



**THE UNIVERSAL COLLEGE—ALEY**  
**FAMILY HANDBOOK**  
**2020-2021**

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## WHO'S WHO AT UCA

### MAILING ADDRESS

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

**TELEPHONE:** 05/556665 or 05/554000  
**FAX:** 05/556660  
**EMAIL:** [uca@universalcollege.edu.lb](mailto:uca@universalcollege.edu.lb)  
**WEBSITE:** [www.universalcollege.edu.lb](http://www.universalcollege.edu.lb)  
**SCHOOL OFFICE HOURS:** 7:45—4:00

### UCA ADVISORY BOARD OF TRUSTEES

Mr. Walid Kamil Abushakra  
Mrs. Salwa Saniora 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,	<i>Esol President &amp; CEO</i>
Nada Abushakra,	<i>Superintendent</i>
Gerald Redd,	<i>Director</i>
Rola Abi Saab,	<i>Executive Asst./Registrar</i>
Zeina Shehayeb,	<i>Administrative Assistant</i>
Hiba Radwan,	<i>Reception/Attendance</i>

### UCA BUSINESS/OPERATIONS

Wael Chehayeb,	<i>Purchasing/Support Staff</i>
Neemat Ahmadieh,	<i>Accounting</i>
Sara Jurdi,	<i>Accounting</i>
Nazih Al Jurdi,	<i>Maintenance Supervisor</i>
Makram Radwan,	<i>Custodial Supervisor</i>
Adnan Abounajm,	<i>Transportation Supervisor</i>

### UCA INSTRUCTIONAL LEADERSHIP TEAM

Bassem Akl,	<i>Assistant Principal/ Social Studies Coordinator (10-12)</i>
Darine Saab,	<i>Secondary English Coordinator (7-12)</i>
Diala Hassan,	<i>Elementary English Coordinator (KG-6)</i>
Diana Shamseddine,	<i>Secondary Counselor (7-12)</i>
Eyad Abi Ali,	<i>Arabic Language Coordinator (PS-12)</i>
Hoda Gharzeddine,	<i>Elementary Asst. Arabic Coordinator</i>
Janna Chehayeb,	<i>Upper Elementary Principal (4-6) Elementary Math Coordinator Interim Dean of Curriculum and Instruction</i>
Julia Richani,	<i>French Coord./Elem. Counselor (PS-6)</i>
Lamis Al-Hakim,	<i>Activities Coordinator</i>
Linda Awar,	<i>Early Childhood Principal (KG1-KG2-KG3)</i>
Fadi Abdel Samad,	<i>Secondary Math Coordinator (7-12)</i>
Nada Mahmoud,	<i>Social Studies Coordinator (1-9)</i>
Nadira Nasr,	<i>School Nurse (PS-12)</i>
Najwa Ajeeb,	<i>Secondary Science Coordinator (7-12)</i>
Neda Timani,	<i>Technology Coordinator (PS-12) SIS Supervisor (All School Functions)</i>
Rola Malaeb,	<i>MS/HS School Principal (7-12) Interim Deputy Director</i>
Samar Abousaid,	<i>Lower Elementary Principal (1-3)</i>
Wedian Nasr,	<i>Elementary Science Coordinator (1-6)</i>

## 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 the larger educational function provided by parents, society and the culture within which a child develops. The formal instruction and activities occur mostly within the school facility, with some activities taking place outside the school. The language of instruction is English for all course work with the exception of 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.

## **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.

## **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.

# ADMISSION POLICIES

## ADMISSION APPLICATION

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

### REGISTRATION FEE/FIRST PAYMENT 40%

**(10% @ Registration and an additional 30% prior to attendance at the beginning of the school year). The 10% is a non-refundable fee that will secure enrollment and will be applied toward the tuition.**

### TUITION FEES SCHEDULE:

KG1-KG2-KG3	7,425,000 LL
Grades 1-2-3	7,865,000 LL
Grades 4-5 (Lebanese)	8,085,000 LL
Grade 5 ADP	8,250,000 LL
Grades 6-7-8 (Lebanese)	8,855,000 LL
Grades 6-7-8 (ADP)	9,020,000 LL
Grades 9-12 (Lebanese)	9,625,000 LL
Grades 9-12 (ADP)	9,790,000 LL

**TUITION FEE DISCOUNTS:** Families with more than one student (brothers or sisters) are entitled to discounts, which will be applied to the sibling(s) with the lesser fees.

2 <sup>nd</sup> Student:	10%
3 <sup>rd</sup> Student:	15%
Additional students:	20%

**Academic Discounts** are awarded to students with exceptional end-of-year averages in grades 4 to 11

85% Average:	200,000 L.L.
90% Average:	400,000 L.L.
95% Average:	600,000 L.L.

**BREVET Discounts** are awarded to students with "commended" scores. Commended students may continue this discount in Grade-11 and Grade-12 if they maintain HONOR ROLL status at the end of Grade-10 and Grade-11.

Commended GOOD:	500,000 L.L.
Commended VERY GOOD:	750,000 L.L.

### TUITION PAYMENT SCHEDULE:

1 <sup>st</sup> Payment	40% <b>September Payment</b> <ul style="list-style-type: none"><li>• (10% @ Registration)</li><li>• (30% prior to attendance)</li></ul>
2 <sup>nd</sup> Payment	30% <b>December 1<sup>st</sup> Payment</b>
3 <sup>rd</sup> Payment	30% <b>March 1<sup>st</sup> Final Payment</b>

### TEXTBOOK/SUBSCRIPTION FEE:

Textbook and subscription fees will cover the costs of the following:

- Class sets/Consumables
- Online subscriptions (Additional subscriptions will be announced before the start of the school year.)

KG1-KG2-KG3:	800,000 LL
Grades 1-5:	1,000,000 LL
Grades 6-8:	1,000,000 LL
Grades 9-12:	1,100,000 LL

Some "extra-curricular" field trips and activities are developed on an interest basis with an additional fee charged to participants.

**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.

**UNIFORMS:** 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.**

## WHAT TO DO IF ....(FOR STUDENTS)

### You are late to school.....

**ALL STUDENTS** shall report directly to their **FIRST PERIOD CLASS!** 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 supervisor and/or the administrative offices. All thefts should be reported to the appropriate Supervisor. 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 find a textbook or personal item that does not belong to you.....

Turn the item into your supervisor or any administrative office.

### You want to leave your classroom during class time.....

**Always seek the permission of the teacher before leaving.**

### You are told by a faculty/staff member to report to the administration office...

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

### 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 must leave school early.....

Turn in a **SIGNED NOTE FROM YOUR PARENT** to the receptionist/attendance clerk when you arrive 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, the receptionist/attendance clerk will issue you a pass to be released from your class at the appropriate time. Prior to leaving school, you must check out with the receptionist/attendance clerk, who will issue you a pass to show the school security personnel at the school entrance.

### 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 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.

## WHAT TO DO IF ....(FOR PARENTS)

### Your child is sick....

If your child is sick, you will need to keep your child at home. 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 DIRECTOR'S OFFICES 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 DIRECTOR'S OFFICE 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 Offices and schedule a time for the conference. Teachers have specific periods during the school day that 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 48-hours of the request.

### You have a concern about tuition fee payments or billings from the school.....

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 Mrs. Neda Timani, School Technology Supervisor.

### You need information about schedules, courses, college admissions or personal issues related to your child.....

**See the school Director or Counselor.** You may make an appointment by stopping by or calling the Administrative Offices (**05-556665**). 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 always better for you.

### You have a question, concern or comment about UCA bus services.....

Contact Mr. Wael Chehayeb who is in charge of all bus schedules and services. **If there is a problem with a driver, please do not address this problem with the driver directly.** Mr. Chehayeb to intercede and manage your concern on your behalf.

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

### 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.**

### You have a question about anything related to UCA and you have not been able to find the answer.....

Contact the Office of the Director (**05-556665**). **Direct information is always better.**

### 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.

# 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):** Uniform Dress shirts and uniform polo-knit shirts may only be worn with uniform dress slacks and may not be worn with any part of the PE uniform or sports suit. 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.
- **UNIFORM PE SHORTS** may be worn to school as part of the uniform only on the days the student has PE and must be worn with the uniform PE shirt.

- **PE UNIFORM:** The PE uniform or SPORTS SUIT may only be worn in days when students have PE or on days when students have a scheduled after-school athletic activity.
- **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.
- **EAR RINGS** may be worn only by female students and will be limited to one small set with one earring in each ear. Nose-rings and/or other 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 MAY 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 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 12<sup>th</sup> 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

### ELEMENTARY (1 → 3)

7:45 – 8:00	Homeroom
8:00 – 8:50	1
8:50 – 9:15	1st Break
9:20 – 10:10	2
10:10 – 11:00	3
11:00 – 11:50	4
11:50 – 12:15	2nd Break
12:20 – 1:10	5
1:10 – 2:00	6
2:00 – 2:50	7
2:50 – 3:00	Homeroom

### ELEMENTARY (4 → 6)

7:45 – 8:00	Homeroom
8:00 – 8:50	1
8:50 – 9:40	2
9:40 – 10:05	1st Break
10:10 – 11:00	3
11:00 – 11:50	4
11:50 – 12:15	2nd Break
12:20 – 1:10	5
1:10 – 2:00	6
2:00 – 2:50	7
2:50 – 3:00	Homeroom

### MIDDLE SCHOOL (7 → 9)

7:45 – 8:00	Homeroom
8:00 – 9:00	1
9:00 – 10:00	2
10:00 – 10:30	1st Break
10:35 – 11:35	3
11:35 – 12:35	4
12:35 – 12:55	2nd Break
1:00 – 2:00	5
2:00 – 3:00	6

### HIGH SCHOOL (10 → 12)

7:45 – 8:00	Homeroom
8:00 – 9:00	1
9:05 – 10:05	2
10:10 – 11:10	3
11:10 – 11:45	Break
11:50 – 12:50	4
12:55 – 1:55	5
2:00 – 3:00	6

## Lunch—Cafeteria Guidelines

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

**SCHOOL BIRTHDAY PARTIES** must be arranged in advance with the Supervisor. All such activities must 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 a variety of sandwiches, nutritious snacks, salads, juices, milk, water and a hot-meal offering each day.

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

A menu with prices will be published on the first day of school and given to students to take home.

**Local shops immediately adjacent to the campus are off limits for purchases during the school day and during after-school activities.**

# 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 call the administrative office 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 Absence

- 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, TOEFL)**

## 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.

**An unexcused absence will result in a zero for all grades posted on the day of the unexcused absence.**

## 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.

## Field Trip Absence

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.

## Field Trip Eligibility

Students who have more than two (2) failing grades during any marking period (**Eligibility Policy**) or who have more than two (2) "P" conduct marks may not participate in a field trip or school activity until the next marking period. It will be the responsibility of the teacher or coach sponsoring the field trip activity to check eligibility prior to the trip or event.

## **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**).

### **Early Release: Due to Illness**

If a student becomes ill while at school, the student should report to the School Nurse (or Supervisor in the absence of the nurse) to report the illness. Under no circumstances are students to leave school without authorization of the nurse or Supervisor.

**Note: A student leaving school early for any reason must sign out in the administrative office.**

### **Early Release: Doctor's Appointment**

**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.

## **Tardy Policies & 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 work place.

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 that class upon arrival at school.

Students who arrive any time after the first period must report to the level Supervisor'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 there is such an emergency the student should report to the Supervisor'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 quarter, with a fresh start each quarter.
- The first two tardies for any class during each quarter 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 quarter will receive after-school detention on Friday.
- A parent conference will be held with students on the fourth tardy.
- At five tardies, a student will be assigned additional after school detentions 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 will receive make-up work for the unexcused days, but will only be eligible for 60% for any grade(s) taken during the unexcused day(s) of absence.

**Make-Up Examinations:** Make-up exams will be arranged with the counselor.

**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.

## ***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 Offices. Their child will be called to the Administrative Offices 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).**

## ***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".



## **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.

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.

## **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 achieve a level of 140/280 to 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.

## ELEMENTARY PROGRAM

(Number of Periods Each Week)

SUBJECT	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRAD E 5	GRADE 6
Arabic (*)	8	8	8	8	8	7
English (*)	8	8	8	8	8	7
Math (*)	8	8	8	8	8	8
Science/Health (*)	5	5	5	5	5	5
Social Studies (*)		1	1	1	1	3
Protect Ed	1					
Technology	1	1	1	1	1	1
Music	1	1	1	1	1	1
Art	1	1	1	1	1	1
PE	2	2	2	2	2	2
<b>TOTAL PERIODS</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>

NOTE-1: (\*) Indicates "core academic subject".

NOTE-2: (\*\*) Integrated with Language Arts

## MIDDLE SCHOOL PROGRAM

(Number of Periods Each Week)

SUBJECT	GRADE-7	GRADE-8	GRADE-9
Arabic (*)	5.5	5.5	6
English (*)	6	6	5.5
Math (*)	6	6	6
Science (*)	6	6	8
Social Studies (*)	3.5	3.5	4
EXPLORATORY	1	1	0
PE	2	2	0.5
<b>TOTAL PERIODS</b>	<b>30</b>	<b>30</b>	<b>30</b>

NOTE: (\*) Indicates "core academic subject".

## High School Course of Study

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.

## 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 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.

## HSDP GRADUATION REQUIREMENTS

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

## 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** or the **Literature** 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 student will have alternative choices leading to either General Science (Math / Physics / Chemistry emphasis) or Life Science (Math / Biology / Physics / Chemistry emphasis). Successful students in the Literature pathway will continue to Economics/Sociology in Grade-12.

### LBP EXAM POINT DISTRIBUTION

SUBJECT	LIFE SCIENCE	GENERAL SCIENCE	ECONOMICS
Arabic	50	50	60
English	40	40	40
Math	80	160	70
Biology	100		20
Chemistry	80	80	20
Physics	80	110	20
History	30	30	30
Geography	30	30	30
Civics	30	30	30
Economics			80
Sociology			80
Philosophy	40	40	50
<b>POSSIBLE</b>	<b>560</b>	<b>570</b>	<b>530</b>
<b>PASSING</b>	<b>280</b>	<b>285</b>	<b>265</b>

Baccalaureate practice exams 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 (Pre-School)

Students in the Pre-School (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 eight (8) times each year. At the mid-point of each quarter students receive a **Progress Report** and at the end of each quarter of work students receive a **Quarter Report Card**. The **Quarter Report Card** will be the final grades of record and represent all of the marks given for that quarter.

All grades are reported as percentage numeric averages out of one-hundred percent (100%). For grades 1—6, each quarter grade will count for 25% of the final yearly average. For grades 7-12, each quarter 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, quarter 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 = (Superior Standard)
- 80—89 = (Excellent Standard)
- 70—79 = (Satisfactory Standard)
- 60—69 = (Low Standard)
- Below 60 = (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 quarter to update students and parents, and to solicit assistance if necessary.

**REPORT CARDS** will be issued four times each year at the end of each quarter during the week following the end of the quarter.

## **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 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 four quarters 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 quarter 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 Quarter 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**

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 without 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 preparation for daily class, quizzes, and tests;
- Background reading and re-reading;
- Research utilizing related resources;
- Laboratory, art, and other project preparation;
- Writing of assigned papers, journals, and laboratory and technology reports;
- Individual enrichment;
- Media-related viewing and listening.

**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 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/Counseling/ 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 will receive the Self-Guided Career Exploration Handbook. The booklet 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.



# LEBANESE BACCALAUREATE PROGRAM

## Grade 10 BAC A

Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Subject	Periods	Subject	Periods	Subject	Periods	Subject	Periods
Arabic	5	Arabic	5	Arabic	5	Arabic	5
English	6	English	6	English	6	English	6
Math	6	Math	6	Math	6	Math	6
Sociology	3	Civics	3	Sociology	3	Civics	3
Geography	4	Geography	3	Geography	4	Geography	3
Chemistry	4	Chemistry	5	Chemistry	4	Chemistry	5
Elective	1	Elective	1				
PE	1	PE	1				

## Grade 10 BAC B

Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Subject	Periods	Subject	Periods	Subject	Periods	Subject	Periods
Arabic	5	Arabic	5	Arabic	5	Arabic	5
English	6	English	6	English	6	English	6
Math	6	Math	6	Math	6	Math	6
Economics	4	History	3	Economics	4	History	3
Chemistry	4	Chemistry	5	Chemistry	4	Chemistry	5
Physics	5	Physics	5	Physics	5	Physics	5

## Grade 11 L

Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Subject	Periods	Subject	Periods	Subject	Periods	Subject	Periods
Arabic	5	Arabic	5	Arabic	5	Arabic	5
English	6	English	6	English	6	English	6
Math	5	Math	5	Math	5	Math	5
Economics	3	Economics	3	Economics	3	Economics	3
Philosophy	5	Philosophy	5	Philosophy	5	Philosophy	5
History	3	Civics	3	History	3	Civics	3
Biology	3	Biology	3	Biology	3	Biology	3

## Grade 11 S

Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Subject	Periods	Subject	Periods	Subject	Periods	Subject	Periods
Arabic	3	Arabic	3	Arabic	3	Arabic	3
English	4	English	4	English	4	English	4
Math	7	Math	7	Math	7	Math	7
Physics	5	Physics	5	Physics	5	Physics	5
Biology	5	Biology	5	Biology	5	Biology	5
Civics	3	Sociology	3	Civics	3	Sociology	3
Philosophy	3	Economics	3	Philosophy	3	Economics	3

## Grade 12

Grade	Arabic	English	Math	Biology	Chemistry	Physics	Social Studies
<b>12LS</b>	2	3	4.5	6	4.5	5	5
<b>12GS</b>	2	3	8.5		4.5	7	5
<b>12E</b>	3	5	5	2	1	1	13

# GENERAL SCHOOL POLICIES

## 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 team mates 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

- 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 4<sup>th</sup> week of the new school year.
- Students on "academic probation" will remain ineligible until the next report, which must meet the eligibility guidelines or they will remain ineligible.
- Students who are on "disciplinary probation" will be considered ineligible until the probationary status is lifted by the Director.
- During the school year, students will be classified as eligible as long as they are passing **ALL** of their courses.
- Students who have a failing average in their core academic subjects, are failing more than two courses, and have three or more P's will be considered ineligible until the next grade report (Progress Report or Report Card).
- HSDP students who are failing more than one (1) course will be ineligible until the next grade report (Progress Report or Report Card).
- 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.
- 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 Coordinator 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.

## **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 Supervisor. **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.

Student 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 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.

## **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 Offices 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.**

## ***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 peoples 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 similarly actions that may be offensive.

## ***Emergency Planning***

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

### **SECURITY COMMITTEE**

Director, Business Operations Manager, Executive Administrative Assistant, Elementary 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 REENTER 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. He will begin mobilization of the office staff to implement actions that may be required to insure 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 Supervisor, Maintenance Director, Administrative Assistant, etc.) to investigate and assist with resources to insure 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 insure 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 (currently used for KG1. exhibitions and winter PE activities).

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)**

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.

### **EVACUATION OF THE UCA CAMPUS**

#### **(BUS TRANSPORTING TO A PREDETERMINED 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 reenter the building by classes under the supervision of their teacher.
9. The Director shall update ESOL Offices regarding the evacuation.

## **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 AM and return prior to 2:00 PM 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.**

## **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 commingled 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.

## **Health Issues: General**

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.**

## **Health Issues: 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.**

## **Health Issues: Illness / 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.

## **Library Services**

Elementary students will be able to access online services, but on a much more limited basis. Each classroom and grade level has a classroom library (English and Arabic) leveled appropriately to meet the needs of students. These classroom libraries are extensive and are supplemented by the libraries that participate in the annual English and Arabic Book Fairs.

Students may also add to home libraries through their participation in book fairs held three (3) times during the school year.

Lost or seriously damaged Classroom Library books must be replaced at the expense of the student.

## **Lost and Found**

Lost books may be claimed in the lost and found with each Supervisor. 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.

## **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 (**usually on a Friday**).

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 Offices 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.

## **Parent/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.**

## ***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 gem stones. 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 supervisor.

## ***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.

## ***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.

## ***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.

## ***Smoking Policy***

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

## ***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.

## ***Student Advisory (Secondary)***

The Student Advisory Committee, which meets monthly, exists to provide an important link among students, faculty, and staff to sponsor students' activities and to provide a method of developing leadership skills and good citizenship. Class representatives from each grade level make up the membership, with the senior class officers taking the lead in guiding activities.

Each grade level will elect a representative at the beginning of each school year. Representatives are elected by the membership of each class.

Students wishing to run for office are required to maintain a satisfactory average (70+ for all courses and no failing marks) and exhibit excellent conduct. Eligibility for elections will be determined by the previous school year's final grades and record of conduct.

To maintain an elected position on the Student Advisory, a student must maintain a satisfactory average (70+ in all courses) and not be suspended from school for any reason. If during any Quarter reporting period a student's average falls below the required 70, the student will be placed on probation for the next quarter reporting period.

If at the end of the probationary term the student's grades are still not satisfactory, the student will be removed from the position and a replacement elected by the class.

## ***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 supervisor 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 Supervisor or Administrative Office after receiving approval from office personnel.

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.

## ***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.

## ***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 Osecurity 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.



# 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, Supervisor 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 Supervisor 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, Supervisor, 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 3:00pm to 5:00pm 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 (3<sup>rd</sup>) DISCIPLINARY REFERRAL, a student will be automatically suspended, with subsequent referrals resulting in additional suspensions and escalating consequences. Students will begin the second semester with a clean slate and a fresh start in the hope that they have learned from their mistakes.

BEHAVIOR	DEFINITION	CONSEQUENCES
<b>Academic Dishonesty</b>	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.
<b>Alcohol, Drugs</b> (Use, possession, or distribution)	<b>Use</b> - to consume, ingest, take, be under the influence or drink in school or coming to school under the influence. <b>Possession</b> - having on your person, clothing, locker or other personal effects. <b>Distribution</b> - 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.
<b>Arson</b>	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.
<b>Assault—Student</b> or threat of physical assault on another student	<b>Assault:</b> A violent physical attack or the verbal <i>threat</i> 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.
<b>Assault—Staff</b> or threat to use physical assault against a staff member	<b>Assault:</b> A violent physical attack or the verbal <i>threat</i> 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.
<b>Assembly Behavior</b>	When in assemblies, 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.
<b>Bullying</b>	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.
<b>Defamation (public or through social media) of the School or School Personnel</b>	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.
<b>Disruption of the School/Classroom Environment</b>	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)
<b>Document Forgery</b> (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.
<b>Document Forgery</b> (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.
<b>Fighting</b>	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
<b>Gross Misconduct</b>	The act of deliberate or willful verbal or physical conduct detrimental or disruptive to normal functions of school programs or	Indefinite suspension until a parent-student meeting is held to resolve the situation. Increasingly severe consequences for

	academic process.	additional infractions.
BEHAVIOR	DEFINITION	CONSEQUENCES
<b>Insubordination</b>	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.
<b>Littering</b>	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.
<b>Obscenity</b>	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.
<b>Persistent Disobedience</b>	Repetition of the same conduct or accumulation of instances of varied misconduct.	Suspension for 1 day and increasingly severe consequences for additional infractions.
<b>Public Display Of Affection</b>	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.
<b>Sexual Harassment</b>	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.
<b>Smoking</b>	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.
<b>Using the inappropriate language in class</b>	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.
<b>Theft</b> (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.
<b>Trespass</b>	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.
<b>Terroristic Threats</b>	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.
<b>Tuancy</b>	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.
<b>Vandalism</b>	To willfully or maliciously destroy or deface school, student or faculty property. Graffiti 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.
<b>Uniform Violation</b>	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.
<b>Weapons</b> (or look-a-like weapons), knives, or any other dangerous objects.	<b>Use</b> - Threatening to utilize or utilizing a weapon or a look-a-like weapon. <b>Possession</b> - 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.

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.

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!

كلمات و ألحان بهاء ضو

نحننا طلاب الجامعة الوطنيّة في عنا إلكم هالغنيّة

الله يخليكي مدرستنا مشعل للعلم وللحرية

هيك بيعمر لبنان، بيرجع أعلى ما كان

بلدنا علم وحضارة، لبنان أعلى البلدان

نحننا طلاب الجامعة الوطنيّة معنا بتكمل الخبريّة

عم نكبر نحننا ومدرستنا يلي بعلم وحضارة مبنية

الجامعة الوطنيّة

# نشيد الكورس