

WELCOME TO OUR SCHOOL

FAMILY HANDBOOK
2026-2027

an Esol Education school

lifelong learning

UNIVERSAL COLLEGE – ALEY

FAMILY HANDBOOK

2026-2027



an Esol Education school

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PARENT / STUDENT CALENDAR 2026-2027

PARENT / STUDENT CALENDAR 2026-2027

INDEX: (1) Day 1 - (2) Day 2 - (3) Day 3 - (4) Day 4 - (5) Day 5 | Total number of days: 170 | No School | Important Notice

SEPTEMBER 2026 (16 days)

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9(1)	10(2)	11(3)	12	13
14(4)	15(5)	16(1)	17(2)	18(3)	19	20
21(4)	22(5)	23(1)	24(2)	25(3)	26	27
28(4)	29(5)	30(1)				

SEPTEMBER NOTES	
Sept. 9	1st Day of School
Sept. 9	Grade 1 Parent/Student Orientation
Sept. 9	KG1 Parent Orientation
Sept. 9 to 11	KGs 2 & 3 Parent/Student Orientation
Sept. 10-11	KG1 Parent/Student Orientation
Sept. 14	KGs 1, 2, & 3 1st Day of School

OCTOBER 2026 (22 days)

MON	TUE	WED	THU	FRI	SAT	SUN
			1(2)	2(3)	3	4
5(4)	6(5)	7(1)	8(2)	9(3)	10	11
12(4)	13(5)	14(1)	15(2)	16(3)	17	18
19(4)	20(5)	21(1)	22(2)	23(3)	24	25
26(4)	27(5)	28(1)	29(2)	30(3)	31	

OCTOBER NOTES	
Oct. 22	Progress Report Card Distribution (T1)

NOVEMBER 2026 (20 days)

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2(4)	3(5)	4(1)	5(2)	6(3)	7	8
9(4)	10(5)	11(1)	12(2)	13(3)	14	15
16(4)	17(5)	18(1)	19(2)	20(3)	21	22
23	24(4)	25(5)	26(1)	27(2)	28	29
30(3)						

NOVEMBER NOTES	
Nov. 23	Independence Day (No School)
Nov. 30	End of Trimester 1

DECEMBER 2026 (14 days)

MON	TUE	WED	THU	FRI	SAT	SUN
	1(4)	2(5)	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 NOTES	
Dec. 4	Report Card Distribution (T1)
Dec. 21-31	Winter Break (No School)

JANUARY 2027 (17 days)

MON	TUE	WED	THU	FRI	SAT	SUN
				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

JANUARY NOTES	
Jan. 1-6	Winter Break (No School)
Jan. 22	Progress Report Card Distribution (T2)

FEBRUARY 2027 (19 days)

MON	TUE	WED	THU	FRI	SAT	SUN
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 NOTES	
Feb. 9	Saint Maroun Day (No School)
Feb. 14	Rafic Hariri Memorial Day (No School)

MARCH 2027 (14 days)

MON	TUE	WED	THU	FRI	SAT	SUN
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				

MARCH NOTES	
March 1	End of Trimester 2
March 5	Report Card Distribution (T2)
March 9	Teacher Appreciation Holiday (No School)
March 10-12	Eid El Fitr (Tentative)
March 25	Annunciation Day (No School)
March 25-31	Spring Break / Western Easter Holiday (No School)

APRIL 2027 (19 days)

MON	TUE	WED	THU	FRI	SAT	SUN
			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 NOTES	
April 1-4	Spring Break / Western Easter Holiday (No School)
April 29	Progress Report Card Distribution (T3)
April 30	Eastern Easter Holiday (No School)

MAY 2027 (16 days)

MON	TUE	WED	THU	FRI	SAT	SUN
					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						

MAY NOTES	
May 1	Labor Day
May 3	Eastern Easter Holiday (No School)
May 17-19	Eid Al Adha (Tentative)
May 25	Liberation Day (No School)

JUNE 2027 (15 days)

MON	TUE	WED	THU	FRI	SAT	SUN
	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 NOTES	
June 11	End of Trimester 3
June 15	Ashoura (No School)
June 18	Last Day of School



ORGANIZATIONAL FRAMEWORK

WHO'S WHO AT UCA

MAILING ADDRESS

The Universal College - Aley
P.O. Box 284, Aley, Lebanon

SCHOOL OFFICE HOURS: 7:45-3:00

TELEPHONE: 25/556665 or 25/554000
FAX: 25/556660
EMAIL: uca@universalcollege.edu.lb
WEBSITE: www.universalcollege.edu.lb

UCA ADVISORY BOARD OF TRUSTEES

Mr. Walid Kamil Abushakra
Mrs. Salwa Siniora Baasiry
H.E. Sami Haddad
Dr. Abdul Hamid Hallab
Dr. Joseph Jabbra
Mr. Samir Kairallah Dr. Riad Nassar
Mr. Ghassan Saab Mr. Talal Shair
H.E. Akram Chehayeb

UCA ADMINISTRATION

Walid Abushakra	***Chairman of ESOL Education and Chairman of Board of Governors of UCA***	
Rima Abushakra	***Vice Chairman of the Board of Governors of UCA***	
Rola Malaeb	***UCA Director***	rolawmalaeb@universalcollege.edu.lb
Rola Abi Saab	***Executive Asst./ Registrar***	rolaayash@universalcollege.edu.lb
Samar Abousaid	***Library / Leadership Support***	samaraboussaid@universalcollege.edu.lb
Lea Fayyad	***Receptionist/Administrative Assistant***	leafayad@universalcollege.edu.lb
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UCA BUSINESS/OPERATIONS

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Carlo Kasparian	***Financial Controller***	
Neemat Ahmadieh	***Accounting***	neematahmadieh@universalcollege.edu.lb
Sara Jurdi	***Accounting***	sarajurdi@universalcollege.edu.lb
Nazih Mahmoud	***Operational Supervisor***	
Makram Radwan	***Custodial Supervisor***	makramradwan@universalcollege.edu.lb
Nazih Jurdi	***Maintenance Supervisor***	
Bassam Malaeb	***Transportation Supervisor***	

UCA INSTURCTIONAL LEADERSHIP TEAM

Asma Jaber	Preschool and Elementary Activities Head of Department (PreK-6)	asmajaber@universalcollege.edu.lb
Bassem Akl	Middle School Principal (7-9) High School Social Studies Head of Department (10-12)	bassemakl@universalcollege.edu.lb
Darine Saab	Upper Elementary Principal (4-6) English Language Head of Department (9-12)	darinesaab@universalcollege.edu.lb
Doha Aridi	Lower Elementary Principal (1-3) Elementary Science Head of Department (1-6)	dohaaridi@universalcollege.edu.lb
Eyad Abi Ali	Middle and High School Arabic Language Head of Department (8-12)	eyadabiali@universalcollege.edu.lb
Farah Sayegh	Middle and High School Math Head of Department (7-12)	farahsayegh@universalcollege.edu.lb
Fadia Faysal	School Nurse (PreK-12)	fadiafaysal@universalcollege.edu.lb
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Hiba Jamaleddine	Elementary Math Head of Department (1-6)	hibajamaleddine@universalcollege.edu.lb
Janna Chehayeb	Dean of Curriculum & Instruction High School Principal (10-12)	jannachehayeb@universalcollege.edu.lb
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Marwa Al Moghraby	Assistant Nurse / Nutritionist	marwaelmoghraby@universalcollege.edu.lb
Nada Mahmoud	Elementary and Middle School Social Studies Head of Department (1-9)	nadaabousaid@universalcollege.edu.lb
Nidaa Abdelkhalek	Middle and High School Activities Head of Department (7-12)	nidaabdelkhalek@universalcollege.edu.lb

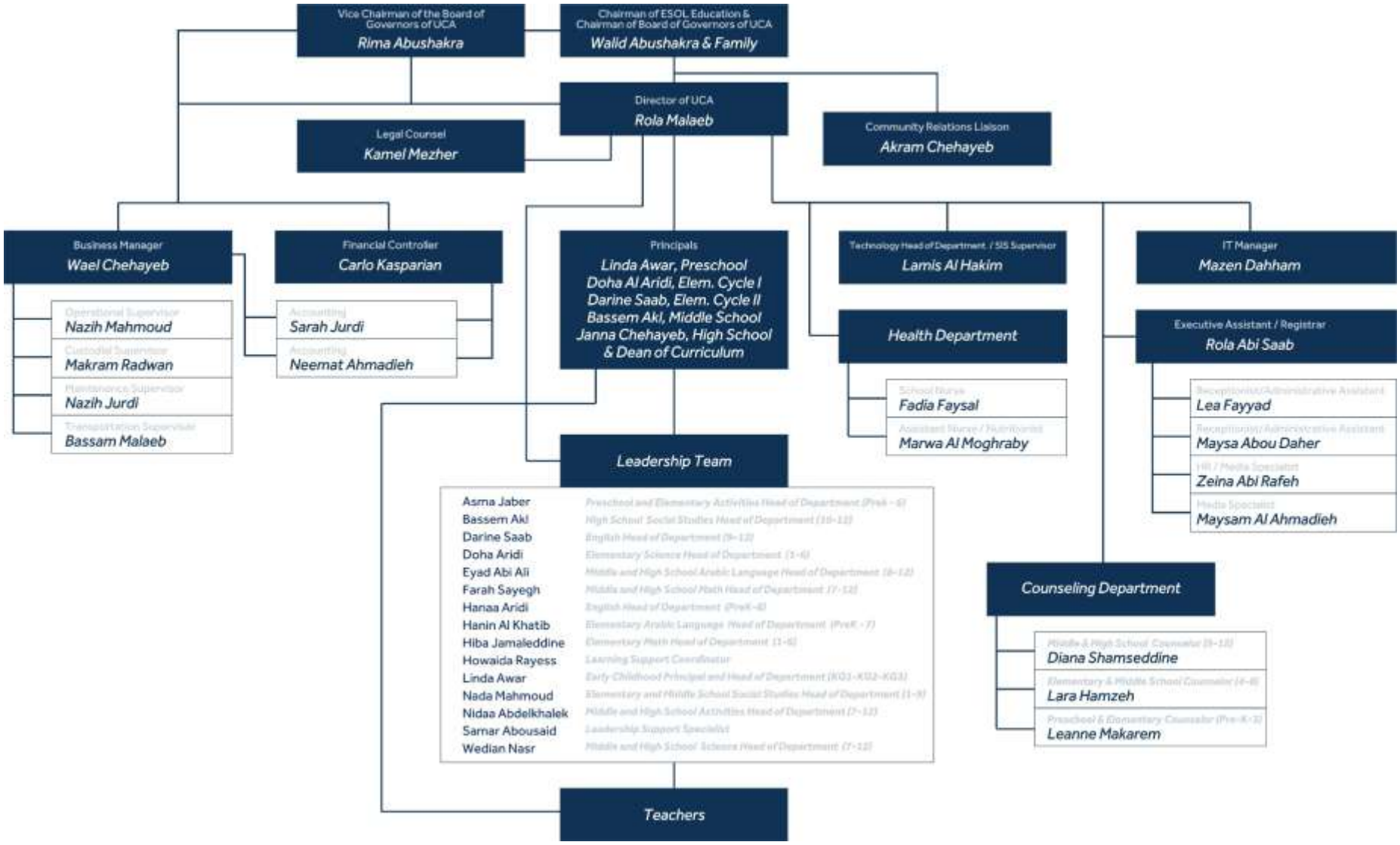
Wedian Nasr	Middle and High School Science Head of Department (7-12)	wediannasr@universalcollege.edu.lb

UCA COUNSELING AND STUDENT SUPPORT TEAM

Leanne Makarem	Elementary Counselor (PreK-3)	leannemakarem@universalcollege.edu.lb
Lara Hamzeh	Elementary and Middle School Counselor (4-8)	larahamzeh@universalcollege.edu.lb
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Howaida Rayess	Learning Support Coordinator	howaidarayess@universalcollege.edu.lb

UNIVERSAL COLLEGE – ALEY

ORGANIZATIONAL FRAMEWORK





CORE BELIEFS

UCA VISION

The Universal College-Aley has, since 1907, been a learning community united in its commitment to ensuring all students graduate with confidence and competence. The renewal and restoration of that commitment to bring the tradition of a quality, educational and personal excellence, a strong work ethic, and an enthusiasm for life-long learning to the new millennium will provide ***"world-class"*** performance standards that can be applied to the ***"real world"***. This will be achieved through the implementation of ***quality*** in instruction, operations, and leadership.

UCA MISSION

The Universal College-Aley is a school committed to educating students to be responsible, successful, productive, and ethical citizens in a caring and supportive environment that is also firm and structured. This is accomplished through a ***daily focus*** on the development basic skills and knowledge in all areas of the curriculum; critical reasoning; effective communication; continuous learning, creative thinking and perseverance when solving problems and making decisions.

UCA PHILOSOPHY

The Universal College-Aley is a College-Preparatory school serving an ethnically and religiously diverse student body. UCA operates under the supervision of the Lebanese Ministry of Education and the full accreditation of the Middle States Association of Colleges and Schools (Philadelphia, PA, USA). The school provides an educational environment for our students to develop the capabilities of mind and character.

The requirements of life in our technologically advancing world in the 21st century require that students possess rigorous secondary and university degrees and develop the skills for continuous and life-long learning.

UCA offers organized, formal instruction and activities. The UCA administration, faculty and staff cooperate closely with parents recognizing that formal schooling is only part of larger educational function provided by parents, society, and the culture within a child develops. The formal instruction and activities occur mostly within the school facility, with some activities taking place outside of school. The language of instruction is English for all course work except for Arabic language, Arabic Social Studies, and French Language studies.

UCA VALUES & BELIEFS

The Universal College-Aley graduates thoughtful students who are stimulated by individual success and are capable of meeting future challenges. This is accomplished by providing a laboratory setting at all grade levels to establish and nurture the use of cooperative and collaborative dialogue among all members of the school community. A daily focus on academic and personal excellence is at the core of our efforts to develop each student's talents and abilities to the fullest. This is accomplished through the following values and beliefs to which we subscribe:

We Believe:

- Student learning is our highest priority.
- Learning is enhanced by personalized relationships.
- Students learn at different rates/in different ways.
- Students demonstrate their knowledge, abilities, skills and understanding in different ways.

- Each student is unique and has worth.
- Learning how to learn is of critical importance.
- The best schools make learning relevant.
- Students learn values in school.
- Everyone is motivated by success.
- Expectations affect outcomes.
- Education quality depends on staff quality.
- Physical well-being affects learning.
- Risk is essential to growth.
- Excellence requires time, effort, and funding.
- The school community is made up of school personnel, students, parents, and community.
- Effective change requires active participation from the entire school community.
- Preparing students for the future is the responsibility of the entire school community.

UCA ETHICAL STANDARDS

UCA remains committed to being a place where every student is treated fairly, and with dignity and respect. The expectation is that every student will demonstrate these same qualities when interacting with each other, teachers, staff, and administrators.

UCA sets forth high personal and academic expectations for all members of the learning community. In addition to high academic standards, UCA intends that students also develop and maintain clear moral/ethical standards and community supported values by which they live their lives.

NON-DISCRIMINATION POLICY

The UCA environment shall be free from discrimination based on race, nationality, ethnic origin, religion, sex, or age. The letter and spirit of applicable human rights laws shall be carefully observed, enforced, and supported so that all members of the school community may work together in an atmosphere of tolerance and respect for individual differences.

The policy of non-discrimination shall prevail in all matters of instruction, course selection the choice of instructional materials, the provision of career guidance and counseling and in all matters pertaining community relations.

COMMUNITY LEARNING EXPECTATIONS / STANDARDS

The Universal College-Aley expects its students, faculty, and staff:

- To be honest.
- To be helpful and cooperative with each other and guests.
- To be respectful and courteous towards each other and guests.
- To be punctual and respectful of each other's time.
- To be responsible for home practice, study and class preparation.
- To meet all timelines for assignments, projects, and exams.
- To care for the personal property of classmates, colleagues, and the school.
- To observe and obey all established school rules and policies.
- To accept feedback, responsibility, and consequences as desirable and necessary for healthy personal development.
- To remind and encourage students to avoid: fighting, smoking, illegal substance abuse, and improper social and personal relationships. It is understood that participation in any of these activities requires immediate suspension from school.
- To put forth maximum effort to achieve high academic standards and superior ethical behavior.
- To assist in the learning process wherever and whenever possible as the opportunity arises.



ENROLLMENT

ADMISSION POLICIES

A UCA **Admission Application** must be completed for each prospective student along with the following attachments:

1. Students of Lebanese nationality must submit a copy of their official ***LEBANESE ID CARD***.
2. Students of other nationalities must submit a copy of their ***PASSPORT*** and a copy of their ***LEBANESE VISA***.
3. Two recent ***PASSPORT PHOTOGRAPHS***.
4. ***HEALTH AND IMMUNIZATION RECORDS***.
5. ***ACADEMIC RECORDS*** for the last two years.
6. Applicants wishing to transfer to UCA during a school year must also provide their current assessments.
7. A letter of good conduct from previous school.
8. When the completed application is submitted to the Admissions Office, an appointment will be scheduled for an interview.
9. Passing an ***ENTRANCE EXAMINATION*** is required to establish grade-level readiness.
10. Academic records for all schoolwork must be submitted prior to enrollment. Transfer credit for high school courses will be awarded based on these records.
11. ***Students entering Grades 9-10-11-12 under the American Program*** will receive a credit assessment after a review of their official transcripts and a program appointment will be scheduled to plan and set a course of study.
12. ***Students entering Grade 10 in the Lebanese Baccalaureate Program*** will be given "provisional" registration with the payment of fees until proof of Brevet certification has been provided and the results evaluated for Grade 10 readiness. In the event the Brevet is not passed at a 60% standard, registration fees will be refunded, and admission denied.
13. ***Students coming from abroad*** must submit the following documentation (Ministry Requirement):
    - A ***"CERTIFICATE OF ENROLLMENT"*** from the appropriate Education Ministry in their "home country "of residence.
    - A "***CERTIFICATE OF ENROLLMENT"*** from the Ministry of Foreign Affairs in Lebanon.
    - An ***"EQUIVALENCY CERTIFICATION"*** from the Lebanese Ministry of Education indicating the grade level in which the student may enroll in Lebanon *(NOTE: UCA will always reserve the right of placement).*

TUITION AND FEES

We currently have an expanding list of expenses that must be paid in US dollars. These expenses include, but are not limited to, acquiring supplies from overseas, maintenance of software and hardware, operations, and maintenance of facilities, obtaining IT licenses, purchasing fuel, paying for accreditation, memberships, employees' supplements, and professional development.

This document outlines necessary steps to be taken if you wish to re-enroll your child/children at our school for the upcoming year. Kindly pay careful attention, for the registration process has been updated, and it is necessary that you adhere to the deadlines so that your child/children is/are catered for.

REGISTRATION PROCESS

Registration Fee	300 USD	A deposit that will not be deducted from 2026-2027 school fees.
Tuition Fees	33,000,000 L.L. 38,500,000 L.L. 44,000,000 L.L. 49,500,000 L.L. 55,000,000 L.L.	KG1-KG2-KG3 Grades 1-2-3 Grades 4-5 Grades 6-7-8 Grades 9-10-11-12

Lebanese Program	
Operating Fees	4,000 USD
Books & Subscriptions Fees	300 USD
Insurance Fee	15 USD

American Diploma Program	
Operating Fees	4,750 USD
Books & Subscriptions Fees	450 USD
Insurance Fee	15 USD

Payments Due on:	
Registration (300 USD)	May 15, 2026
1st payment deadline (40%)	September 7, 2026
2nd payment deadline (30%)	December 7, 2026
3rd payment deadline (30%)	March 5, 2027

**The presence of the unforeseen factors continues to be significant; thus, the above fees could be subject to variations according to changes in the currency exchange rate and global fuel prices.*

If a complete payment is made by September 7, 2026, a 10% discount on operating fees and a 10% discount on tuition fees will apply.

UNIFORMS FEES

Must be purchased from the school. Uniforms must be worn every day during the school year unless parents are notified in writing by the Director. Students must have an ample supply of school clothing to ensure the uniform is worn daily.

TRANSPORTATION FEES

These fees are not included in the school tuition and will be arranged through the Business Office. We will begin each year with a schedule of fees for each route but reserve the right to adjust the fees according to the cost of fuel and maintenance.



COMPREHENSIVE GUIDE

WHAT TO DO IF… (FOR STUDENTS)

YOU ARE LATE TO SCHOOL

ALL STUDENTS shall report directly to their **Principal's Office** to obtain a tardy pass. The tardy will be noted, with the accumulation of tardies resulting in consequences outlined in this handbook.

YOU ARE LATE TO A CLASS

You will be admitted to class after the final bell to begin class. Your tardy will be recorded by the teacher. The accumulated tardies will result in consequences in accordance with established guidelines in this handbook.

If another teacher or a member of UCA staff has caused you to be late to your next class, ***it is your responsibility to secure a pass to be admitted to your next class***, without penalty. Try to develop good attendance and punctuality records.

YOU ARE ABSENT

Have a parent or guardian call the school to report your absence and the reason.

YOU LOST A BOOK/OTHER PERSONAL ITEM

Check with the appropriate level Principal and/or the administrative office. All thefts should be reported to the appropriate Principal. Lost textbooks will not be replaced until the lost books are paid for in the Business Office and records are cleared.

Please keep in mind textbooks are precious commodities at UCA and when issued to a student, it becomes the responsibility of the student, regardless of the circumstances surrounding the loss of a textbook.

YOU HAVE A CONFLICT WITH ANOTHER PERSON AT SCHOOL

Seek assistance from a faculty/staff member. Under no circumstances may you take matters into your own hands.

YOU NEED ADVICE ABOUT COURSES, COLLEGE ADMISSIONS OR PERSONAL ISSUES

Seek out a member of the faculty in whom you have confidence and ask for assistance. If they can't help you, they are instructed to refer you to the Counselor or Director.

YOU GET INJURED OR ILL DURING SCHOOL

Let your teacher know. Your teacher will assess your complaint and assist. Personal injuries should be reported to your teacher immediately.

The school nurse will treat the injury or make a referral to the hospital, if needed. The intent is to stay informed about your whereabouts and your health.

YOU MUST LEAVE SCHOOL EARLY

Turn in a **SIGNED NOTE FROM YOUR PARENT OR GUARDIAN** to your Principal when you arrive in the morning or have your parent or guardian email or call your principal early in the morning. Be sure that your note contains a parent or guardian telephone number, and/or the name and telephone number of the attending physician or dentist. After verification, you will receive a pass from your principal to be released from your class at the appropriate time. Prior to leaving school, you must check out with the principal and the receptionist/attendance clerk, who will issue you a pass to show the school security personnel at the school entrance.

YOU FIND A TEXTBOOK OR PERSONAL ITEM THAT DOES NOT BELONG TO YOU

Turn the item into your principal or any administrative office.

YOU ARE TOLD BY A FACULTY/STAFF MEMBER TO REPORT TO THE ADMINISTRATION

You are to report directly to the office. Refusal to do so will result in disciplinary action that may include suspension from school.

YOU SEE AN INAPPROPRIATE ACT AGAINST YOU, ANOTHER PERSON OR THE SCHOOL

Seek assistance from the nearest staff member who will file a report with the Director.

YOU WANT TO LEAVE YOUR CLASSROOM DURING CLASS TIME

Always seek the permission of the teacher before leaving and pass by the principal's office to inform.

WHAT TO DO IF... (FOR PARENTS)

YOUR CHILD IS SICK

If your child is sick, you will need to keep your child at home and call the school to report their absence. Contagious illnesses are spread very easily at school due to the close proximity of students and the amount of close contact during the school day.

If there is a question about the appropriateness of returning to school, the School Nurse will make the final decision.

YOU WANT TO PICK YOUR CHILD UP EARLY DURING THE SCHOOL DAY

Parents who wish to pick their child up early for an appointment should come to the **ADMINISTRATION** to secure permission. Students will come to meet their parents at the office.

Parents may not proceed to classrooms without permission.

If you are sending a relative or friend of the family to pick up your child early from school, please call and let the school personnel know who is coming so that we can verify identification. Without such notification, we will not allow a student to be released to anyone other than a parent or legal guardian.

YOU WANT TO PICK UP YOUR CHILD EARLY DURING THE SCHOOL DAY AND YOUR CHILD NORMALLY RIDES THE BUS

Parents must clear this with the **ADMINISTRATION** so that bus drivers may be notified. Unnecessary Delays in bus departures will be avoided by using this procedure.

YOU WANT TO SCHEDULE A CONFERENCE WITH ANYONE AT THE SCHOOL

Call the Administrative Office or email the teacher and schedule a time for the conference. Microsoft Teams is a platform utilized for student support not for parent - teacher communication. Teachers have specific periods during the school day when they are able to meet with parents. The office personnel will work with you to arrange a time that will be suitable for you when teachers are available. Teachers may not meet during an assigned instructional period on the academic schedule. Every effort will be made to schedule a conference within a few days of the request.

YOU HAVE A QUESTION ABOUT ANYTHING RELATED TO UCA

Contact the Office of the Director (25-556665.) Direct information is always better.

YOU HAVE A CONCERN ABOUT TUITION FEE PAYMENTS OR BILLINGS

Contact the Administrative Office for clarification from someone in the Business Department or the Director. Fees must be paid on the established timelines in order that the school may remain solvent throughout the school year.

You may also access your financial records through the EDUFLAG app by securing a username and password from the School Technology Supervisor.

YOU HAVE A QUESTION, CONCERN OR COMMENT ABOUT UCA BUS SERVICES

Contact the **ADMINISTRATION** if there is a problem with a driver, please do not address this problem with the driver directly. Inform the **ADMINISTRATION** to intercede and manage your concern on your behalf.

Students must return home on their bus and are not allowed to switch buses for any reason.

YOU CHANGE YOUR ADDRESS AND/OR TELEPHONE NUMBERS

Contact the school immediately to provide the new information. Communication with parents and students regarding emergencies and needed information depends on the accuracy of our telephone information when using the SMS system of notification or emails.

YOU NEED INFORMATION ABOUT SCHEDULES, COURSES, COLLEGE ADMISSIONS

See the school Director or Counselor. You may make an appointment by stopping by or calling theAdministrative Office (25-556665). You may try to DROP-IN for a meeting, and if the Director or Counselor is available, you will be able to be seen. If they are not available, you may be disappointed, so scheduling an appointment is alwaysbetterforyou.

YOU ARE UNSURE ABOUT A POLICY, PRACTICE OR PROCEDURE AT THE SCHOOL

If there is ever a question about a policy, practice or procedure at UCA, your first and best choice for clarification is usually going to be the **DIRECTOR**. ***DO NOT*** hesitate to contact the Director with any question.

Difficulties arise when assumptions are made and acted upon without foundation on fact. Gossip and rumors are usually a source of incorrect and/or unreliable information.

Direct information is always preferable to information that has been distorted or spun several different ways.



UNIFORM & GROOMING CODE

The following uniform and grooming guidelines will be used for this year. A uniform company has been selected to provide a standard uniform to be purchased and worn from the first to the last day of the school year unless otherwise noted in writing.

The uniform and grooming guidelines at UCA are based upon the premise that all students attending our school are of equal importance and worth. The UCA dress code seeks to place into practice the values of the **WORTH** and **DIGNITY** of the individual as part of a larger student body. We want to place the focus of your child's time at school on learning, not what they are wearing or the hairstyle they have chosen. Please be aware that the uniform and grooming code is intended to provide a guideline for a wide range of grades.

Final judgment about whether clothing is appropriate in meeting the school code will be the responsibility of the Director (or designee). Decisions will always weigh in favor of a "modest-conservative" viewpoint. The focus of the school should be on providing the least distracting learning environment for students.

The following guidelines will be used in school dress this year for all students attending UCA:



All aspects of the Dress Code are governed by the Honor Code, which implies that all students should be reasonable, decent, and display good taste in their dress for school and school activities. The school uniform will be worn **DAILY** unless notified in writing by the Director. Uniform inspection will occur daily during homeroom. ***Students who do not correct the uniform violation will be assigned a detention.***



SHIRTS AND BLOUSES must be the official school uniform shirt and must be buttoned up the front with only the collar button being permitted to remain unbuttoned.



SHIRTS (Dress or Polo) Undergarments must be white and not hang out underneath the bottom of the shirt. Undergarments must not detract from the uniform. ***LOOSENESS OF FIT*** is required in the interest of modesty.



UNIFORM SLACKS Only the prescribed uniform pants sold at school will be permitted. Severe alterations to pants will not be permitted.



SHOES (Dress Type Preferred) must cover the entire foot (No toes or heels exposed). Sandals may not be worn to school. Shoe heels may be no more than two inches (2") in height.



SNEAKERS (Tennis Shoes) may be worn with the school uniform.



MAKEUP may not be worn to school. This includes eyes, face, and nails.



EARRINGS/ NOSE RINGS Nose-rings and/or other facial piercings are not permitted. Male students may not wear earrings to school. In general, all jewelry should be limited and not expensive.



HAIR should be worn in **CONSERVATIVE** lengths and styles so as not to detract from the learning environment and student focus. This means no extreme mousse styling, no large "rooster" styles, or ponytails (boys). *(Hair color must be natural, no highlights or other colors allowed.)* Boys' hair length must also be conservative with the neck fully exposed as well as out of their eyes. Girls with long hair will be required to tie it back *(this applies to all grade levels)*. ***NOTE:*** Students in KG1 will be exempt as they are not in the UCA uniform.



FINGERNAILS must be kept short. Artificial nails or fingernail polish of any color will not be allowed.



CAPS must ***NOT*** be worn inside school buildings at any time unless weather and building conditions warrant that hats be worn.



UCA SWEATERS/HOODIES with the school logo may be worn over the required white collared shirt. Sweatshirt and/or sweaters with non-UCA logos may not be worn.



JACKETS must be navy blue, black, dark brown or charcoal. *White jackets or jackets with flashy colors will not be permitted.* If a suitable jacket cannot be secured students will be required to purchase the UCA jacket. *(Vests are also prohibited from being worn.)*



LETTERMEN JACKETS may only be purchased by 12th grade students with a 75% or higher academic average.



SWEATSHIRTS must be the UCA sweatshirt. Non-uniform sweatshirts may not be worn to school.



BELL SCHEDULES

PRE-K & ELEMENTARY CYCLE I	
07:45 a.m. – 08:00 a.m.	Homeroom
08:00 a.m. – 08:50 a.m.	1st period
08:50 a.m. – 09:25 a.m.	1st break
09:30 a.m. – 10:20 a.m.	2nd period
10:20 a.m. – 11:10 a.m.	3rd period
11:10 a.m. – 11:45 a.m.	2nd break
11:50 a.m. – 12:40 p.m.	4th period
12:40 p.m. – 01:30 p.m.	5th period
01:30 p.m. – 02:20 p.m.	6th period

ELEMENTARY CYCLE II	
07:45 a.m. – 08:00 a.m.	Homeroom
08:00 a.m. – 08:50 a.m.	1st period
08:50 a.m. – 09:40 a.m.	2nd period
09:40 a.m. – 10:15 a.m.	1st break
10:20 a.m. – 11:10 a.m.	3rd period
11:10 a.m. – 12:00 p.m.	4th period
12:00 p.m. – 12:35 p.m.	2nd break
12:40 p.m. – 01:30 p.m.	5th period
01:30 p.m. – 02:20 p.m.	6th period

MIDDLE & HIGH SCHOOL	
07:45 a.m. – 08:00 a.m.	Homeroom
08:00 a.m. – 08:50 a.m.	1st period
08:50 a.m. – 09:40 a.m.	2nd period
09:40 a.m. – 10:30 a.m.	3rd period
10:30 a.m. – 11:05 a.m.	1st break
11:10 a.m. – 12:00 p.m.	4th period
12:00 p.m. – 12:50 p.m.	5th period
12:50 p.m. – 01:25 p.m.	2nd break
01:30 p.m. – 02:20 p.m.	6th period



INCLEMENT WEATHER BELL SCHEDULES

PRE-K & ELEMENTARY CYCLE I	
09:45 a.m. – 10:00 a.m.	Homeroom
10:00 a.m. – 10:40 a.m.	1st period
10:40 a.m. – 11:20 a.m.	2nd period
11:20 a.m. – 12:00 p.m.	3rd period
12:00 p.m. – 12:15 p.m.	1st break
12:20 p.m. – 01:00 p.m.	4th period
01:00 p.m. – 01:40 p.m.	5th period
01:40 p.m. – 02:20 p.m.	6th period

ELEMENTARY CYCLE II	
09:45 a.m. – 10:00 a.m.	Homeroom
10:00 a.m. – 10:40 a.m.	1st period
10:40 a.m. – 11:20 a.m.	2nd period
11:20 a.m. – 12:00 p.m.	3rd period
12:00 p.m. – 12:40 p.m.	4th period
12:40 p.m. – 12:55 p.m.	1st break
01:00 p.m. – 01:40 p.m.	5th period
01:40 p.m. – 02:20 p.m.	6th period

MIDDLE & HIGH SCHOOL	
9:45 a.m. – 10:00 a.m.	Homeroom
10:00 a.m. – 10:40 a.m.	1st period
10:40 a.m. – 11:20 a.m.	2nd period
11:20 a.m. – 11:35 a.m.	1st break
11:40 a.m. – 12:20 p.m.	3rd period
12:20 p.m. – 01:00 p.m.	4th period
01:00 p.m. – 01:40 p.m.	5th period
01:40 p.m. – 02:20 p.m.	6th period

Inclement Weather and Bell Schedule

The school closely monitors weather updates through a ***designated weather response team***. When weather conditions may impact safety, the school will make every effort to implement a contingent plan. ***This may include a late start due to icy roads or unsafe transportation conditions, or a full-day school closure if conditions warrant.*** Decisions are made with student and staff safety as the top priority, and families will be informed as promptly as possible through official school communication channels.



ATTENDANCE & ABSENCE PROTOCOLS

ATTENDANCE POLICIES & PROCEDURES

Regular attendance is required of all students. All cases of irregular attendance will be administratively reviewed. When a student is absent from school, ***A PARENT SHOULD NOTIFY THE PRINCIPAL BY CALLING THE ADMINISTRATIVE OFFICE OR SENDING AN EMAIL AS EARLY AS POSSIBLE*** on the day of the absence stating the *REASON* and *DURATION* of the absence.

If a note or telephone call has not been received prior to an absence, every attempt will be made to notify a parent of the absence on the same day that it occurs.

Accurate telephone numbers will facilitate this notification process.

HSDP STUDENTS must be in attendance for at least *95%* of the school days each year to be awarded credit for a course. Grading student performance will continue without regard to absences. A student might have a final average grade of 60% or better on the report card but be denied credit due to not being in attendance for 95% of the days. UCA also reserves the right to require a second opinion from a medical professional of their choosing to determine if a student's absence is justified.

*Leaving early for a vacation is **NOT** an excused absence and is discouraged, as each and every day of the school year is important. Exceptions to this rule will be approved only for extenuating circumstances and may only be approved by the Director.*

EXCUSED ABSENCES

1. ***Personal illness:***
   The Director may require certification from a physician for illnesses that are for more than three consecutive days.
2. ***Death*** of a family member.
3. ***Student's health services:***
   Every attempt should be made to schedule appointments after school and on Saturdays.
4. ***Religious holy days and activities:***
   Any student of an established religious faith will be excused if his absence is for the purpose of observing a religious holy day that is consistent with his/her creed or belief.
5. ***Authorized school sponsored activities.***
6. ***Judicial / Official Governmental Absence:***
   The Director shall require the presentation of an appropriate court or governmental document that indicates a student should appear.
7. ***College Testing (Sat I, II, ACT, TOFEL).***

UNEXCUSED ABSENCES

An absence for any reason other than those listed under "Excused Absences" shall be classified as ***UNEXCUSED***. The Director may review reasons other than those listed under "Excused Absences" and determine that they, also, may be excused.

Documentation Required for Excused Absences

- A medical report or certificate.
- An embassy appointment confirmation.
- A university appointment confirmation or other official correspondence.
- Any other official document supporting the reason for the absence.

An unexcused absence "particularly when missing an assessment" will result in a zero for all grades posted on the day of the unexcused absence.

CO-CURRICULAR ABSENCES

Students who wish to participate in co-curricular activities that will require them to miss class time during the school day are required to be eligible for participation ***(Eligibility Policy).***

TRUANCY

A student shall be considered truant when absent from school without the consent of a parent, legal guardian or a school official, which includes any period during the course of the school day.

Disciplinary action will be taken for such truancy. In addition to disciplinary consequences, students will receive a zero for all posted grades in the classes missed where truancy has been established.

EARLY RELEASE: DUE TO ILLNESS

EVERY ATTEMPT SHOULD BE MADE TO SCHEDULE APPOINTMENTS OUTSIDE OF THE SCHOOL DAY.

There may be times, however, when an appointment must be scheduled during the school day. Before school on those days, the student must bring a note from a parent/guardian, containing:

1. A ***PHONE NUMBER*** where the parent or guardian can be reached for verification.
2. ***NAME AND PHONE NUMBER*** of the health care provider.

A student will be given a release permit by the Receptionist/Attendance Clerk that will allow the student to leave class at a designated time *(students may not leave during a class period to get the note).*

The student presents the official permit to the teacher at the beginning of the period that is designated for his appointment and to show the security personnel when leaving campus. The student keeps this official permit to show their teachers following their return to school.

FIELDTRIP ABSENCES

Students participating in a field trip during school hours will not be counted as absent for the class taking the field trip. Work missed for such activities is eligible for make-up, as are days missed for school competitions. Prior approval must be given for all students participating in a field trip. The ***Field Trip Approval*** Form should be signed by each student's parents prior to the established deadline to be included.

UCA CLOSED CAMPUS POLICY

Once a student arrives on campus for the school day, he/she will **NOT** be permitted to leave the campus without administrative approval. Students leaving school for any reason (doctor's appointment, illness, etc.) other than a school-sponsored activity without checking out through the Administrative Office will be subject to disciplinary action. Check-out procedures must be followed even if the parents are aware that the student is leaving. This security protocol is critical in maintaining a safe and secure campus.

Parents *(or individuals with verified parent approval)* who pick up their child during the school day, **must check in at the Administrative Office. Their child will be called to the Administrative Office to leave campus.**

Identification may be required of the person picking up the child. Please do not be offended if you are asked to verify who you are. This policy must be followed during the school day as it is an important security and safety issue.

UCA policy prohibits students from leaving the campus during the school day (including lunch).

TARDY POLICIES AND PROCEDURES

Tardiness is defined as arriving to class late without an approved permit after the tardy bell rings for the opening of class.

Punctuality is an important habit that shows consideration for fellow students and teachers. In a larger context, absence, and lost time due to tardiness are the primary reasons for employee dismissal in the global workplace.

Students who arrive to school after 8:00 AM will be considered tardy. Students who are tardy to their first period class should report immediately to the principal's office upon arrival at school.

Students who arrive any time after the first period must report to the level Principal's office to give accounting for the late arrival.

The following rules and disciplinary actions apply:

- Students who use class time to take care of *individual responsibilities* such as getting a drink of water, getting lunch money, securing permits, etc., will be considered tardy.
- Students who use transportation other than school transport will be considered tardy if they are *not present by 8:00 AM*. Oversleeping, waking up late or other such family issues will not be considered as excuses. Road mishaps or emergency issues will be taken into consideration. If the student is tardy, he or she should report to the Principal's Office to secure verification and a pass to class.
- Students riding UCA buses are excused if the bus makes them late.
- Tardies will be cumulative for each trimester, with a fresh start each trimester.
- The first two tardies for any class during each trimester are recorded without penalty for each student. The student will be directed to improve.
- On the third tardy in any class a student's overall average *will be reduced by one percent (1%).*
- Students who accumulate *three tardies* over the course of the trimester will receive a warning.
- A parent conference will be held with students on the fourth tardy.
- At five tardies, a student will be assigned additional consequences as well as parent conferences.
- A deduction of one point from the overall average will occur on the third, sixth and ninth tardy.

MAKE-UP FOR EXCUSED ABSENCE

A student will be given the opportunity to make up work missed during an "excused absence". It is the responsibility of the student to request and complete any assignments or tests missed because of "excused" absence. ***(Students will be permitted one day for make-up work for each day of absence. Teachers may extend this time limit at their discretion.)***

Make-up work is the responsibility of the student. It is not the teacher's job to track down students to administer make-up tests and collect home practice.

If a student is going to be absent for several days, a parent or guardian may contact the school for assignments in advance.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing the tests/assignments before the class is missed.

Students must realize the importance of establishing credibility with their teachers. It is unfair to other students when a student asks for an excused absence because of the student's failure to complete an assignment on time.

One Day Absence: On any one day of excused absence (including school sponsored activities), the student may be required to make-up any work due on that day of absence on the day the student returns to class provided the assignment was made prior to the absence. (If the teacher wants to require the work the day the student returns; the teacher may do so.)

Two or More Consecutive Days Excused Absence: On any two or more consecutive days of excused absences, it is the student's responsibility to arrange for make-up work. The student should request the assignments upon his/her return to class. The teacher will determine the amount of time necessary to complete the make-up work, as well as provide the opportunity for the make-up work.

Unexcused Absence: Students with unexcused absences are not eligible for make-up exams. Any assessment missed on the day of an unexcused absence will receive a grade of zero.

Make-Up Examinations: Make up exams will be conducted on Friday and that principals need to be notified of absences immediately.

At UCA, we value fairness and consistency in the assessment process. To ensure equal opportunity for all students, the following guidelines apply to make-up examinations:

1.Scheduling
- All make-up examinations will be scheduled on Friday afternoons. No make-up examinations will be conducted during school hours.
- The specific time and location will be communicated by the counselor in coordination with the subject teacher.

2.Eligibility
- Make-up examinations are granted only in cases of approved absences (e.g., illness, emergency, or other reasons validated by documentation).
- Unexcused absences from scheduled exams will result in a zero grade, and no make-up will be offered.

3.Procedure
- Students/parents must notify the school principal of the absence as soon as possible and provide the required documentation (e.g., medical report).
- The counselor will coordinate with the subject teacher and schedule the make-up on the designated Friday.
- Students are expected to attend the scheduled make-up. Failure to do so will forfeit the opportunity.

4.Assessment
- The make-up exam may not be identical to the original test but will cover the same learning objectives.
- The grading standards will be consistent with the original exam.

5.Final Decision
- The school administration reserves the right to make the final decision regarding the approval and scheduling of make-up examinations.

Late Projects: On long term projects such as term papers, science projects, or any major project where the due date is established well in advance, the student will be penalized 10% per day for each day beyond the due date.

Requests for Assignments: On any three or more consecutive days of excused absences, a student may request assignments by contacting the Director's Office. Assignment sheets, textbooks and materials may be picked up on the day following the request.

WITHDRAWAL FROM SCHOOL

When students leave UCA, parents are asked to be certain to contact the Director's Office in writing as soon as it is known. In any event, notification of the school should take place at least *one week prior to the date of withdrawal* so that withdrawal procedures may be implemented immediately. Any obligations to the school (unpaid tuition, books, exams, etc.) ***MUST BE CLEARED*** before any official records will be released.

When students withdraw, transcripts are normally mailed to the receiving school or sent by fax from UCA. If parents sign the necessary release forms, they may be given an official transcript which will be stamped, sealed and "Hand Carried".



ACADEMIC PROTOCOLS

INSTRUCTIONAL DAY

	BEGINS	**ENDS**
KG1	8:00am	2:20pm
KG2/KG3	7:45am	2:20pm
Grades 1-3	7:45am	2:20pm
Grades 4-6	7:45am	2:20pm
Grades 7-9	7:45am	2:20pm
Grades 10-12	7:45am	2:20pm

PRESCHOOL PROGRAM (KG1 – KG2 – KG3)

In the Preschool programs, instruction is focused on *Appropriate Developmental Practices*. Students are engaged in a **BILINGUAL** environment. Students receive language instruction in English and Arabic from KG1. More time is devoted to English as, for most students, it is a *"second language"*. This is a critical time in a child's language development where oral *"brain-imaging"* takes place for grammar, pronunciation, accent, etc. After Preschool, such imaging is not available.

In the Preschool Program, instruction and learning target the developmental *"readiness skills"* in reading and writing, receptive and expressive oral language development, the recognition and the use of numbers, and counting to understand and explore what students encounter. Social, emotional and physical development are also critical areas of focus to round out a student's readiness for more formal and demanding content instruction and personal experiences.

Having mastered basic skills in numeration and reading readiness through sound-symbol relationships, the KG2 students begin formal literacy instruction in English and in Arabic, and continue to build on their knowledge and skills.

Special attention and instruction are provided for students who are having difficulty mastering the basic skills required at each level.

In addition to basic skills instruction in languages and Math, KG1 and KG2 students receive weekly instruction in Art, Music, PE and beginning Computer Technology (KG3 only). Classroom parties, special celebrations, and periodic curriculum related field trips round out the Preschool Program.

At the beginning of each school year, parents will be given a list of personal and instructional classroom supplies required for the classroom. Hardbound textbooks will be furnished by the school. Consumable texts (soft-covered), consumable workbooks and school supplies will be furnished through the *"supply fee"*.

PARENTS OF KG1 STUDENTS Preschool attendance is just as critical as any other grade level. Early learning, readiness and preparation is critical to later success and forms the foundation for future learning.

Language acquisition is particularly critical during the Preschool years as most children are still in the *"brain-imaging"* stage of language development. Oral language acquired at this time will make future use of the language and literacy development easier. Parents are, therefore, encouraged to make sure their child attends daily.

ELEMENTARY COURSE OF STUDY (GRADES 1-2-3-4-5-6)

Except for Arabic and Arabic Social Studies (Grade 5 only), all other courses are taught in English. All disciplines focus on the development of essential basic skills and knowledge for future learning. Students will have daily classes *(multiple periods at times)* in Arabic, English, Mathematics, and Science. Students will also have weekly scheduled classes in Art, Music, Technology, and PE *(all taught by subject area specialists).*

Learning in the ***Elementary Course of Study*** is designed to provide each and every student with an outstanding base of skills and knowledge so that the opportunities for success in the ***Secondary Course of Study*** will be greatly enhanced as the content and skills requirements become more complex and sophisticated.

American textbooks are used for all core academic programs taught in English. Students enrolled in the High School Diploma Program and the Lebanese Baccalaureate Program are not grouped separately through Grade 4, except in Arabic where HSDP students need Second Language assistance in Arabic Language.

In Grade 5, students take either the Lebanese Social Studies (taught in Arabic) or the HSDP Social Studies (taught in English).

"SPECIAL" ENGLISH AND ARABIC will be available to students who require additional assistance depending on language proficiency, program enrollment and academic progress.

MIDDLE SCHOOL COURSE OF STUDY (GRADES 7-8-9)

The UCA Middle School includes Grades 7-8-9 for both the Lebanese Baccalaureate Program and the High School Diploma Program.

Grades 7-8-9 focus on building a sound level of basic skills and knowledge to facilitate academic success in Grades 10-11-12 and to facilitate successful completion of the BREVET National Exam in Grade 9. English course work is the same for all programs with a continued emphasis on oral communication, listening, reading, comprehension and effective writing.

Arabic Language studies focus on the same developmental areas as English. Students are scheduled based on the student's Arabic proficiency regardless of the program being taken.

Math and Science courses continue the development of basic skills in these areas at a higher level of sophistication and application. Middle School Science continues the Elementary Science sequence and includes elements of Biology, Chemistry and Physics laying the groundwork for future advanced studies in all programs. Grade 9 Science is defined by the Brevet curriculum that includes Biology, Chemistry and Physics.

HSDP students (Grades 7 & 8) complete Physical Science, Algebra-1/Geometry by the end of Grade 9.

Middle School Social Studies courses are separated by program as the HSDP students will receive instruction in English and the LBP students will be taught in Arabic.

LEBANESE BREVET (GRADE-9)

The Lebanese Brevet Program is established with a prescribed curriculum by the Lebanese Ministry of Education. Grades 7-8-9 lay the groundwork for advanced study in English Language, Arabic Language, Mathematics, Life Science, Physical Science, and Social Studies (Social Studies courses are taught in Arabic with a focus on History, Geography and Civics).

At the conclusion of Grade 9, students sit for the Lebanese BREVET examinations usually held at the beginning of June. The examinations test the students' knowledge and understanding in all of the aforementioned disciplines. Students must meet the passing criteria to go on to Grades 10-11-12.

STUDENTS WHO DO NOT PASS THE BREVET WILL NOT BE ALLOWED TO RETURN TO UCA TO REPEAT GRADE 9.

Brevet *"practice exams"* will be administered 3 or 4 times prior to the Official Exams in June.

Students who have a failing overall average for the school year (below 60%) may complete makeup work and exams to meet promotion standards for Grade 10, but will not be allowed return to UCA for Grade 10 regardless of the Brevet Exam results.

Related examinations are given at the end of the summer session to determine eligibility for promotion.

HIGH SCHOOL COURSE OF STUDY (GRADES 10-11-12)

To meet the diverse interests and needs of UCA students, the school offers a challenging and comprehensive curriculum. Currently UCA offers the Lebanese Baccalaureate (LBP) and High School Diploma (HSDP) Programs.

UCA is committed to providing a quality education for each student. Attention is given to the student's:

(a) Performance in previous courses;
(b) The difficulty level of the courses and;
(c) Any special learning needs the student exhibits.

The UCA curriculum is designed to be college preparatory for all students, without exception. The UCA curriculum includes challenging course content, with a focus on study skills, critical thinking, problem solving and life-long learning. Teachers have high expectations for student performance at all grade levels and in all courses.

The school schedule for courses will include some *"Block Scheduling"* where possible to ease the stress on students with so many topics to be covered in the curriculum.

The Elective program (Grades 10-12) allows students to continue to explore a variety of interests. Students will enroll at the beginning of the school year and must remain in the selected area for the entire school year.

HIGH SCHOOL DIPLOMA PROGRAM (HSDP)

The High School Diploma Program is based on the successful completion of a series of sequential courses in all major academic disciplines during Grades 9-12. When the student achieves a passing average (60%) for all work in a course, *"credit"* is awarded. There are prescribed course credits that must be met in each discipline and overall to receive a High School Diploma.

The HIGH SCHOOL GRADUATION REQUIREMENTS listed in this handbook describe in detail the minimum number of course credits that must be accumulated to receive the diploma. Students will not receive the High School Diploma until all graduation requirements are met. There will be no exceptions.

GRADUATION REQUIREMENTS (HSDP)

A student must accumulate the total required number of course credits and complete specific required courses to receive a High School Diploma from The Universal College - Aley.

A Grade 12 (12ADP) student who has not met all graduation requirements prior to the graduation may complete the required course credits in the summer to complete requirements, but will ***NOT*** be allowed to participate in the graduation ceremony. The High School Diploma will not be issued to the student until ***ALL*** requirements are met.

An *"elective"* is a course of student choice that fulfills the elective requirement for graduation. Many courses may be taken as electives as long as prerequisites are met.

Elective courses are available on the basis of student needs and interest and upon the availability of qualified staff to teach the courses. Elective courses are offered in Art, Drama, French, Music and Technology.

GRADUATION REQUIREMENTS (HSDP)

ENGLISH LANGUAGE	(4)
WORLD LANGUAGE CREDITS	(4)
MATH CREDITS	(4)
SCIENCE CREDITS	(4)
SOCIAL STUDIES CREDITS	(4)
PHYSICAL EDUCATION CREDITS	(2)
ELECTIVE CREDITS	(4)
TOTAL CREDITS REQUIRED FOR HSDP	26

COURSE CREDIT (HSDP)

Students must maintain a grade average of 60% or above on a scale of 0-100% in order to receive credit for the course. Credit in the HSDP is awarded at the completion of the entire course.

If a student fails a course during the regular school year, the credit must be made up in the immediate summer session. If the failed course is offered in the summer session, the students must enroll in the summer session course. If the course is not offered in the summer session, the student must arrange for an independent study with a UCA teacher during the summer and successfully take a makeup exam to complete the course credit.

TRANSFER CREDIT (HSDP)

The parent should request that the transferring school send official transcripts so that courses taken at a school other than UCA can be evaluated for equivalency credit in the prescribed areas of the HSDP.

A transfer student's final grade placement and award of credit is made only when the student file is complete and has been evaluated. Placement will be based solely on the basis of high school credits (or the equivalency) earned.

Normally, all equivalent classes from an accredited school will be granted transfer credit. Transfer credit from the British system of education or another national system of education will be validated and assessed through the admission process and course information provided by the transfer school.

UCA RESERVES THE RIGHT OF PLACEMENT BASED ON STUDENT PRIOR PERFORMANCE, AWARDED CREDITS, AND UCA ENTRANCE EXAMINATION RESULTS.

LEBANESE BACCALAUREATE

The Lebanese Baccalaureate Program (LBP) is also set by the Lebanese Ministry of Education and culminates with Lebanese Baccalaureate Examinations.

The Grade 10 curriculum is standard for all students. At the end of Grade 10, students may have a choice of two pathways of study for Grade 11. They will either take the ***SCIENCE*** (11S) or the ***LITERATURE*** (11L) focus, depending upon their interests and achievement in Grade 10.

As a general guideline, Grade 10 students must achieve at least a 70+ average in Mathematics and the Sciences to continue in the Science pathway. Students who do not achieve this minimum standard may complete a Summer Program to achieve the required standard or will be enrolled in the Literature pathway. Teacher recommendations will also be considered in the placement decision. ***THE SCHOOL DIRECTOR WILL RESERVE THE RIGHT OF PLACEMENT AT ALL TIMES.***

At the end of Grade 11, successful *Science* students will have alternative choices leading to either **General Science** (12GS) *(Math / Physics / Chemistry emphasis)* or **Life Science** (12LS) *(Math / Biology / Physics / Chemistry emphasis)*. Successful students in the *Literature* pathway will continue to **Economics/Sociology** (12E) in Grade 12.

BACCALAUREATE PRACTICE EXAMS (TRIALS) will be administered 3 or 4 times prior to the Official Exams in June so that students will be prepared for the actual examination process.

GRADE REPORTING

GRADE REPORTING (PRESCHOOL)

Students in the Preschool (KG1-KG2-KG3) are viewed developmentally when it comes to their progress reporting. In these early years, students vary greatly in their readiness from year to year. Of course, this can be true in the upper grades, but it is especially true in the lower grades. Therefore, UCA will report **WHERE** a student is in terms of their *"global"* mastery of concepts and skills.

At these early ages, students often have a great deal of variance in performance based on their individual development. We want to give each student a full opportunity to develop prior to administering the competitive measures such as percentages and grade averages. We want to assess and describe the student's progress rather than evaluate and compare to other students.

GRADE REPORTING (GRADES 1-12)

Grades are reported six (6) times each year. At the mid-point of each trimester students receive a **Progress Report** and at the end of each trimester of work students receive a Trimester **Report Card**. The Trimester **Report Card** will be the final grades of record and represent all of the marks given for that trimester.

All grades are reported as percentage numeric averages out of one hundred percent (100%). For grades 1-6, each trimester grade will count for 25% of the final yearly average. For grades 7-12, each trimester grade will count for 20% of the final yearly average with the final exams at the end of the school year counting for the remaining 20% of the final yearly average.

The yearly average, trimester Honor Roll and promotion standard will be based only upon marks in English, Arabic, Math, Science and Social Studies. All grades will be reviewed for *"activity eligibility"*.

90-100	80-89	70-79	60-69	Below 60
Superior Standard	*Excellent Standard*	*Satisfactory Standard*	*Low Standard*	*Failing*

Grading and evaluation will vary from teacher to teacher and in course content. As a general rule, the following guidelines can be anticipated:

- Major Semester Exams_____40%
- Quizzes_____30%
- Term Papers, Projects_____10%
- Home Practice, Class Participation_____20%

PROGRESS REPORTS will be issued near the midpoint of each trimester to update students and parents, and to solicit assistance if necessary.

REPORT CARDS will be issued three times each year at the end of each trimester during the week following the end of the trimester.

TESTING SCHEDULE (GRADES 4 - 12)

ELEMENTARY (CYCLE 2)

Cycle two students may only have *ONE* exam and *ONE* quiz per day or *TWO* quizzes per day.

MIDDLE SCHOOL

Middle School students may only have *ONE* exam and *ONE* quiz or *TWO* quizzes per day.

HIGH SCHOOL

High School students may only have *TWO* exams and *ONE* quiz per day or *THREE* quizzes per day.

FINAL EXAMS (GRADES 7 - 12)

Comprehensive final examinations will be held at the end of each course for Grades 7 through Grade 12. Each exam will be comprehensive and include all of the material covered throughout the entire school year. The yearly final examination will count for 20% of the yearly average.

Final exams are required for all secondary core academic courses, unless an *"exemption"* is awarded based on the achievement of a 90+% average for the three trimesters preceding the final exam (80% in Philosophy).

All non-exempt students must participate in the examinations in accordance with the approved exam schedule. Students must take the exams at the assigned time and, except for documented illness, documented family emergency, make-up exams will not be given.

Grade 9 Brevet, Grade 12 HSDP and Grade 12 LBP students will have a slightly altered final exam schedule to accommodate government exam preparation and graduation. The highest mark in each subject on the practice exams will be counted as the final exam grade.

PROMOTION (GRADES 1-12)

Students who have a passing overall academic average (60%+) in their core academic subjects of English, Arabic, Math, Social Studies, and Science will be eligible for promotion to the next grade level.

Students with ***less than a 65%*** average or more than two failing subject grades will be reviewed for further enrollment at UCA.

Students with ***less than a 60%*** average in all core academic subjects, but more than 55% will be allowed to take make-up exams to determine if the promotion standard has been met.

Students with ***less than a 55%*** core academic average will be ***retained*** at grade level and are ineligible for makeup exams and re-enrollment at UCA.

Students with ***less than a 55%*** average in a course, but have an overall passing average of 60% in core academic courses, may be required to complete makeup exams in that course for remediation and preparation for the next grade level.

HONOR ROLL CALCULATION (GRADES 1-12)

Each core academic course is weighted by the number of periods held each week. Averages are compiled by multiplying the grade for each course by the number of periods it meets each week. This total is then divided by the total number of periods for the week. An ***HONOR ROLL*** will be calculated for each trimester and for the final year averages. It will be based on the core academic courses. Core Academic Courses are English, Arabic, Math, Science and Social Studies.



HIGH FLYER HONORS

Students must achieve an average of **90%+** *(89.5 and above will be rounded to 90.0)* for all core academic courses and have no failing grades in any subject.



HAWK EYE HONORS

Students must achieve an average of **80%+** *(79.5 and above will be rounded to 80%)* for all core academic courses and have no failing grades in any subject.

ACADEMIC PROBATION

A student is placed on *"academic probation"* when the student's Trimester Report Card overall core academic average falls below 60% or if a student has two or more failing marks. Once placed on *"academic probation"*, the student may not participate in school extra-curricular activities *(including parties, clubs and athletics).*

A student on *"academic probation"* ***MAY NOT*** represent the school in any activity as a member of a team, a performance group, or in a leadership position within the school.

A student who remains on *"academic probation"* at the end of a school year *(an overall average of less than 60%)* will be required to take make-up exams that will determine promotion to the next grade level.

A student with ***less than a 55%*** overall average will be retained in grade level without benefit of makeup exams and will not be eligible for reenrollment at UCA for the next school year. This guideline is established in the interest of the student who may benefit from being in another academic setting.

ACADEMIC ASSISTANCE PROVIDED BY PARENTS

COLLABORATE WITH THE SCHOOL

Parents do their part to improve achievement levels when they cooperate with the school in the following ways:

- Do not stop monitoring your child's work because they become teenagers. Frankly, this is when they need you the most. They will try to convince you that they can manage your assistance, but do not buy this idea. Stay on top of what they are doing.
- Establish a home-culture of learning as fun and meaningful.
- Set high standards and expectations for your child.
- Show a genuine interest in the student's school and home practice activities throughout your child's education.
- Provide suitable study conditions for home practice.
- Make a study schedule and stick to it daily.
- The time allocated for study should be the same each day, regardless of the *"home practice"* that is assigned.
- When *"home practice tasks"* are completed, students should use the remaining time in their study schedule to review previously completed material and practice skill-based tasks, such as handwriting, extra math problems, etc.
- Emphasis should be placed upon *"study for learning"* rather than *"study for finishing"*.
- Long-term memory is only established through repetition and daily practice.
- Stay involved! Talk things over with the student and help the student be an independent and confident learner, rather than the parent or tutor doing the work.
- Stay in touch with your child's teachers through periodic conferences, whether you think they are needed or not. In specific instances, when it seems necessary for a parent to provide direct help with home practice in skill subjects, the parents should know the method used in the classroom and the extent that help is to be provided.
- Encourage the student to work hard and complete each home practice assignment.
- Attend parent/teacher conferences.
- Attend school meetings and teacher conferences.

TUTORING POLICY

A TEACHER MAY NOT TUTOR A STUDENT WHO IS CURRENTLY ENROLLED IN HIS OR HER CLASS.
The classroom teacher should notify the parent when a student falls behind the expected standard. It will be the responsibility of parents to provide assistance at home if it is needed.

The tutor must be in contact with the student's classroom teacher to gather needed information to help the student.

The fee agreement is between the tutor and the parents. UCA will not be involved in financial negotiations or agreements in any way.

Tutors can be recommended by the school, who will keep the names of qualified individuals for reference. The school assumes no liability for any payments, arrangements, or difficulties. As a general rule, you get what you pay for, so take care not to waste resources where your child will not benefit from a *"qualified tutor"*.

HOME PRACTICE

Home practice assignments are some of the activities designed to meet long and short-term course objectives and individual student needs. The amount of time spent on home practice is directly related to academic success. The time needed by each student will be different. The following times are general guidelines.

Early grades (KG-GR1-GR2) will have small amounts of assigned practice in the form of practice sheets and an occasional project.

In grades 3-6, students should be working from one to two hours each night in the completion of assignments and review of the material.

Grades 7-12 should be engaged in study and review from two to three hours each night depending on the difficulty of the assignment, the student's *"time to learn"* factor, and the needed preparation.

STUDY NEEDS TO INCLUDE THE FOLLOWING:

- Practice and drill to reinforce course-related skills;
- Review and prepare for daily class, quizzes, and tests;
- Practice reading and re-reading;
- Research utilizing related resources;
- Prepare for Laboratory, art, and other projects;
- Write papers, journals, and laboratory and technology reports;
- Engage in individual enrichment activities;
- Engage in media-related activities.

REVIEW & PRACTICE

Review & Practice are critical to the development of long-term memory and retention of information and processes!

Students should include significant nightly review of past assignments, notes and tests so that information will be brought forward. This is critical for success on end of year exams including the BREVET and Lebanese Baccalaureate.

Students who study nightly have a better chance of success than students who wait until the last minute to prepare. Home assignments are an essential ingredient of success. Attempting to *"cram"* information into the memory at the last minute will never produce the desired results. This kind of study results in information being placed in *"short-term"* memory where it is lost almost immediately after study. Thus, the importance of *"distributed practice"* daily and significant review over a long period of time can't be overstated.

PRACTICE – PRACTICE – PRACTICE!

REVIEW – REVIEW – REVIEW!

GRADUATION

GRADUATION PARTICIPATION

All grade 12 students may participate in the graduation ceremony provided they have met the graduation requirements.

HSDP students must meet all of the credit requirements for graduation in order to participate in the graduation ceremony. ***THERE ARE NO EXCEPTIONS TO THIS POLICY.***

LBP students in Grade 12 must achieve an overall passing average of no less than a 60% average for Grade 12 to participate in the graduation ceremony and receive the UCA High School Diploma. Students who do not achieve these required standards will be retained in Grade 12. ***THERE ARE NO EXCEPTIONS TO THIS POLICY.***

GRADUATION HONORS

The LBP and HSDP curriculums are significantly different. The top student in each program will be honored at graduation. The student with the best overall average for the last three years of enrollment at UCA will be asked to represent the class and speak at the graduation. This ranking is based on the cumulative average for Grades 10-11-12 in core academic subjects. ***To receive these honors, a student must be enrolled at UCA for the three full years preceding their graduation.***

UCA does not want to disadvantage any student by placing that student in an artificial ranking that might indicate a student is not doing well when they are actually doing *VERY* well. UCA will, however, provide rankings for the purposes of college admission to institutions requesting such information.

GRADUATION HONORS CRITERIA

SUMMA CUM LAUDE (WITH HIGHEST HONOR)
(Cumulative Average of 90%+)

MAGNA CUM LAUDE (WITH GREAT HONOR)
(Cumulative Average of 85%+)

CUM LAUDE (WITH HONOR)
(Cumulative Average of 80%+)

UCA HONOR SOCIETY RECOGNITION
(Member of three subject area honor societies from English, Arabic, Social Studies, Math and Science)

GUIDANCE/COUNSELLING/COLLEGE ADMISSIONS

The school counselors will offer a variety of services to students and parents. Students are encouraged to visit the counseling office whenever they feel the need to discuss personal or academic issues. Students are further encouraged to explore various career options and employ solid decision-making skills in considering colleges and/or vocational choices.

Grade 10 students receive ***Career Exploration Guidance*** which is a good resource for exploring individual interests, values and abilities, and then relating these factors to a wide variety of career opportunities and college majors.

Students who are planning to attempt admission to a university outside of Lebanon must inform the Secondary Counselor by the end of Grade 11, as timelines may be different from those in Lebanon.

TRANSCRIPTS

Official transcripts showing completion of course work to date at UCA will be forwarded to colleges/universities or other academic institutions at the written request of the parent/student.

All courses, grades and credits earned at UCA are listed on the official UCA transcript. The overall average is calculated using all credits and grades earned at each grade level.

Academic records and transcripts may never be altered in any way to satisfy the requirements of a country, college or university. Transcripts will be issued only when financial accounts are up to date at the time of the request.

UCA HONOR SOCIETY

Students who are performing at an exceptional level over an extended period of time will be eligible for induction into the UCA Honor Society. There will be two levels of recognition. The first level will be membership in one of the ***SUBJECT AREA HONOR SOCIETIES*** (Math, Science, English, Arabic, Social Studies).

UCA Honor Society Recognition:
(Member of three subject area honor societies from English, Arabic, Social Studies, Math and Science.)

Eligibility for a subject area honor society is:

Grade 10 Students
- 85% Brevet Score
- 85% Final Subject Average in Grades 8 & 9
- 80% Overall Final Average

Grade 11 Students
- 85% Final Subject Average in Grades 9 & 10
- 80% Overall Final Average in Grade 10

Grade 12 Students
(Beginning of the school year)
- 85% Final Subject Average in Grades 10 & 11
- 80% Overall Final Average in Grade 11

Grade 12 Students (Graduation)
- 85% Final Subject Average in Grades 11 & 12
- 80% Overall Final Average in Grade 12

The second level of recognition will be the ***UCA HONOR SOCIETY***. Students will be required to be recognized in three (3) Subject Area Honor Societies during the same year. Student achieving this recognition at the end of Grade 12 will be honored during the graduation ceremony.



GENERAL SCHOOL PROTOCOLS

AWARDS

Students may earn several awards each year. The following awards (with criteria) will be given:

HIGH FLYER AWARD (GRADES 1-12)

Students who have attained a 90+% average for the "core academics". Elementary and Secondary courses are weighted in the calculations by the number of periods the course meets each week.

HAWK EYE AWARD (GRADES 1-12)

Students who have attained an 80+% average for the "core academics". Elementary and Secondary courses are weighted in the calculations by the number of periods the course meets each week.

CITIZENSHIP AWARD (GRADES 1-12)

Each homeroom teacher may nominate one student each year for this award. Teachers will be asked to select the student that demonstrates exemplary behavior at all times while at school and during school activities and is a model for other students to follow, which means:

- **NO "P"** marks on the report card.
- **NO referrals** for disciplinary action.
- Consistent daily conduct in school that reflects total compliance with school and classroom rules.
- Respect and courtesy displayed at all times towards classmates and school personnel.

SCIENCE & HUMANITIES FAIR AWARDS

UCA will host a Science/Math/Technology Fair and a Humanities Fair each year. Students will receive recognition for their projects. Some students will be selected to participate in the AUB Science, Math and Technology Fair. AUB limits participation, which restricts the selection process.

SPORTSMANSHIP

The PE teachers select one student from each of their classes that most exemplifies the following characteristics:

- Outstanding and consistent participation.
- 100% effort at all times.
- Consistent daily conduct in activities that reflects total compliance with school and class rules.
- Students should demonstrate ability that is consistent with their classroom goals and should have made progress throughout the year. Athletic skill is not the main factor in this award, but it should play a part.
- WIN or LOSE, is always respectful, courteous and encouraging to teammates and opponents. Positive and responsive attitude toward the coach and coaching.

BEST ATHLETE AWARD

PE teachers select one student from each grade section that demonstrates exceptional athletic performance throughout the school year. This selection is made without regard for gender.

SPECIAL ACADEMIC AWARDS

UCA will hold special events throughout the school year that will give students an opportunity to show their skills and achievement. This will include (not limited to) spelling bee, essay contests, art contests, projects, reading contests, number sense, science sense, etc.

UCA END OF YEAR AWARDS CEREMONY

The UCA End of Year Awards ceremony is a celebration of our students' talent, success and achievement. This ceremony recognizes the accomplishments of our students for the entire school year.

ACTIVITIES

UCA believes that it is important for every person to participate in a variety of activities. During school years, academics certainly demand a large part of a student's day. We all, however, need to relax and find new interests. Getting involved in school activities helps a student find new friends, explore his or her own interests and abilities, and helps a student to become a well- rounded person.

Colleges have recognized that the student with a variety of activities and interests is, on the whole, happier and more successful as a student. Therefore, a student's college application will be stronger with rich extracurricular experiences. Whether a student's interests lie in sports, music, drama, writing, yearbook, student life, or Model UN, there is something to get involved in at school.

All activities are open to all students, though some are limited by numbers. Some do have selection criteria based upon ability or expectations for those who join or try-out. Students should make an effort to become aware of the activity's requirements at the first scheduled meeting.

Students participating in the activity program through which they represent UCA are required to ***MAINTAIN THE REQUIRED ACADEMIC AND BEHAVIORAL STANDARDS*** *(listed in the Academic Policies section of this handbook)* and demonstrate an understanding and compliance with all school rules and regulations. All school rules and policies apply to student participants, both on and off-campus including out-of-country activities.

ACTIVITY PARTICIPATION

- Students representing UCA must remember that they are representatives of the school at all times. They must conduct themselves in an exemplary manner at all times. Failure to comply with school rules during the school day or during an activity outside of school will result in disciplinary action and forfeiture of participation in activities.

- All parental permission slips must be submitted to the coach or the chaperone responsible for the activity prior to any tryouts or activity day.

- Every student participating in an extracurricular activity is expected to be at every practice session and game/performance unless absent from school or personally excused by the activity sponsor. Non-attendance will result in dismissal from the activity.

- All students must be in school the **ENTIRE** day of participation in an athletic contest/ performance or practice/rehearsal on that day.

- Any student who is on suspension from school for any reason is also suspended from the extracurricular activity during that time. A second suspension from school will result in dismissal from the activity.

- Any member of an extracurricular activity involved in taking, dispersion, possession, being in the presence of alcohol, drugs, stealing, vandalizing during school or practice sessions, athletic contests or performances while attending school events, functions, or activities as a participant or as a spectator, will be subject to removal from the activity for the year. The student is also then subject to any and all disciplinary actions outlined in this handbook.

- Students must use the transportation provided by the school to all away-athletic contests or performances. With the activity sponsor's permission, students may return with a parent.

- Students are responsible for all equipment and uniforms issued to them. Deposits may be required when uniforms are issued. The deposit will be returned when the uniform is returned.

- Any student who has not turned in equipment, uniforms, etc. will be ineligible for further participation in extracurricular activities and all awards will be withheld until restitution is made.

- A full uniform is required for all contests. Uniforms will be used at scheduled contests only.

- Students may not use school facilities without the supervision of a sponsor.

- Seniors must be in attendance 95% of the school year to be eligible to participate in Senior Activities. These activities include, but are not limited to, fundraisers, prom, performances etc.

ACTIVITIES ELIGIBILITY

1. At the beginning of the school year, all students who have moved to the next grade level in classification are eligible to participate. Students who have been ***retained in grade level classification*** will be ineligible for participation during the first four weeks of the new school year. Eligibility for retained students may be regained after a satisfactory Progress Report during the 4th week of the new school year.

2. Students on ***"academic probation"*** will remain ineligible until the next report, which must meet the eligibility guidelines, or they will remain ineligible.

3. Students who are on ***"disciplinary probation"*** will be considered ineligible until the probationary status is lifted by the Director.

4. Students who have three or more P's will be considered ineligible until the next grade report (Progress Report or Report Card).

5. During the school year, follow up and support are provided to students to encourage them to stay on top of their learning and pass **ALL** of their courses. However, students who have a ***failing average*** in their core academic subjects, and/or are ***failing more than two courses***, will receive ***after-school academic support.***

6. HSDP students who are failing more than one (1) course will be ineligible until the next grade report (Progress Report or Report Card).

7. Any suspension will make a student ineligible for a period of at least four weeks. At the end of the four weeks, the Director will review eligibility status in light of the student's record of behavior.

8. Students in grade 12 must be in ***attendance 95%*** of the school year in order to participate in Senior Activities.

ACTIVITY LIST

A list of the activities offered at UCA follows, though this list is not necessarily complete because of student/teacher interest and/or leadership.

- Academic Competitions (i.e., poetry, writing).
- Arabic Reading Contest.
- AUB Folk Dance Festival.
- Book Fairs (English/Arabic).
- Environmental Field Trips.
- Fine Arts (Art, Dance, Music, Drama, Broadway).
- Humanities Fair.
- Independence Day Quiz Bowl.
- Model United Nations/Model Arab League (Local & International).
- School Parties/Socials.
- Contests (Spelling Bee, Number Sense, Quiz Bowls).
- Science/Math/Technology Fair.
- Skiing Field Trips.
- Spring Travel Excursion (Grades 10-12 only).
- Sports Club/Athletics.
- Football, Basketball, Athletics, Broadway.
- World Reading Day.

ACTIVITIES: EVENING/WEEKEND

Any secondary school activity that begins after 4:30pm any day of the week must have prior approval of the Activities Head of Department and the Director or designee. Parents must pick up students from the lower gate in front of the New Building no later than 1/2 hour after the official end-time of the activity. Students will be asked to wait at the front gate with UCA security personnel.

FUNDRAISING ACTIVITIES

All fund solicitation and fundraising activities must be approved by the Director prior to the start of the activity.

Funds collected by school organizations must be processed through the UCA Business Office. Separate accounts at banks, credit unions, etc., may not be established by any school club or organization. All funds raised and/or collected are to be deposited with the UCA Business Office on the day they are collected. No school-related funds are to be co-mingled in private individual accounts. Disbursement of collected funds is to be handled by the UCA Business Office with the written approval of the Director and Sponsor.

BULLETINS/ POSTED NOTICES

Most announcements are posted and/or distributed to students to take home to parents. Posters may be displayed in the school if approved by the principal. Masking tape may only be used on painted walls. All notices, charts, and displays should be carefully/neatly prepared. Non-school notices may not be posted unless officially approved and may only be posted in area(s) designated by the Director. All posted notices must be removed immediately following the conclusion of the activity.

BUS TRANSPORTATION

UCA makes busing service available for a fee to all students, AM and PM. The use of school transportation is a privilege. Students taking private transportation should arrive at school before 8:00 a.m.

The transportation fees are established to reflect fuel prices and anticipated vehicle maintenance. We will begin with the new schedule of fees, but we reserve the right to adjust the fees depending on fuel and oil commodities market changes. The fees that we charge must equal the expenditures. The transportation fee will be a yearly fee. Monthly service is not available.

Students who ride to school on a school bus are also to ride home on the same bus. Riding the school bus to and from school is a privilege extended to all students who wish it. The school is most concerned about the conduct and safety of all students who ride on the buses.

Students who behave badly and do not follow the rules for UCA Bus Transportation will be removed from this service.

BUS RULES/ REGULATIONS

Remember, riding school transportation is a privilege not a right. Any student consistently violating the rules and regulations established by the school may lose the privilege of riding the bus.

1. Each student is to take a seat and remain in that seat until the bus stops.
2. Students are not permitted to throw anything around on the bus or out the window.
3. All talking and noise must be kept at a low level.
4. No smoking of any kind is permitted on the bus. This is in accordance with general school policy.
5. Parents are responsible for any physical damage to the bus caused by their child.
6. No rough play is allowed on or around any bus or while waiting for the bus.
7. Students must keep their entire body inside the bus at all times.
8. No pets or animals are permitted on the bus.
9. Students must get on the bus at the assigned pick-up point both at home and at school. The bus will not pick up a student at any other place nor stop along the way.
10. Students must ride only in their assigned bus. Bus swapping or riding to a friend's house is not permitted.
11. Any student reported to the administration by any bus driver for continued violation of the rules may lose the privilege of school bus transportation. If this happens, the parent will be responsible to provide transportation to and from the school.

DAMAGE TO SCHOOL PROPERTY

Anyone who accidentally or intentionally destroys or damages school property must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way will be suspended immediately and will not be allowed to return until a hearing has been held with the parents and the damages paid. ***SUCH INTENTIONAL BEHAVIOR MAY RESULT IN IMMEDIATE EXPULSION***.

DISPLAYS OF AFFECTION

It is important that students demonstrate an attitude and behavior regarding interpersonal relationships that would be acceptable to people of various cultural/ethnic backgrounds and our community. The Aley community standards for interpersonal relationships are conservative and will be the expectation for such interaction among students and faculty.

UCA recognizes that genuine feelings of affection may exist between students. Public display of such affection in school, while participating in a school sponsored activity off-campus or anywhere on the school premises, however, is ***NOT ACCEPTABLE***.

Students must refrain from inappropriate behavior such as intimate and prolonged embraces, kissing, holding hands, and other similar actions that may be offensive.

FIELD TRIPS

Students and parents are advised that, from time to time, a teacher may plan a field trip with an educational focus. Prior to student participation, parents are requested to complete the ***FIELD TRIP PERMISSION FORM*** that grants permission for a student to participate in the field trip officially approved by the school. The notification form will usually be sent home one week in advance of the planned field trip.

All field trips held within the school day must leave after 8:00 a.m. and return prior to 2:00 p.m. unless special transportation arrangements have been made.

Weekend field trip times will be arranged as needed to execute the planned activity. Notice of destination and timing will be given on the *Field Trip Permission Form* that requires a parent signature prior to participation in the activity.

Students are responsible for making up class work missed as a result of the field trip and may not miss another teacher's class unless approved as passing by that teacher.

While on the field trip, students are representing the Universal College - Aley. Proper decorum for the event and overall excellent conduct are expected from all participants. School uniforms (regular or PE) may be required for selected trips. Notice of attire will be given on the *Field Trip Permission Form.*

All school rules apply during off-campus school-sponsored field trips.

To participate in after-school or weekend field trips, a student must be ***ACADEMICALLY*** and ***BEHAVIORALLY ELIGIBLE***.

VISITORS: GENERAL

UCA is a closed campus. Only enrolled students, faculty and staff are allowed on campus during the school day. All other individuals are considered visitors to the campus and must first sign in with security at the main gate and then proceed to check in with the Administrative Office, state their business and follow the direction given to them while on the campus.

Students are required to sign in and out of school in the *Administrative Office*. Students may not leave campus without prior parent and school permission. Students who are sent to an office are expected to report to the office. Students who fail to report as directed will be administered disciplinary action for refusal to comply with school personnel directives.

Parents visiting the campus are considered visitors as well and should follow the procedure as outlined.

Parents attending a conference with a teacher should first check in with the Administrative Office before proceeding to the conference.

ALL VISITORS ARE EXPECTED TO ABIDE BY THE SCHOOL'S RULES AND REGULATIONS.

Student guests will NOT be permitted during the school day. Only those visiting the campus for official school business will be allowed on campus. This policy extends to the lunch period, and before and after school.

CAMPUS DELIVERIES

Because of the interruption of the school schedule, the delivery of flowers, food, balloons, etc., is not permitted. There will be no food deliveries made to students on campus unless special administrative authorization has been secured.

Only emergency phone messages will be delivered. Please, do not be offended when you are asked about the nature of the emergency.

If a student forgets a lunch, science project, etc., deliveries can be made to the Administrative Office and retrieved there during a break or after school by the student. ***Class instruction will not be interrupted with notifications and/or deliveries. Additionally, please ensure that any items to be dropped off are clearly labeled with the students' name and grade level.***

TEXTBOOKS

The school provides *"hardbound"* textbooks to students on a loan basis. Students are responsible for returning all school books in reasonable condition and are responsible for paying damage or replacement fees. A second copy of a text will be issued only when a replacement fee has been paid for the lost copy. ***EXCESSIVE OR UNREASONABLE DAMAGE TO A TEXTBOOK WILL BE CHARGED TO STUDENT'S ACCOUNT.***

LIBRARY SERVICES

Our library offers access to a wide range of resources and services. Membership is open to all eligible students and a library card is required for borrowing materials. Please adhere to our code of conduct, which includes maintaining a respectful environment and following guidelines for acceptable behavior.

OPENING HOURS

The school Library is open every school day from 8:00 a.m. to 2:00 p.m.

GENERAL RULES

1. The library is a quiet area of study; even quiet conversation can disrupt the work of other readers. All conversation should take place outside the library.
2. Silence must be maintained at all times while in the library.
3. Food and drinks are not allowed inside the library
4. Uncontrollable behavior will not be tolerated. Users will be asked to leave the library premises on the second warning.
5. Library users may not remove any material from the library at any time unless borrowed or properly issued to them.
6. Readers must not engage in the harassments of any reader in the library.
7. Laptops, tablets, school bags are subject for checking and are the sole responsibility of the student when inside the library.
8. Library staff may examine personal property being brought into the library on leaving.
9. Library users must take care of their personal belongings.
10. All faculty, staff and students may enter the library to read or borrow books.

BORROWING

1. Books are issued to students, academic and administrative staff for a period of two weeks.
2. Library materials borrowed must be returned on or before the due date.
3. Student cards should not be loaned to other readers.
4. Lost cards should be reported immediately to the library.
5. Books may not be transferred from one reader to another without being returned to the library for re-issue. The original borrower will be held responsible for the books in question.
6. Readers must not write, mark or otherwise deface or damage library material in any way.
7. In order to prevent misplacement of books on shelves, books should not be re-shelved by readers. They should leave them on the reading tables for re-shelving by library staff.
8. Keeping books on the floor are not allowed.

OVERDUE BOOKS

Books must be returned by the due date or earlier if recalled by the Librarian. Failure to return a book by the date specified will be treated as a serious offence. The Librarian will endeavor to send overdue notices but will not be held responsible for no delivery under whatever circumstances. Any borrower, including a member of the academic staff, who fails to return/renew a book on due date shall be liable to a fine.

RENEWAL

- At the end of the loan period books borrowed must be either returned or renewed. A book may only be renewed once and provided that another reader has not requested it.
- Loss and Damage of library materials
- Damaged books will be charged as a lost book or the re-binding costs whichever is appropriate.
- Lost books will incur a cost. The cost will be calculated by the replacement value of the book.
- Readers must not damage or deface library property. The cost of replacement will be charged if an item on loan is found to be badly

BEHAVIORS IN THE LIBRARY

- Placing of feet on furniture and sitting on tables are not allowed.
- Seats may not be reserved by placing personal effects on seats or reading tables.
- Mobile phones must be switched onto silent before entering the library. Readers found talking on a mobile will be asked to leave the library.
- Food and drink may not be brought into the library.
- Keeping books on the floor is not allowed.
- Readers must not engage in the harassment of any other reader or member of library
- All users must follow the dress code of the UCA while visiting the library.

SUPPLIES

Student supplies such as paper, notebooks, agendas will be provided by parents. Consumable workbooks and soft covered textbooks will be included in the Textbook/Subscription fees.

The student will be responsible for replacing lost or damaged materials. Supplies lists will be published prior to the start of the school year and students will be required to bring them to school on their first day of attendance.

Some basic supplies for Art courses will be provided by UCA, but the main source of special/personal supplies for student Art projects will come from the student.

LOST AND FOUND

Lost books may be claimed in the lost and found with each Principal. Clothing and other materials may also be left in the lost and found. Students should not leave money or valuables unattended in the playground, corridors, classrooms, etc. The school is not responsible for valuables stolen or lost at school or a school event. Please caution your children to take care of their belongings at all times.

PERSONAL PROPERTY

The school is not responsible for personal loss of money, jewelry, clothes and other valuables! Students must bring only small amounts of currency to school per day unless they are bringing additional funds to pay for a school-sponsored event.

Excessive jewelry is not permitted, so students should not wear gold or gemstones. Students should be in possession of their personal property, book bags, watches, calculators, etc. Valuables should not be left lying around unattended. Common sense precautions should always be taken to safeguard property that is brought to school.

Leaving personal items, such as books, purses, or clothing unattended for even a brief time is an invitation to losing them by mistaken identity or outright theft. Study areas, the playground, restrooms and other crowded areas are places where particular care should be exercised. When attending an after-school activity, take with you whatever books, clothing or other equipment you intend to take home. Place your name or other identifying mark on personal items.

Students are expected to pay for lost and/or damaged books. Final report cards and transcripts will not be issued until accounting is made for lost and/or damaged books.

PLAYGROUND USE

Playground areas and equipment may be used at the designated times during the school day. Respect for school property and equipment must be demonstrated at all times. Students who are found purposefully damaging (vandalizing) any part of the campus will be required to pay for the damage and be suspended or expelled from school depending on the severity of the incident. Playground use after school is not permitted unless under the supervision of a teacher or school-approved Principal.

SECURITY SEARCH

The Director may conduct a search of a student's person, and immediate possessions *(including property)*, whenever there are reasonable grounds to believe the student has violated or is violating the law or the rules of the school relating to stolen goods, drugs, alcohol, weapons and/or student safety matters.

SMOKING POLICY

Smoking is prohibited for everyone on the UCA campus and for students in areas immediately adjacent to the campus.

LUNCH – CAFETERIA GUIDELINES

Students are allowed to eat only during breaks. Students must remain in the designated play areas or in and around the cafeteria during the break periods.

Students should proceed to the lunch area and return to the classroom floors in a quiet and orderly manner. This is especially important while students are moving up and down the stairwells. ***RUNNING IN THE HALLS AND ON THE STAIRWELL IS NOT ALLOWED.***

Stairwell passage is always ***ON THE RIGHT*** and should not interfere with the students coming in the opposite direction. Some classes are still in session, which will require quiet passage so that instruction for those students is not disturbed or interrupted. Students are always expected to demonstrate proper manners and behavior during the entire school day, including lunch period.

All waste and trash materials must be placed in the proper waste receptacles and may not be left on the grounds or on cafeteria tables. *Keeping the UCA campus clean is everyone's responsibility*. Students should pick up after themselves out of a sense of school and personal pride and individual responsibility.

FOOD IS NOT ALLOWED TO BE CONSUMED IN THE CLASSROOMS. Consumption of food should take place on the playground, in the cafeteria, or in the Elementary and Secondary common areas outdoors. *(The exception to this policy is during inclement weather with permission from the principal.)*

SCHOOL BIRTHDAY PARTIES permission must be requested in advance from the principal of the cycle. If convenient, the principal of the cycle will coordinate and schedule such activities to take place in the school cafeteria during the designated lunch period so that instructional time is not lost.

Every attempt will be made by the school cafeteria to provide an economical, healthy, nutritious variety of foods and snacks. The cafeteria will serve pies, nutritious snacks, juices, milk, and water each day.

Parents are encouraged to send well-balanced and nutritious foods and snacks when sending lunches and snacks with students from home. Candy, chips, and soda pop will not be allowed at school *(birthday treats and special holiday celebrations are the exception).*

LOCAL SHOPS IMMEDIATELY ADJACENT TO THE CAMPUS ARE OFF LIMITS FOR PURCHASES DURING THE SCHOOL DAY AND DURING AFTER-SCHOOL ACTIVITIES.



EMERGENCY PROTOCOLS

Safety and security are always the first consideration in all school activity.

SECURITY COMMITTEE

Director, Business Operations Manager, Executive Administrative Assistant, Principals, Maintenance Supervisor, Bus Supervisor.

PLEASE MAKE SURE THAT YOUR REGISTRATION FORM INCLUDES YOUR CURRENT CELL PHONE NUMBER SO THAT WE CAN MAKE SURE THAT YOU RECEIVE ALL SMS MESSAGES.

EVACUATION ON CAMPUS

There may be a need to evacuate the building due to emergency conditions. In each room of the school, a map will be posted which details the appropriate routes to use for evacuating the building.

NON-AMBULATORY students will be noted in classroom evacuation planning. Students will be assigned to assist the teacher with the evacuation of such students.

Students are to remain with the teacher who facilitates the evacuation. As you leave the building, students are to move in a safe and orderly manner away from the building to the designated outer perimeter of the campus which is closest to your exit point. Close all windows and doors and turn off the lights and fans as you evacuate.

When the students have reached the designated site, teachers are to make sure that all students are lined up properly and to take attendance. Students that are missing should be reported to the Director immediately.

EVERYONE, WITH NO EXCEPTION, MUST CLEAR THE BUILDING! NO PERSON SHOULD RE- ENTER THE BUILDING UNTIL THE ALL-CLEAR SIGNAL IS GIVEN.

Evacuation procedures will be reviewed with each class at the beginning of each semester.

FIRE/EVACUATION SIGNALS:

3 Quick Bells-Pause-Repeated: "Evacuate the Building IMMEDIATELY"

2 Quick Bells-Pause-Repeat: "Return to class"

1 Long Continuous Bell "Halt!": "Remain where you are until you are given additional instructions."

EVACUATION DUE TO DANGEROUS CAMPUS CONDITIONS

CODE - 1: TOXIC OR DANGEROUS CLASSROOM CONDITIONS

CODE - 2: WEATHER EMERGENCIES DURING THE SCHOOL DAY

CODE - 3: THE CAMPUS IS UNDER GROUND OR AIR ATTACK

CODE - 4: CONDITIONS THAT REQUIRE BUS EVACUATION FROM THE CAMPUS

CODE - 5: WALKING EVACUATION TO A PRE-DETERMINED SITE

CODE – 1: TOXIC OR DANGEROUS CLASSROOM CONDITIONS

The Director (or designee) shall be notified in person by a relevant official that a potentially dangerous situation exists. Only notification in person from designated sources shall be considered official.

The Director shall notify ESOL OFFICES of the situation that exists. Director will begin mobilization of the office staff to implement actions that may be required to ensure the safety of the students. If the hazardous situation involves chemical or gas fumes, the Director should have all windows closed, all heaters turned off and a campus *"lockdown"* ordered. ***"LOCKDOWN"*** means there is to be no movement throughout the entire school with students and faculty remaining in their rooms until notified otherwise by the Director or designee.

Potentially toxic fumes in the science wing will require immediate evacuation of the facilities by the students under the direction of the classroom teacher. The teacher should sound a warning to any other classroom that may be in danger and notify the office by sending a responsible student.

Upon notification of a Code 1 emergency, the UCA Director shall dispatch an appropriate agent immediately (i.e., Building Principal, Maintenance Director, Administrative Assistant, etc.) to investigate and assist with resources to ensure the safety of the students and staff.

Teachers are responsible for the students under their supervision at the time of the Code 1 notification. This responsibility will continue until the all-clear is announced. The teacher shall make every effort to ensure the safety of the students through orderly and immediate implementation of actions as directed by the Director. All other building personnel shall assist in the orderly and immediate implementation of actions directed by the Director. Teachers without student responsibility will assist with supervision during the emergency.

CODE – 2: WEATHER EMERGENCIES

Forecasting the weather is difficult, especially on the mountain. Ice and snow conditions pose serious difficulties and hazardous road conditions depending upon the altitude of impact. It could be snowing at 1200m and the sun shining at 800m. Every effort will be made to notify parents by SMS before students come to school. Of course, we will strive to make informed judgments, but will always error on the side of safety first.

Weather emergencies during the school day may require students to remain at school beyond the normal school day. The Director shall notify all students and teachers of the nature of the emergency and the actions to be taken.

Students shall remain with the teacher they are with at the time of the notification of an emergency. Students are to remain in that classroom until they are notified by the Director that the emergency has passed. Parents will be notified by SMS about the nature of the emergency and bus departures from school. Students not riding the bus will be held until parents come for pick-up.

CODE – 3: THE CAMPUS IS UNDER GROUND OR AIR ATTACK

During the initial moments of an attack, students will remain in class, move away from the windows and sit quietly on the floor awaiting administrative instructions.

Each class will be notified by the administration when it is felt that it is safe to move to the *"shelter"* located in the basement floor of the BUILDING ZONE-A & B.

Parents will be notified about events through an SMS message. Students will remain in the shelter until an *"all-clear"* status is secured. Buses will not run unless it is determined that it is safe. If the buses do not run, students will remain at school until their parents pick them up. Students will be released only to parents or their designee *(in writing).*

The school will maintain an emergency supply of water and appropriate supplies for students and faculty.

CODE – 4: BUS EVACUATION FROM THE CAMPUS

(BUS TRANSPORTING TO A PREDETERMINED SITE)

In those cases, where warning of a potentially dangerous situation is received with sufficient lead time, students shall be evacuated from the building on UCA buses to a pre-designated site. Students shall be moved by the teacher to buses in an orderly manner, and remain with that teacher throughout the emergency. The Director will give notice of the status of the emergency as required. Parents will be notified by SMS about the evacuation of the campus and the location of the designated off-campus site.

1. Students evacuate the building under the direction of the classroom teacher.
2. All school personnel without student responsibility *(during conference or lunch periods)* will supervise the loading of buses.
3. Buses will load at the Bus Drive, in front of the school or at a designated alternate location should the drive be unavailable.
4. Each Bus shall carry one or more teachers.
5. Students shall remain with the classroom teacher with whom they evacuate.
6. The Director Designee will ride the first bus to leave the campus to organize the receiving site and set up perimeter security.
7. Teachers shall take an accounting of their students at the evacuation site and report to the Director or Director Designee any students who cannot be located.
8. The same campus site shall be used for the return of buses to the campus.
9. The Director Designee will return to campus on the first bus to supervise the orderly return to the campus.
10. Students shall re-enter the building with their classroom teacher and return to the class that they left so that an accounting can take place.
11. Teachers shall report to the Director's Office any student who cannot be allocated upon return.
12. The Director shall update the ESOL Offices.

CODE – 5: WALKING EVACUATION FROM THE CAMPUS

In those cases, where warning of a potentially dangerous situation does not allow time for UCA buses to be organized, students shall be marched quickly out of the building area. UCA buses will meet the students at the designated area. All school personnel are to remain with students during the march to the designated area and at the evacuation site until students are returned to school and are released by the Director.

Upon notification of the ***EVACUATION SITE*** and the order to move personnel, the following instruction will be in force:

1. Students and staff will leave the building and gather by class at designated areas near or on the campus.

2. An ***EVACUATION LEADER*** *(usually a Director Designee)* will lead the move to the site followed by each teacher and their students.

3. ***STREET MARSHALS*** *(unassigned teachers, drivers, maintenance, custodial)* will secure all street intersections in route to the site to facilitate safe student and staff passage.

4. The Director will follow at the rear during the movement to the site.

5. Upon arrival at the predetermined site, the ***EVACUATION LEADER*** shall establish perimeter security with faculty and staff not assigned to supervise specific students.

6. Emergencies should be reported to the ***EVACUATION LEADER*** or ***DIRECTOR*** immediately.

7. Return to the school from the evacuation site will follow the same procedure as those outlined for leaving the campus.

8. Students will re-enter the building by classes under the supervision of their teacher.

9. The Director shall update ESOL Offices regarding the evacuation.



HEALTH PROTOCOLS

GENERAL HEALTH ISSUES

A full-time school nurse provides health services at UCA as well as staff who are trained by Red-Cross personnel. Physicians are also working with the school on a variety of health matters.

ALL STUDENTS ARE INSURED for accidents while at school or while participating in a school sponsored activity off campus.

For the purposes of admission to our school, the following completed health documents are required. Every student entering school is required to have up to date health and immunization records. The school NURSE will monitor this for compliance.

All parents must submit emergency information for each student at registration and edit this information with the school office should the information change during the school year.

Students who are ill must not leave the campus without authorization. If a student becomes ill in school, he/she should report to their teacher or supervisor who will send the student to the clinic if it is necessary.

Students requiring immediate medical attention should report directly to the CLINIC. If dismissal from school is necessary, school personnel will contact the parent and the school Director.

PARENTS SHOULD NOT SEND STUDENTS TO SCHOOL WHO ARE SICK. A STUDENT WITH A FEVER SHOULD NOT BE SENT TO SCHOOL UNDER ANY CIRCUMSTANCES. STUDENTS SHARE ILLNESSES EASILY IN A SCHOOL ENVIRONMENT DUE TO THEIR CLOSE PROXIMITY IN CLASSROOMS AND ON THE PLAYGROUND.

MEDICATIONS

Under no circumstances should any medication whatsoever be taken on the UCA Campus outside of the supervision of school personnel. This includes over-the-counter and prescription medications. Students should not be self-medicating. Please, let the School Nurse know what should be taken and when. All medications will be held and distributed by the nurse.

MEDICATION WILL NOT BE GIVEN TO STUDENTS WITHOUT PARENT AUTHORIZATION.

ILLNESS AND ACCIDENTS

If a student has an accident at school, parents will be notified of any serious injuries. Therefore, the school must have correct home and/or work telephone numbers, as well as the phone number of a responsible neighbor who can be contacted if the parents cannot be reached.

It is the parent's responsibility to keep the school informed of changes in phone numbers, fax numbers and/or e-mail addresses. It is crucial that we have updated information for the well- being of the student.

If parents can't be reached in an emergency, school personnel will take the appropriate action to manage the health and safety of the student. When students are transported from school to the hospital, school personnel will accompany the student and parents will be notified.

When medical attention is needed for a school accident, an insurance form will be given to the parent to process with the medical institution or medical professional consulted.



COMMUNICATION PROTOCOLS

NEWSLETTER "HIGHLAND HAWK HAPPENINGS"

The newsletter, ***"HIGHLAND HAWK HAPPENINGS"***, is intended to keep everyone in the UCA Learning Community informed. The Director will compile and distribute information about school events, policies and notices. This information will be posted to the UCA website.

Adjustments sometimes have to be made in schedules and such, so this information resource is critical to keeping everyone on the same page.

We will also notify parents by **SMS** and **EDUFLAG** on a newsletter day, report card day and when special issues arise. Make sure that the school has an accurate cell phone number so that you will receive the SMS messages.

The newsletter may also be distributed by email, so it is vital that we have an email address for every parent.

PARENT/TEACHER CONFERENCES

Parent conferences may be arranged with the teachers, the counselor, and/or the administration by calling the school Administrative Office for an appointment. Appointments should be scheduled with at least 48-hour notice. Walk-in appointments are difficult to manage and do not allow for professional preparation, which is critical for the appropriate flow of information and conference success. Teachers and parents must work together to help each student maximize achievement.

PARENTS/DIRECTOR CONFERENCES

In order to avoid student/parent/school conflicts due to a lack of information or inaccurate information from student to parent concerning academic progress, behavior, discipline, or attendance problems, meetings will be scheduled with the Director and parents to resolve any difficulties that are keeping the student from maximizing learning opportunities. It is hoped that these meetings will avoid inaccurate communication.

CONFERENCES WITH THE TEACHERS, THE COUNSELOR, AND/OR THE DIRECTOR ARE ALWAYS INTENDED TO HELP THE STUDENT, WHO IS ALWAYS AT THE CENTER OF THE SCHOOL'S EFFORTS.

STUDENT PUBLICATIONS

All publications edited, printed, or distributed on UCA campus shall be under the control of the Director. A faculty sponsor may supervise all school publications and reflect the high ideals and expectations of the citizens of the UCA community and strive to meet high journalistic standards.

EDUFLAG/SMS MESSAGING

From time to time, messages will be sent to parents via ***SMS*** and ***EDUFLAG*** to announce an important function, alert parents to emergency conditions, notify parents about newsletters and reports, announce weather days that come overnight, etc. It is critical to have ***ALL CELL PHONE NUMBERS UP TO DATE*** with the school. If your mobile number changes, please make sure that you let the school know.

TELEPHONES/ELECTRONIC DEVICES

Students may ***NOT*** use cellular telephones in school during normal school hours. All phones must be turned off and placed in the students' Book Bags during the normal school day hours. Additionally, ***SMART WATCHES*** are ***NOT*** allowed to be worn on campus.

Phones/SMART watches will be confiscated from students displaying their devices during school hours. If a telephone/Smartwatch is seen ***(FIRST VIOLATION)*** by a member of the faculty during normal school hours, it will be confiscated and turned into the appropriate Principal and held for one week until a parent can pick the phone up from the supervisor's office. Telephones that are not turned off and ring during the school day will also be confiscated and may only be returned to parents after one week.

The ***SECOND VIOLATION*** of this policy will result in confiscation of the telephone/Smartwatch and the phone/Smartwatch will be kept by the supervisor for one month. At the end of that month, the parent may collect the phone/Smartwatch.

The ***THIRD VIOLATION*** of this policy will result in the phone/Smartwatch being kept for the remainder of the school year. Parents may collect the chip from the device after one week.

Failure to comply with a teacher request for handing over the phone/Smartwatch will result in immediate suspension, with a parent conference required on the students return to school.

If a student needs a telephone during the school day, the student may access the use of a telephone in the Principal or Administrative Office after receiving approval from Principal.

Music listening devices may be used on buses during transport, but must be placed in backpacks when the student arrives on campus. Students may not use such devices during the school day.

Students who remain after school may use their mobile telephones as necessary.

SCHOOL SAFEGUARDING POLICY

USE OF STUDENT PICTURES ON SOCIAL MEDIA

POLICY STATEMENT: This policy outlines the guidelines and procedures for the appropriate use of student pictures on social media platforms by UCA. The school is committed to ensuring the safety, privacy, and well-being of its students while promoting positive interactions and responsible digital citizenship.

This policy applies to all staff, students, and individuals associated with UCA who have access to or interact with student pictures on social media platforms.

The school may use students' pictures to be posted on official school social media accounts. Pictures of students will be respectful, appropriate and focused on school-related activities. Images that might compromise a student's privacy or dignity are strictly prohibited. Pictures will not include sensitive information or contexts.

If at any time a student, parent, or staff, finds inappropriate use of their pictures on social media, they may report it to the designated school authority. The school will promptly investigate reported concerns and take appropriate action, including removing or addressing the content as necessary.

Any incident occurring outside of school, whether in person or online, falls under the responsibility of the student's parents or legal guardians for appropriate follow-up. However, if such an incident is brought onto school premises, transferred to the school environment, or escalates on campus, school personnel will intervene and take the appropriate measures in accordance with school policies.

This policy will be reviewed periodically to ensure its effectiveness and relevance, especially considering evolving social media trends and technologies. Proposed amendments can be submitted by staff, students, or other stakeholders. Any changes to the policy will be communicated to the school community.

By implementing this policy, UCA seeks to create a safe, respectful, and responsible online environment while promoting positive engagement with student pictures on social media platforms.



CHILD PROTECTION POLICY

TEAM MEMBERS

Linda Awar
(Preschool Principal)

Doha Aridi
(Lower Elementary Principal)

Darine Saab
(Upper Elementary Principal)

Bassem Akl
(Middle School Principal)

Janna Shehayeb
(High School Principal)

Diana Shamseddine
(Middle & High School Counselor)

Howaida Rayess
(Learning Support Coordinator)

Hiba Jamaleddine
(Elementary Math Head of Department)

Farah Sayegh
(Secondary Math Head of Department)

Wedian Nasr
(Secondary Science Head of Department)

Leanne Makarem
(Preschool & Elementary Counselor PreK – 3)

Lara Hamzeh
(Elementary & Middle School Counselor 4 – 8)

POLICY AND PROCEDURES

UCA promotes and protects the safety and wellbeing of all students while enrolled in the school to ensure positive learning. Academic achievement is accomplished through promoting positive development of the whole child. ***UCA DOES NOT TOLERATE ANY FORM OF CHILD ABUSE OR NEGLECT PERPETRATED BY PARENTS, GUARDIANS, CAREGIVERS, OR UCA EMPLOYEES.***

UCA seeks to protect ***ALL*** students regardless of race, color, national origin, religion or gender.

We agree with the UNICEF declaration that, "No matter their story or circumstance, all children have the right to be protected from violence, exploitation and abuse."

STAKEHOLDERS

- Students
- Parents
- Teachers & Support Staff
- School Doctors/Clinic
- Administrators
- School Director
- ESOL Board

DEFINITION OF CHILD PROTECTION

UCA aligns with UNICEF's definition of Child Protection, the "prevention and response to violence, exploitation and abuse of children". We seek to apply this definition in UCA's policies and protocols in all areas.

DEFINITIONS OF ABUSE AND NEGLECT

(Definitions adapted from Association of International Schools in Africa (AISA) handbook):

PHYSICAL ABUSE All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development, or dignity in the context of a relationship of responsibility, trust, or power. The indications include but are not limited to the following behaviors:

- Hitting - Slapping
- Shaking - Throwing
- Kicking - Punching

NEGLECT The persistent failure to meet a child's basic physical or physiological needs, likely to result in serious impairment of the child's health or development.

- Including, but not limited to: deprivation of food, deprivation of sleep, poor hygiene, leaving child unattended, or unkempt clothing.

- Indications of neglect:
  - Lack of supervision.
  - Consistent hunger.
  - Inappropriate dress.
  - Inadequate nutrition.
  - Fatigue or listlessness.
  - Self-destructive behavior.
  - Extreme loneliness.
  - Extreme need for affection.
  - Failure to grow.
  - Poor personal hygiene.
  - Frequent lateness or non-attendance at school.
  - Compulsive stealing.
  - Drug or alcohol abuse.

SEXUAL ABUSE Witness or exposure to age-inappropriate material, direct sexual contact or inappropriate physical contact of a sexual nature.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

- Including, but not limited to: physical contact, including penetrative (i.e. rape) or non-penetrative acts; non-contact activities, such as involving children in the production, viewing, or distribution of pornographic material; or encouraging children to behave in sexually inappropriate ways.

- Children involved in commercial sex work are victims of sexual abuse, whether they perceive themselves as victims or not.

EMOTIONAL ABUSE The persistent emotional ill treatment of a child so as to cause severe and adverse effects on a child's emotional development.

- Including, but not limited to: conveying to children that they are worthless or unloved; that they are inadequate; age or developmentally inappropriate expectations being imposed on children; causing children frequently to feel frightened; the exploitation or corruption of children; or refusal to speak to children by adults and others in the student's environment.

- Indications of Emotional Abuse:
  - Physical, mental and emotional development is delayed.
  - Highly anxious.
  - Showing delayed speech or sudden speech disorder.
  - Fear of new situations.
  - Low self esteem.
  - Inappropriate emotional responses to painful situations.
  - Extremes of passivity or aggression.
  - Drug or alcohol abuse.
  - Chronic running away.
  - Compulsive stealing.
  - Obsessions or phobias.
  - Sudden under-achievement or lack of concentration.
  - Attention-seeking behavior.
  - Persistent tiredness.
  - Lying about small things.

BOUNDARY INVASIONS

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors deemed inappropriate may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- Hugging, kissing, or other physical contact with a student.
- Telling sexual jokes to students.
- Engaging in any form of communication containing sexual innuendo or banter with students.
- Talking about sexual topics that are not related to curriculum.
- Showing pornography and or sexually explicit materials to a student.
- Taking an undue interest in a student (i.e. Having a "special friend" or a "special relationship").
- Initiating or extending contact with students beyond the school day for personal purposes.
- Using e-mail, text-messaging or websites to discuss personal topics or interests with students.
- Giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval.
- Invading a student's privacy (e.g. Walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences).
- Going to a student's home without parent / guardian consent and presence.
- Inviting students to the staff member's home without proper chaperones (i.e. Another staff member or parent of student).
- Giving gifts or money to a student for no legitimate educational purpose.
- Accepting gifts or money from a student for no legitimate educational purpose.
- Being overly "touchy" with students.
- Favoring certain students by inviting them to come to the classroom at non-class times.
- Getting a student out of class to visit with the staff member.
- Providing advice to or counseling a student regarding a personal problem (i.e. Problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so.
- Talking to a student about problems that would normally be discussed with adults (i.e. Marital issues).
- Being alone with a student behind closed doors without a legitimate educational purpose.
- Telling a student "secrets" and having "secrets" with a student.
- Other similar activities or behavior.
- Inappropriate boundary invasions are prohibited and must be reported promptly to one of the school compliance officers, as designated in this policy, the principal or the director.

PROACTIVE PROTOCOLS

Introduce child protection awareness each school year to stakeholders through:

- Child Protection Parent Contract signed upon enrollment and added in the Parent Handbook.
  - Definitions of abuse/neglect.
  - Agreement to follow AIS child protection guidelines.

- Identification and procedural training for teachers, staff, and administrators.
  - Recognize signs and symptoms of abuse.
  - Safe environment practices.
  - Responding to disclosures.
  - Reporting procedures.

- Updated Parent Information Packet sent electronically each year to all parents.
  - Definitions of abuse/neglect.
  - Information of development stages.
  - Positive discipline strategies.

- Developmentally appropriate student education provided by Counselors.

- Elements of personal safety.
  - Safe and unsafe touch.
  - Say no, get away, tell someone.
  - Identify trusted network.

- Continued consultation with ESOL senior management.

RESPONSIVE PROTOCOLS

All staff, faculty, and administrators are mandated to **report** incidents, suspected or proven, of abuse and neglect IMMEDIATELY. The in-person or verbal report is made to the school counselor or, in the case that the school counselor is not available, an administrator. The initial reporting staff can also fill out the "Incident form", with school counselors and administrators (this form may also be filled out by the counselor or administrator- appendix 3 of the child protection toolkit- an internal document with counselors and administrators).

The school administrator is responsible for informing the director. It is not the responsibility of staff, faculty, or administrators to **investigate** allegations of abuse or neglect. Investigation will be done by the Child Protection Team (counselor, and an administrator from the student's school level and other staff as appropriate). In a monthly meeting, the school counselor will share reporting data with the grade level administrator as to the number of cases and their outcomes. The grade level administrator will share the data with the director.

Do not let a child swear you to keeping a secret before telling you something. You may need to report, which the child will view as breaking your trust with them.

REPORTING SUSPICIONS OF ABUSE

- All reports of abuse and neglect must be made in person to the school counselor and administrator within 24 hours for immediate response. The reporter must also send a detailed, confidential email to the counselor within 48 hours of the initial report.

- The counselor shall gather information and provide written documentation including the date, person or persons involved, and any additional relevant information. The counselor will consult with the Child Protection Team immediately. (The Child Protection Team minimally consists of grade level school counselors, the clinic, and one grade level administrator).

- If an allegation is made against a member of staff, the Principal and Director will be informed immediately. There will be an urgent initial assessment, to check the practical details of the allegation and to establish the facts. This assessment is not an investigation to determine guilt or innocence, but to ascertain whether the matter warrants further investigation by

the appropriate agency and whether suspension pending investigation is appropriate. Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:
  - The safety and welfare of the student or students concerned;
  - The need for a full and fair investigation.

If reasonable cause is determined:

- In all cases with verifiable evidence, the principal and director will be notified immediately.
  - The school should be guided by local law, international law, and the advice of the school legal team and local community child protection resources/personnel.

*Lebanon has several laws and regulations aimed at protecting children from abuse and ensuring their welfare. One of the key legal frameworks concerning child protection in Lebanon is Law No. 422/2002, also known as the Child Protection Law. This law addresses various aspects of child protection, including protection from abuse, exploitation, neglect, and violence.

*Lebanon's Child Protection Law may be accessed by visiting the official website of the Lebanese Parliament or the Ministry of Social Affairs. These websites typically have sections dedicated to legal documents and legislation where you can search for the Child Protection Law (Law No. 422/2002) or related regulations. Alternatively, you can consult legal databases or contact legal experts in Lebanon for assistance in accessing the law.

*In Lebanon, cases of child abuse should be reported to the authorities, specifically to the Internal Security Forces (ISF) or the Lebanese Child Protection Unit (CPU) within the Ministry of Social Affairs. Additionally, individuals can seek assistance from non-governmental organizations (NGOs) specializing in child protection and welfare, such as Himaya or Caritas Lebanon. It's essential to report any suspected cases of child abuse promptly to ensure the safety and well-being of the child involved.

- The Child Protection Team shall follow the steps noted in these guidelines, documenting all aspects of the investigation and resulting actions. Such actions may include, but are not limited to, one or more of the following:
  - Conference with students involved.
  - Parent notification by administrator.
  - Meeting with parents, administrator, and counselor.
  - Meeting with others pertinent to the case, including the alleged perpetrator(s).
  - Contacting school doctor.
  - Psychological assessment by outside counseling.
  - Referral to the Child Protection Team.
  - In cases of foreign nationality, report to respective embassy and/or employer.
  - Legal action and prosecution by the authorities.
  - Suspension or termination of employment (if a school employee) IF A LAW WAS BROKEN, NOTIFY THE POLICE.
  - Counselor follow up with student as needed.
  - Notification and consultation with ESOL board.

DUE TO THE NATURE OF CHILD PROTECTION, CONFIDENTIALITY CANNOT BE GUARANTEED.

HOWEVER, PERSONAL AND IDENTIFYING INFORMATION WILL BE KEPT PRIVATE AND WILL NOT BE SHARED OUTSIDE OF THE REPORTING PROTOCOLS.

UCA CHILD PROTECTION PARENT POLICY

UCA serves to promote and protect the positive learning and wellbeing of all students while enrolled in the school. This includes a zero-tolerance stance against child abuse/neglect. Academic achievement is achieved through promoting positive student development including, social, emotional, and behavioral needs.

Definitions of Abuse and Neglect:

- **Physical abuse:** All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

- **Neglect:** The persistent failure to meet a child's basic physical or physiological needs, likely to result in serious impairment of the child's health or development.

- **Emotional abuse:** The persistent emotional ill treatment of a child so as to cause severe and adverse effects on a child's emotional development.

- **Sexual abuse:** Witness or exposure to age-inappropriate including sexually suggestive language, direct sexual contact or inappropriate physical contact of a sexual nature. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

By enrolling your child at UCA, you agree to support and abide by the Child Protection Standards.*

UCA expectations of behavior and education are as follows:

❑ Parents are responsible for ensuring that students follow attendance expectations each year (refer to school handbook for specific requirements).

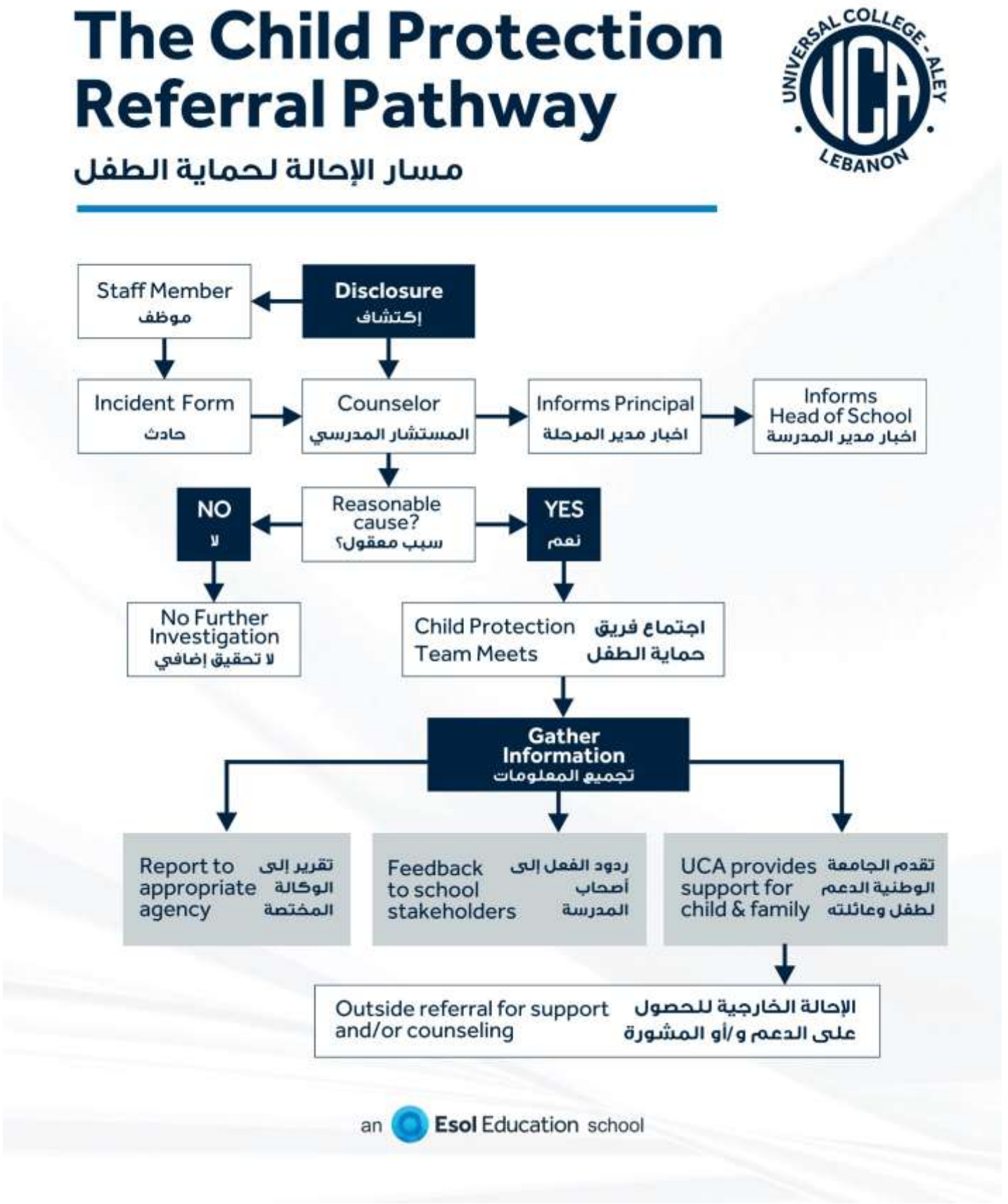
❑ Parents are responsible for the emotional, physical and psychological well-being of their child. Parents agree to ensure that students are prepared and ready to learn.

❑ Parents agree to refrain from significant harm, abuse or neglect.

❑ Parents agree to follow school recommendations if evidence of significant harm is discovered.

If deemed necessary a report will be made to the Internal Security Forces (ISF) or the Lebanese Child Protection Unit within the Ministry of Social Affairs.

CHILD PROTECTION REFERRAL PATHWAY





STUDENT CODE OF CONDUCT POLICIES

The Universal College—Aley recognizes that the quality of any Student Management Policy is determined largely by the level of interaction among students, parents, teachers, and administrators. One of our primary goals is to foster an atmosphere of trust and communication among the school personnel, students, and parents.

UCA strives to create an atmosphere that encourages and seeks cooperation and support from all stakeholders. Parents are vital to the success of this school process. Parents have the responsibility in a shared partnership with the school to reinforce acceptable standards of behavior, as well as the learning process in the home.

It is expected that students will maintain proper standards of behavior as outlined in the school's code. It is expected that students and staff will treat each other with dignity and respect, and that teachers establish a clear and consistent set of rules in their classrooms.

It is the charge of the school administration to maintain and perpetuate a school environment conducive to obtaining the optimum academic experience and an environment that supports the idea that school is a place for teaching and learning. It is also the responsibility of the administration to implement the school ***STUDENT CODE OF CONDUCT*** in a consistent, firm, and fair manner.

Discipline will be implemented using all resources available before final decisions are made. All decisions will be based upon available facts, good judgment, common sense, and the general good of the school as a whole.

This policy pertains to all school classes, school-sponsored activities and athletic competitions, wherever these events take place.

Any student feeling unsafe or harassed must seek out their teachers, Counselor, Principal, or the Director immediately.

The following procedures may be used separately or collectively to modify student behavior in correction of problems.

CORPORAL (PHYSICAL) PUNISHMENT WILL NOT BE USED AS A DISCIPLINARY MEASURE AT UCA!

STUDENT CONFERENCES

If a student receives a written discipline referral, he/she will discuss the problem with the Principal or Director. The student is responsible for his/her own behavior. The administrator will help identify the problem and establish steps to help the student correct the problem.

PARENT CONFERENCES

Under normal circumstances, the school would like students to be responsible for correcting their behavior. If the student has difficulty overcoming a problem, then the school must involve the parents. This may take the form of a parent/teacher, Principal, Counselor or Director conference and is always intended to solicit assistance from parents in helping their child make the necessary adjustments.

BREAK / LUNCH DETENTION (BLD)

A student assigned to BLD for disciplinary problems will serve for each time assigned. Break/Lunch Detention are a study period (students may bring their lunch or snack with them). The student is required to stay busy with school assignments.

AFTER SCHOOL DETENTION (ASD)

ASD will be held from 2:30pm to 4:30pm on Fridays. Parents are responsible for transportation arrangements. ASD is a study/school service period and students are expected to bring books. A student who fails to attend, who leaves without permission, who does not comply with the regulations, or who is asked to leave because of noncompliance with ASD rules, is subject to further disciplinary action. In such cases, the student may be required to serve an additional ASD for each infraction. If a student fails to attend an assigned ASD, he/she will be reassigned one additional penalty ASD. Failure to comply a second time will result in a Short-term suspension.

After two (2) ASD assignments, students will begin to be assigned Short-term Suspensions for continued inappropriate behavior and non-compliance with school regulations.

SHORT-TERM SUSPENSION (STS)

Students may be suspended from school attendance from one (1) to three (3) days for serious or repeated infractions of school rules. This is obviously the last resort. During such suspensions, students will receive only 60% credit for work that is missed or due. Exams given in class during a suspension may be made up at only 60% credit as well.

Students who accumulate five (5) days of STS will be expelled from school attendance for the remainder of the school year.Students who accumulate three (3) suspensions during the school year will not be allowed to re-enroll at UCA at the beginning of the next school year.

EXPULSION

There are some behaviors that may warrant immediate removal of a student from UCA. These would include, but are not limited to, any criminal act, physical assault of a member of staff, a weapons violation, or substance abuse or possession on campus (or at a school sponsored activity).

CONSEQUENCE CHART

The following guidelines are intended to provide students and parents with a clear and consistent framework for managing student behavior. "Consequences" are intended to provide students with an opportunity to learn from their mistakes and understand that they are responsible for their actions.

As a general policy, on the ***THIRD (3rd) DISCIPLINARY REFERRAL***, a student will be automatically suspended, with subsequent referrals resulting in additional suspensions and escalating consequences.

BEHAVIOR	DEFINITION	CONSEQUENCES
ACADEMIC DISHONESTY	Cheating, copying, plagiarism, assistance from another on tests, quizzes, papers, etc.	Student receives a "0" for the assignment, quiz or test. An ASD and increasingly severe consequences for additional infractions.
ALCOHOL, DRUGS (Use, possession, or distribution)	***Use*** - to consume, ingest, take, be under the influence or drink in school or coming to school under the influence. **Possession** - having on your person, clothing, locker or other personal effects. **Distribution** - to divide or apportion to one or many whether for free or for money.	Immediate suspension for an unspecified time to allow for a full investigation of the incident. Possible expulsion based on the results of the investigation.
ARSON	The malicious burning of or attempt to burn property.	Immediate suspension for an unspecified time to allow for a full investigation of the incident. Possible expulsion based on the results of the investigation.
ASSAULT - STUDENT or threat of physical assault on another student	***Assault*** - A violent physical attack or the verbal threat of violent physical attack on a student.	Immediate suspension for an unspecified time to allow for a full investigation of the incident. *Possible expulsion based on the results of the investigation.*
ASSAULT - STAFF or threat to use physical assault against a staff member	***Assault*** - A violent physical attack or the verbal threat of violent physical attack on a staff member.	Immediate suspension for an unspecified time to allow for a full investigation of the incident. Possible expulsion based on the results of the investigation.

BEHAVIOR	DEFINITION	CONSEQUENCES
ASSEMBLY BEHAVIOR	When in assembles, concerts, presentations, plays or speeches, students must not demonstrate disrespectful behavior such as talking, walking in front of the stage, laughing, making any noise, or in any way distracting either the audience or the on-stage participants.	Immediate removal from assembly, detention and increasingly severe consequences including a complete ban for attendance at concerts and play productions.
BULLYING	The abuse, annoyance or harassment of another by means of banter, ridicule, criticism or physical contact. This will also apply to "cyber-bullying".	Suspension up to 2 days and increasingly severe consequences for additional infractions.
DEFAMATION (public or through social media) of the School or School Personnel	Negative Public displays or media posting that defame the school or any school personnel.	Immediate suspension for an unspecified time to allow for a full investigation of the incident. Possible expulsion based on the results of the investigation.
DISRUPTION OF THE SCHOOL/CLASSROOM ENVIRONMENT	Loud or rowdy behavior, running in hallways and staircases, speaking out of turn in class, rude or inappropriate remarks in class, etc.	Classroom teacher consequences. Increasingly severe consequences for additional infractions (ASD and Suspension).
DOCUMENT FORGERY (Signature)	To falsify, or fraudulently sign someone else's signature or altering a signature, especially a parent's signature.	1-day suspension and increasingly severe consequences for additional violations.
DOCUMENT FORGERY (official school record)	Falsely or fraudulently making or altering official school documents or instruments of any kind, for example, a report card to parents.	Immediate indefinite suspension until a meeting with parents, student and other relevant school personnel. A second violation will warrant immediate expulsion.
FIGHTING	To contend through physical contact or altercation. All who contend, regardless of who initiates the combat, are active and willing participants.	1-2-day suspension depending on the severity of the altercation and a full and complete apology required. Additional violations may result in expulsion.
GROSS MISCONDUCT	The act of deliberate or willful verbal or physical conduct detrimental or disruptive to normal functions of school programs or academic process.	Indefinite suspension until a parent-student meeting is held to resolve the situation. Increasingly severe consequences for additional infractions.

BEHAVIOR	DEFINITION	CONSEQUENCES
INSUBORDINATION	Failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school rules and/or classroom rules.	Removal from class, assigned detention, parent conference. Increasingly severe consequences for additional infractions.
LITTERING	Dumping, depositing, placing, throwing or leaving litter in or on school property other than in garbage receptacles.	Lunchtime clean up and increasingly severe consequences for additional infractions.
OBSCENITY	Use of obscene or vulgar language by students, in verbal or written form, or in gesture or in pictures or caricatures while on campus or at a school sponsored activity.	Detention followed by increasingly severe consequences for additional infractions.
PERSISTENT DISOBEDIENCE	Repetition of the same conduct or accumulation of instances of varied misconduct.	Suspension for 1 day and increasingly severe consequences for additional infractions.
PUBLIC DISPLAY OF AFFECTION	Students are not to touch, hug, and kiss or in any way display affection for one another that is beyond the boundary of our community standards for such behavior.	Administration reprimand and increasingly severe consequences for additional infractions. UCA is a conservative campus environment.
SEXUAL HARASSMENT	Any communication or conduct of a sexual nature where the conduct interferes with educational performance, or creates a hostile or offensive environment on the basis of sex.	Detention or suspension up to 3 days, depending on the nature of the harassment. Increasingly severe consequences for additional infractions.
SMOKING	To be in possession of or use tobacco products at or around school, or at any school-related activities.	1-day out-of-school suspension. Increasingly severe consequences for additional violations.
USING THE INAPPROPRIATE LANGUAGE IN CLASS	Students must use English in all English speaking classes and Arabic in the Arabic speaking classes to develop needed skill. Practice is essential.	Classroom teacher consequences. Increasingly severe consequences for additional infractions.
THEFT (TO STEAL)	To take or assist someone in taking or attempt to take the property of another without permission with intent to keep or make use of wrongfully.	Complete restitution for property taken at full replacement value and up to three (3) days suspension. A second offense will result in expulsion.

BEHAVIOR	DEFINITION	CONSEQUENCES
TRESPASS	The willful entering of the school's facilities or property at such time as one's presence is unauthorized.	Suspension up to 3 days and increasingly severe consequences for additional infractions.
TERRORISTIC THREATS	Verbal or written threats to harm the school, school personnel or students.	Immediate suspension for an unspecified time to allow for a full investigation of the incident. Possible expulsion based on the results of the investigation.
TRUANCY	The act of unauthorized absence from any class or school for any period of time.	1-day out-of-school suspension and increasingly severe consequences for additional infractions. Students will also serve detention time to equal the school absence.
VANDALISM	To willfully or maliciously destroy or deface school, student or faculty property. Grafiti is considered vandalism! (White Out and Permanent Markers are strictly prohibited on the UCA Campus)	Full and complete restitution of property at full replacement value. Consequences will depend upon severity of the vandalism. Consequences may range from suspension to expulsion.
UNIFORM VIOLATION	The student is out of compliance with the school uniform guidelines.	Students who do not correct the uniform violation will be assigned after-school detention on Friday.
WEAPONS (or look-a-like weapons), knives, or any other dangerous objects.	***Use*** - Threatening to utilize or utilizing a weapon or a look-a-like weapon. ***Possession*** - having on your person, clothing, locker or other personal effects.	Immediate suspension for an unspecified time to allow for a full investigation of the incident. Possible expulsion based on the results of the investigation.



UCA PROFILE OF GRADUATES

UCA students demonstrate a ***STRONG ACADEMIC FOUNDATION*** in the following areas:

- Think and communicate mathematically and scientifically.
- Speak and write coherently in both English and Arabic, including listening and speaking.
- Use technology in a responsible, safe, and effective manner for educational and personal purposes.
- Analyze and critically read a wide variety of texts.
- Use AI responsibly and ethically, critically evaluating the accuracy, reliability, and potential bias of AI-generated information.

UCA students are able to utilize ***THINKING SKILLS*** in the following ways:

- Make connections between concepts and transfer knowledge between disciplines.
- Think critically to make reasoned ethical decisions and express themselves creatively.
- Recognize and expand their unique, individual learning styles and develop ways to apply them effectively.
- Exercise independent judgment, question assumptions, and evaluate AI-generated responses rather than relying on technology to think for them.

UCA students are able to ***ACTIVELY AND MEANINGFULLY CONTRIBUTE IN VARIOUS COMMUNITIES*** in the following ways:

- Work both independently and collaboratively.
- Demonstrate respect for themselves, others, and their environment, and work cooperatively to solve problems and achieve common goals.
- Value community and culture(s), appreciate differences in people throughout the world, and make a positive contribution to society.

UCA students exhibit the following ***PERSONAL QUALITIES***:

- Demonstrate curiosity, value knowledge, and seek continued intellectual growth.
- Make use of an inclusive, rigorous, balanced and varied education to be successful in a changing world.
- Understand the importance of intellectual, physical, emotional and social balance.
- Have a positive self-image and high self-esteem that enable them to make appropriate and healthy choices.
- Act with integrity, honesty, and a strong sense of fairness.
- Take responsibility for their own actions and the consequences that accompany them.
- Create short- and long-term goals and make plans in order to achieve these goals.
- Express his/her opinion in a confident, respectful manner.





UCA ALMA MATER



"SOARING"

Lyrics and Music by Nabila Shaya Ashkar

There high atop Lebanon's green mountains
Facing the blue sea
All the hawks are flying high
as high as they can be!

Year by year it's an old, old story
Since hawks were in their nest
They aimed to fly and aimed for glory
Aimed to be the best!

There the nest embraced us best
and made our wings grow strong
UCA, your hawks are soaring Since they sang your song!

Year by year it's an endless story
Their wings will soar on winds of glory to roam across the sky!

نشيد الكورس

كلمات وألحان بهاء ضو

نحنا طلّاب الجامعة الوطنيّة

في عنّا إلكم هالغنيّة

الله يخلّيكي مدرستنا

مشعل للعلم وللحريّة

هيك بيعمر لبنان، بيرجع أحلى ما كان

بلدنا علم وحضارة، لبنان أحلى البلدان

نحنا طلّاب الجامعة الوطنيّة

معنا بتكمّل الخبريّة

عم نكبر نحنا ومدرستنا

يلّي بعلم وحضارة مبنيّة

الجامعة الوطنيّة

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The Universal College – Aley has, since 1907, been a learning community united in its commitment to ensuring all students graduate with confidence and competence. The renewal and restoration of that commitment to bring the tradition of a quality.