency contacts as needed.
- At the bottom of the screen, click the "[Submit and Continue](#)" button.
- Enter the person's: Full Name, Relationship to student, Phone number(s), Email (if required)
- Scroll down and click **Save** or **Update Information**.

If you cannot log in or need help, please contact TADS Family Support

Email : [TADS-Support@venturedsolutions.com](mailto:TADS-Support@venturedsolutions.com) , Phone : 612-548-3320

## **10.2 PARENT ALERT SYSTEM**

The school administration will use voice call, email, and a text messaging system to communicate urgent information to parents. Please keep the school office updated with your current cell phone numbers in order to receive these alerts. Parents have the choice of selecting their preferred way of communication. We advise parents to set up their TADS-Educate accounts as early as possible.

## **10.3 EMERGENCY SCHOOL DELAYS AND CLOSINGS**

- UAP follows Pittsburgh Public School District for weather-related school closings and delays. Students residing in any other school districts will follow their residential school district for weather-related school closings and delays and will be excused in case of any absence or delay. Please check the local news for closing and delay listings.
  - WPXI-TV
  - KDKA-TV
  - WTAE-TV

If the School Board and Principal determine it is necessary to close school or delay opening for non-weather-related events, the announcement will be made as early as possible.

## **10.4 CONFIDENTIALITY OF STUDENT RECORDS**

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

## **10.5 ACCESS TO STUDENT FILES**

- Records are maintained for each student. The files may include such pertinent information as attendance records, academic records, quarterly tests, disciplinary referrals, and actions taken as well as medical and health information.
- Parents who wish to have copies of student files must complete a File Request Form in

the school office. Files will be copied and sent within 10 days of request. Access to records by persons other than the parents, the student, and members of the school staff and/or authorized school consultants, requires prior written consent by the parents.

- All student files will be held until tuition is paid and student account is up to date.

#### **10.6 WELLNESS POLICY**

In an effort to provide students with the healthiest environment possible, we ask parents/guardians to provide only healthy snacks for their child/ren.

Please be aware that UAP will no longer make available classroom parties for all grade levels, including Pre-K. In replacement of classroom parties, the school will hold a celebration event once each quarter where students may bring in healthy treats to celebrate their accomplishments with their classmates.

#### **10.7 EMERGENCY AND ILLNESS POLICY**

If your child becomes ill during the school day, you will be contacted and asked to pick up your child as soon as possible. Please do not leave a sick child at school for this can prolong the illness and spread it through the class and school building. The office will determine if a student is sick enough to be sent home.

In the case of an accident or injury, you will be contacted for advice on how best to treat your child. However, in the case of a serious emergency, immediate treatment will be given, and you will be contacted with details. This may include a request to meet your child at the nearest medical center or hospital for severe emergencies.

#### **10.8 WHEN TO STAY HOME**

It is often difficult to decide if your child should stay home from school when complaining of illness.

- An objective sign is an elevated temperature.
- It is recommended that a child be kept home from school until the temperature has remained normal (below 100°) for at least twenty-four hours.
- If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the child will be sent home.
- Parents/guardians are asked to use discretion in sending their children to school if they display any of these symptoms.
- Please inform the school office if your child becomes sick with a contagious illness. Notes will be sent home with the other children to warn parents/guardians of contact and incubation of communicable diseases.

#### **10.9 PRESCRIPTION MEDICATION POLICY**

- If it becomes necessary for a student to take prescription medicine for any reason, long or short term, a parent/guardian will need to update the Health Information section on TADS before any medication can be delivered to a student.
- A parent/guardian will need to hand deliver the medication in the original packaging to office personnel.
- For the students' safety and health, medication cannot be sent in by, nor returned home with, any student.

### **10.10 PERSONAL PROPERTY**

- Personal belongings should be clearly marked with the student's name.
- Money and valuables should be kept in the student's possession at all times.
- No trading cards, electronic games, electronic equipment, or toys are permitted at school.
- Cell phones and smart watches should be turned in upon arrival (during morning assembly).
- Cell phones and smart watches will be locked up by staff members.
- Students can pick up their devices at the end of the day from their last period teachers.
- The school is not responsible for any loss of or damage to personal property that are not turned in during morning assembly.
- Any student who fails to turn in these devices and is caught with them in their possession will have them confiscated and turned into the office.
- Confiscated phones will only be released to parents/guardians.
- Any repeated infractions will be treated as office referrals.

### **10.11 LOST AND FOUND**

- Personal Items found throughout the school without a name will be placed in the LOST and FOUND box located by the front doors inside the school.
- Items left in the box at the end of the year will become the property of UAP.
- Lost or damaged books and workbooks will be replaced at the parent's cost.

### **10.12 TECHNOLOGY POLICY**

Access to the internet enables students to explore thousands of books, databases, and other resources. Our school has taken precautions to avoid exposing our students to illegal, defamatory, inaccurate, age-inappropriate, or potentially offensive material that may reside on the internet. However, it is impossible for us to guarantee restricted access of all material of this nature. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. Therefore, we support and respect each family's right to decide whether or not to allow internet access to their child(ren).

### **10.13 EXPECTATIONS**

Since computers/Chromebooks and the internet are part of instruction, it is important to set clear expectations for all students. Parents/guardians are required to review these guidelines with their child(ren) regularly. Students are expected to

- Use school computers/Chromebooks for academic purposes only.
- Report any problem with their Chromebooks, account, or email, immediately.
- Charge their computers/Chromebooks, so they are ready for instructional time
- Respect other students while using any computer.
- Allow others to focus without disruption.
- Refrain from any illegal or inappropriate behavior.
- Never download or install any software, shareware, or freeware onto a school computer or its network, unless they have explicit permission from a school official.
- Never send or receive copyrighted material without permission.
- Never plagiarize or copy other people's work by accessing files that do not belong to

them.

- Never engage in cyber bullying.
- Never use social media during school hours.
- Never post any images or names of students on social media accounts

#### **10.14 CONFLICT RESOLUTION**

If parents/guardians have a school-related problem or need assistance, please follow these guidelines:

- If your problem or question concerns your child or your child's teacher, first contact the teacher.
- If the situation is unresolved, then contact the school principal.
- Please contact the board of directors if you have a question or concern regarding safety or policy that cannot be resolved by the principal.

#### **10.15 USE OF STUDENT'S PHOTOS**

UAP's procedure regarding the use of student photographs for news releases, brochures, and website, requires parent/guardian permission, and is listed as a part of yearly TADS enrollment process. If permission is not given, then your child's photography will not be used to promote the school or individual student achievements. Permission must be granted every year.

#### **10.16 VOLUNTEER POLICY**

UAP welcomes and encourages volunteer support. Parent and community volunteers work under the direct supervision of the principal and teachers.

Individuals who would like to volunteer in our school or work with our students should contact the principal to offer their services.

Volunteers must have the following three clearances in advance:

- 1- Child Abuse Clearance (PA Act 151)  
<https://www.compass.state.pa.us/cwis/public/home>;
- 2- Criminal History Clearance (PA Act 34)  
<https://www.education.pa.gov/Educators/Clearances/PATCH/Pages/default.aspx>
- 3- FBI Federal Criminal History Clearance  
<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

The Six Digit code is **1KG6XN**

In addition to working with students in our schools, parents may also participate in the school Parent-Teacher Organization (PTO) or any of the volunteer-based committees that help keep the school beautiful and running smoothly.

---

## **11 PBIS AND STUDENT MISCONDUCT POLICY**

---

### **11.1 Positive Behavioral Interventions & Support (PBIS) at UAP**

PBIS is an approach in behavior management on a school-wide level, in a specific setting such as the bus, hallways classrooms, cafeteria, lunchroom, recess, and assemblies, or with an individual student.

PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions.

Another key element is an analysis of discipline referral data. This team-based approach to data analysis allows UAP's PBIS Team to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to staff, students, and parents.

The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

As part of our PBIS system, UAP upholds its core **C.A.R.E** values (**Careful, Accountable, Respectful, and Enthusiastic**). Each of these principles reflect the belief that each person deserves and needs a positive, concerned, accepting educational community that values diversity and provides a comprehensive system of individual supports from birth to adulthood. The purpose of this staff manual is to briefly illustrate how these components will be utilized within UAP's PBIS school-wide system.

Please take some time to review with your child the positive behavior expectations described in this manual. Ask your child to make sure he/she understands the expectations in different locations around the school or on the bus. Please discuss the importance of these concepts and encourage your child to be careful, accountable, responsible, and enthusiastic.

## UAP Behavior Expectations Matrix



	<b>Be Careful</b>	<b>Be Accountable</b>	<b>Be Respectful</b>	<b>Be Enthusiastic</b>
<b>Classroom</b>	Keep hands, feet, and items to yourself Use materials and furniture appropriately	Clean up after yourself Bring your materials to class	Ask permission to speak or to leave your seat Follow directions	Participate Good teamwork and positive attitude
<b>Cafeteria</b>	Use walking feet Only eat your own food Stay seated while eating	Clean before and after yourself	Be considerate to others Follow directions of the adults on duty	Make Duaa before and after you eat
<b>Prayer Hall</b>	Use walking feet Keep your hands, feet, and items to yourself	Be on time. Focus on the Prayer steps.	Listen to speaker(s) Follow directions	Pray the extra prayer Participate in the Duaa
<b>Bathroom</b>	Use walking feet Keep the water in the sink	Flush when done  Tell teacher/adult if there is a problem	Be considerate of others' privacy  Only talk when necessary	Enter with your left foot and exit with your right foot  Say the posted duaas as you enter and exit
<b>Hallway</b>	Use walking feet Stay to the right	Be on time for class Use the hall pass	Follow Directions Be quiet in the hallway	Keep your smile Pick up any trash off the floor
<b>Bus</b>	Stay in your seat properly Follow the directions of the bus driver	Be on time / Bring all items off the bus	Use kind words Use indoor voice	Be a helper Wait patiently to get on/off the bus
<b>Outdoor/ Recess</b>	Use walking feet when lining up and during transitions	Bring play equipment inside  Follow directions	Use kind words  Ask permission to go to the bathroom or leave	Display good sportsmanship Share/take turns

## **11.2 Student Complaint Policy**

Our school is committed to maintaining a safe and respectful learning environment.

If a student has a concern or feels they have been treated unfairly by a teacher or staff member, they are encouraged to report it to the school administration.

### **How to Report a Concern:**

- Obtain a Student Complaint Form: Available in the main office.
- Complete the Form: Provide details about the concern, including what happened, when, and who was involved.
- Submit the Form: Return the completed form to the principal or designated administrator within 24 hours of the incident.

### **Investigation Process:**

- The administration will review the complaint promptly and may speak with the student and others involved to gather more information.
- All complaints will be handled confidentially and respectfully.
- The student will be informed of the outcome once the investigation is complete.

### **Important Notes:**

- Students are encouraged to speak up if they feel uncomfortable or mistreated.
- Retaliation against anyone who files a complaint is strictly prohibited.
- If the concern involves the principal, students may submit the form to the board of directors at: [uapbod@uapschool.org](mailto:uapbod@uapschool.org)

## **11.3 The Disciplinary Process**

UAP is not only a place of learning academic concepts and skills but also a place to learn Islamic Akhlāq (manners) and exemplary behavior. Students are expected to enhance the image and reputation of the school by observing high standards of Islamic Akhlāq and exemplary behavior. Parents must assume the responsibility to reinforce these values at home. Teachers are required to emphasize and demonstrate Islamic Akhlāq during school hours and in their daily lives. The school has adopted policies and procedures, which, when implemented, will help to ensure a safe and pleasant learning and working environment for students and teachers.

The intent of the disciplinary process is instructional and corrective, not punitive. Due consideration will be given to all mitigating circumstances prior to the disciplinary action and will ensure due process to each student.

Any misconduct not covered in the following list will be left to the discretion of the classroom teacher and the principal of the school. The policy and procedures will apply to actions by students during school hours; before and after school; while on school property; and during school-sponsored events, including transportation on school-arranged vehicles. All disciplinary actions will include a conference between the teacher (and / or administrator) and the student, followed by a notification to the student's parents or guardian. The student, parent or guardian who feels that the action taken is unwarranted or unjustified has the right to appeal to the next higher administrative authority.



#### **11.4 Office Discipline- The Referral Process**

- Infractions range from minor to major. Minor infractions are handled by classroom teachers. Repeated minor infractions will be dealt with at the administrative office.
- Examples of minor infractions are: Disruptive Talking, Electronic devices off task, Sleeping, Passing notes, Throwing paper/objects, Inappropriate language, Touching students/poking, Chewing gum, Running in the halls, Chronic bathroom use, Homework concerns, Tardiness, Hygiene/ neatness concerns, and Name calling.
- Examples of consequences of minor infractions, in addition to parents-teacher conferences, are: Time-out in classroom, Time-out outside classroom, Loss of privileges, Loss of Dojo points, Loss of recess time, Silent lunch, Apology/Restitution, Think sheet, Make presentation to class.
- The teacher will complete three referral forms before sending the student to the office. Parents are notified immediately.
- Major infractions are directly sent to the office. Repeated infractions may lead to escalating the disciplinary actions, including the possibility of a formal report being placed in the student's permanent record, and/or expulsion from school.
- Examples of major infractions are: Repeated defiance, Racism, Physical fighting, Inappropriate language, Stealing, Damaging property – breaking a chair, ripping pages out of text books, Bullying, Excessive tardiness, Plagiarism/cheating, Cutting class, and Lying, Defacing property.
- Examples of consequences of major infractions, in addition to parents-principal conferences, are: After school detention (grades 3 to 8), In school suspension, Out of school suspension, Expulsion.
- Moreover, specific infractions such as plagiarism, stealing, lying, physical fighting and bullying carry additional consequences. For example, plagiarism results in repeating the assignment and/ or losing the grade of that assignment. Stealing, lying or fighting involves a presentation from the student to the school about the importance of good behavior in Islam.
- Infractions on the school bus that are reported by a group of students and/or the bus driver may lead to suspension from riding the school bus that range from one day to a complete loss of riding the school bus privilege.
- All referral information is stored on TADS-Educate which will yield summary information regarding office discipline referrals for each student. Disciplinary records are part of the student's confidential records and are not available for access by other than the student, his/her parents, the principal, and the Board of UAP. reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records.

#### **11.5 After School Detention**

Students in grades 3 –8 will be eligible for after-school detention based on their behavior. Students receiving the detention will be given a form to be signed by a parent or guardians. Detention will be assigned any day Monday through Thursday from 3:30- 4:30 P.M. (not the same day of the offense).

The student will be notified of his or her assigned detention at least one day prior to the detention. The disciplinary notice will be sent home with the student. The administrator will enter the infraction, the consequence, the date, and a narrative to document the incident.



## **11.6 Expulsion**

Expulsion is the cancellation of the student's enrollment at UAP for the remainder of the year without any refund of fees paid. Re-admission in subsequent years can only be considered upon the presentation to the admissions committee of proof that the student's behavior problem has been addressed and improved, and successfully completed the previous grade.

## **11.7 Due Process**

Any student whose conduct may warrant suspension or expulsion will be provided due process.

### **Students:**

- A notification of the violation.
- An opportunity to present his/her side of the story to the appropriate school personnel, as accurately as possible, and without adding/omitting details.
- **Students will be asked to write an account of what happened.**

### **Parents:**

- A written notification of the violation and the consequence decided by the school.
- Twenty-four-hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive that he/she cannot complete the academically.

## **11.8 Appeal Process for Expulsion**

Parents may appeal in writing any disciplinary action taken by the school administration. If the parents are still not satisfied with the decision, they may request the decision be reviewed by a committee made up of the teacher involved, the principal and a board member. After hearing all sides of the case, a final decision will be made.

## **12 APPENDICES**

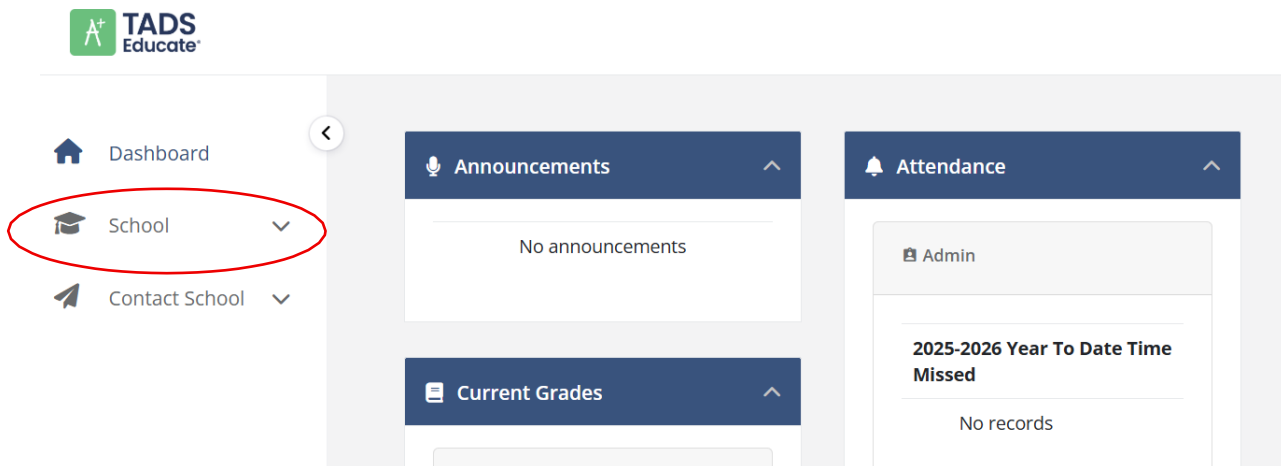


## Instructions for viewing student information ON TADS-Educate

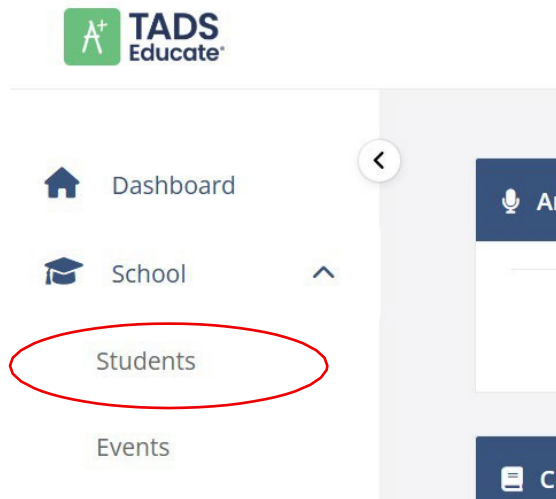
# How to View Your Child's Grades and Assignments in Educate

You can easily view your child's current grades and assignments in Educate by following these steps:

1. **Log in** to your Educate Parent Portal at <https://educate.tads.com/educate/household/default.cfm>.
2. In the top menu, click **School**.

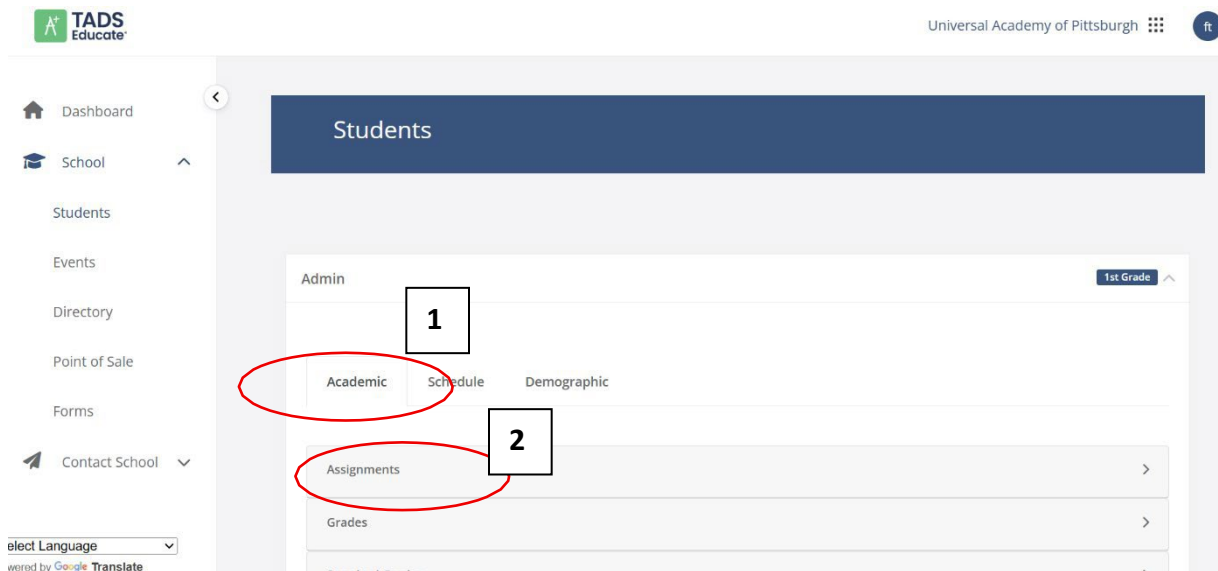


3. Select **Students** from the dropdown.



4. Click on your child's name.

5. In the left-hand menu, click **Academics**, then click **Assignments**



Here you can view all your child's assignments for each class.

The screenshot shows the TADS Educate interface for the Universal Academy of Pittsburgh. The left sidebar contains navigation links: Dashboard, School, Students, Events, Directory, Point of Sale, Forms, and Contact School. The main content area has tabs for Academic, Schedule, and Demographic. The Assignments page is active, displaying a list of assignments with columns for Name, Status, Course, Due Date, Code, Comments, Score, and Grade. The assignments listed are Abstract Line Art, Color Wheel, Shape Monsters, and behavior and participation, all assigned to Art - 1st Grade and Islamic Studies - 1st Grade respectively, with a due date of 10/21/25.

TADS Educate Universal Academy of Pittsburgh

Academic Schedule Demographic

Assignments

Codes: Excused Extension Late Missing

Quarter 1 - Course Sec... - Code - - Due Date - All Assignments Search

Name	Status	Course	Due Date	Code	Comments	Score	Grade
Abstract Line Art	Assigned	Art - 1st Grade	10/21/25			-- / 10	
Color Wheel	Assigned	Art - 1st Grade	10/21/25			-- / 10	
Shape Monsters	Assigned	Art - 1st Grade	10/21/25			-- / 10	
behavior and participation	Assigned	Islamic Studies - 1st Grade	10/21/25			-- / 20	

6. To see grades by subject, click **Grades** instead of Assignments

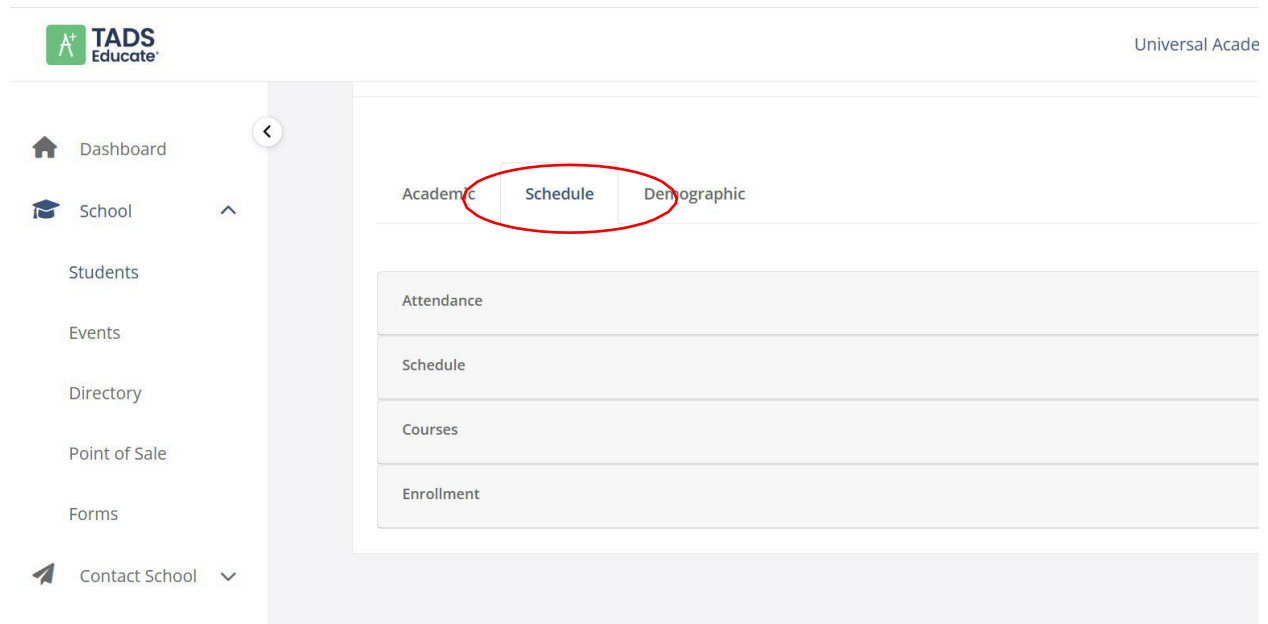
The screenshot shows the TADS Educate interface for the Universal Academy of Pittsburgh. The left sidebar contains navigation links: Dashboard, School, Students, Events, Directory, Point of Sale, Forms, and Contact School. The main content area has tabs for Academic, Schedule, and Demographic. The Grades page is active, displaying a list of grades with columns for Name, Status, Course, Due Date, Code, Comments, Score, and Grade. The grades listed are Abstract Line Art, Color Wheel, Shape Monsters, and behavior and participation, all assigned to Art - 1st Grade and Islamic Studies - 1st Grade respectively, with a due date of 10/21/25.

TADS Educate Universal Academy of Pittsburgh

Academic Schedule Demographic

Assignments Grades Standard Grades Report Cards

## 7. To see attendance records, Click “Schedule” tab



If you have more than one student enrolled, repeat these steps for each child. For any login or access issues, please email [admin@uapschool.org](mailto:admin@uapschool.org)



## **LATE TUITION POLICY**

The Universal Academy of Pittsburgh (UAP) makes every effort to provide an affordable quality education in an Islamic environment for our students. The cost to educate each student exceeds the total tuition and fees that are assessed to each student's account. This means every student is granted a discounted tuition. In addition, financial aid and Zakat program proceeds are awarded to students based on need and available resources.

The majority of the school's income is derived from student tuition and fees. The school cannot fulfill its mission and cover fundamental school operation costs unless the obligations of every student are met in a timely manner. The school's expectation at the time of registration is that all tuition and fees will be paid on time, according to the terms of the TADS payment plan the family has signed.

UAP will implement the following policy on all delinquent tuition payments thirty (30) days after the due date.

### **After 30 Days of Past Due Payments:**

UAP will send a letter in the mail (first notice) to families with delinquent payments requesting to submit a written "Alternative Payment Plan"- **within 14 days** of receiving the first notice- to satisfy its financial obligations. This plan should include a written statement outlining the extenuating circumstances resulting in the delinquencies, and a plan to pay the **full account balance within 60 days** of the original past due date. Acceptance of the payment plan will be determined by the principal and the board of directors.

If a parent/guardian does not submit a written alternative plan for payment to the school administration **within 14 days** of receiving the first notice, the parent portal "Educate" will be put on "hold", and report cards and progress reports will be withheld.

### **After 60 Days of the original past due date:**

The enrollment removal process will begin for students with an outstanding balance, and collection efforts will be turned over to a collection agency.

### **The Enrollment Removal Process**

A second letter will be mailed to the family verifying that the student is no longer eligible for enrollment. The letter will state the amount owed, payment date, and the last date the student will be permitted to attend classes unless the stated amount is paid in full.

The student must turn in all classroom materials (including, but not limited to, text books, Chromebook, charger, classroom equipment, etc.) to the Office on the last day of their classes.



**Please Note:**

- If any outstanding balance remains on a student's account, the school reserves the right to withhold the student's records. Once the student account balance is paid in full, all records will be released.
- A **\$50 fee** (per payment) will be collected on checks or electronic payments that fail (i.e., do not clear the bank).
- TADS applies **\$50 late payment fee per child per payment** for all payments received after the due date.
- Any family that has two returned checks in one school year must keep the account current by payment in certified check, money order or credit card.
- A family may not return to UAP for a new school year unless tuition from the previous year has been paid in full.
- In all cases, the school reserves all rights to collect any past-due Tuition. This may result in referring your account to a collection agency or pursuing legal action.

The goal of UAP school is to provide an education in an Islamic environment to every student that desires one. By working together, we can make sure this goal is met. The UAP school encourages all responsible parties to maintain open communication with the administration to ensure a complete understanding of each family's financial circumstance.



## **SCHOOL, HOME, AND STUDENT AGREEMENT**

Education is a joint responsibility of the school and the home. To ensure that the interests of each are served, it is important that we develop and maintain a program of communication and cooperation between the home and the school. This agreement is a first step in that program.

### **SCHOOL**

The administration and teaching staff will:

- Provide qualified instructors of the highest caliber to implement its academic goals in all subjects.
- Research, adopt, and/or develop curricula and pedagogical practices that are conducive to achieving or exceeding the goals of the school.
- Partner with parents to achieve consistency between the goals and practices of the school and the families of students that attend.
- Strive to be aware of the individual needs of each child.
- Regularly communicate with parents/guardians regarding their child's progress.
- Organize and notify parents/guardians of opportunities to discuss the program and contribute suggestions for improvement.
- Provide a safe and nurturing learning environment.

### **HOME**

My child's school years are very important. I agree that his/her achievement and attitude will be enhanced by my participation. Therefore, to the best of my ability, I will:

- Make sure my child gets enough sleep each night.
- Make sure my child is at school on time.
- Make sure my child is dressed according to the school's dress code.
- Give my child a quiet place to study and/or do homework.
- Review my child's assignments/work with him/her daily.
- Check that my child's homework is completed.
- Spend at least 15 minutes a day reading to/with my child.
- Plan to attend open house, parent conferences, and parent meetings.

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

### **STUDENT**

Education is important to me. It will help me become a better person. I know my parents/guardians will help me, but I have to do the work. I agree to:

- Be at school on time unless I am sick.
- Follow school and classroom rules.

- Take responsibility for my behavior.
- Pay attention in class and do my work.
- Complete my class work on time.
- Return corrected work to my parent/guardian.

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

**ACKNOWLEDGEMENT OF RECEIPT**

Parents/Guardians of the student have received and read the student handbook. They understand that they and their child(ren) must abide by all policies and procedures contained in this document.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name

\_\_\_\_\_  
Student's Grade



## Chromebook Agreement

The Universal Academy of Pittsburgh is committed to ensuring that every student in First through Eighth grade has access to the necessary technology to support their daily learning. We offer two options for Chromebook usage:

### 1- **School-Issued Chromebook Loan:**

Families may choose to borrow a Chromebook provided by the school for a deposit of \$200 to be refunded upon the satisfactory return of the laptop and charger to the Universal Academy of Pittsburgh. If you wish to borrow a school-issued Chromebook, please sign the “Acceptable use policies and student responsibilities form” outlined at the end of this document.

### 2- **Parent/Guardian-Provided Chromebook:**

Alternatively, families may opt to provide their own Chromebook for their child's use. If you choose this option, please sign the “Acceptable use policies and student responsibilities form” outlined here. Please ensure that the device meets the following specifications:

- Operating System: Chrome OS or a compatible version.
- Screen Size: At least 11 inches.
- Keyboard: Full-sized with functional keys.
- Battery Life: Minimum of 8 hours to last the school day.

In the event a student does not bring a device, has a defective device, or has not paid the deposit for a school-issued Chromebook, the school will lend a Chromebook to the student. Please note the following:

- A \$200 deposit fee will be added to the student's TADS billing account upon lending the device.
- The student may keep the loaned Chromebook until they secure another device or choose to return it.
- Upon returning the Chromebook in good condition, the \$200 deposit will be refunded to the student's TADS account.

## **Chromebook Acceptable Use Policies** **and Student Responsibilities**

### **For School-Issued Chromebook Loan:**

The Universal Academy of Pittsburgh is loaning your student one Chromebook and one charger in an excellent working condition. The Chromebook is, and remains at all times, the property of the Universal Academy of Pittsburgh, and is loaned to the student for educational purposes only, in accordance with the school's Acceptable Use Policies, and Student Responsibilities outlined here.

As a user of a Chromebook at the Universal Academy of Pittsburgh, the student accepts the following responsibilities:

- Labels identifying the student and school have been placed on the Chromebook. No other stickers, labels, markings, or tags of any kind are to be added to the laptop.
- The student will bring the Chromebook to school each day with the charger. The Chromebook will be charged and ready for use.
- The student will abide by and understands that digital citizenship includes the responsible use of social media and other websites, and general adherence to school policies and procedures.
- The student understands that school filters are in place while on campus and connected to the school network, limiting access to materials that may be considered harmful to children.
- The student will pay an overdue fine of \$10.00/day if he/she fails to return the Chromebook to the school on the date agreed upon.
- The student will treat the Chromebook with care by NOT dropping it, getting it wet, leaving it outdoors or in an unsafe area, or submitting the device to extreme conditions/temperatures.
- The student will return the Chromebook whenever requested and specifically upon withdrawal or departure from the Universal Academy of Pittsburgh.
- The student will not attempt to repair the Chromebook and will follow school procedures requesting assistance.
- The student will not delete or alter school owned programs or files from the Chromebook.
- The student will not lend the Chromebook to anyone, not even friends and/or family

members; it will be kept in a secure place at all times.

- The student will not add software or Apps from a personal account, or add programs not authorized by the school.
- Theft of a Chromebook will be considered a violation of student conduct, and thus be subject to disciplinary action and forfeiting the deposit.
- The family will agree that the Universal Academy of Pittsburgh may use any appropriate means to collect the amount owed for fines, damage, loss, or theft.
- The family will agree that unpaid fines will be applied to their child's school account and will prevent the issuing of official transcripts in the event of failure to pay the assessed fine.

**In addition, for Parent/Guardian-Provided Chromebook:**

- The Universal Academy of Pittsburgh network is provided for the academic use of all students. The student agrees to take no action that would harm or interfere with the effective academic use of the school network.
- The student will not leave the Chromebook unattended while in use (For example: using the restroom, talking with friends.)
- The student will agree that any electronic communications should be used for legitimate, educational, appropriate, and responsible reasons.
- The student will keep all passwords, personal identifications, and accounts secure and will not share or provide the information to others.
- The student will abide by and comply with any parental restrictions on their child's use of the internet or Chromebook during non-school hours. The student is responsible for complying with the parents' or guardians' instructions.

Student Signature\_\_\_\_\_Date\_\_\_\_/\_\_\_\_/\_\_\_\_

Student Name Printed\_\_\_\_\_Student Grade\_\_\_\_\_

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

Parent/Guardian Name Printed \_\_\_\_\_