



2026-2027

STUDENT HANDBOOK

Shaping Young Minds for a Bright Future

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WELCOME MESSAGE

Assalamu Alaikum Warahmatullah,

Welcome new and returning students!

On behalf of the entire administration, faculty and staff, we welcome you to the Universal Academy of Florida and wish you success in the new year.

We believe that each student contributes directly to our institution's growth and success, and we hope you will take pride in being a member of our student body.

This Student Handbook describes and answers many of the questions parents and students may have about UAF expectations, policies, programs and benefits at the Universal Academy. Students and parents should be familiar with the contents of the Student Handbook.

We hope that your experience here will be challenging, enjoyable, and rewarding!

Sincerely,



EMAN ELKHOLY, MED
PRINCIPAL

INTRODUCTORY STATEMENT

This Student Handbook is designed to acquaint you with the Universal Academy of Florida policies, procedures and organization with information about studying conditions, benefits, and some of the policies affecting your enrollment. You should read, understand, and comply with all provisions of the Student Handbook. It describes many of your rights and responsibilities as a student and outlines programs developed by the Academy. One of our objectives is to provide an academic environment that is conducive to personal, physical, and intellectual growth.

PROVIDING AN ACADEMIC ENVIRONMENT THAT IS CONDUCTIVE TO PERSONAL, PHYSICAL, AND INTELLECTUAL GROWTH

While every attempt has been made to create these policies consistent with federal and state law, if an inconsistency arises, the policy(ies) will be enforced consistent with the applicable law.

No handbook can anticipate every circumstance or question about policy. As the Universal Academy continues to grow, the need may arise to revise the Student Handbook. **The Board of Directors of Universal Academy of Florida reserves the right to revise, supplement, or rescind any policies or portions of the Student Handbook from time to time as it deems appropriate in its sole and absolute discretion.** Students and parents will be notified when such changes to the Handbook occur.

This Handbook will supersede any previous handbook or policy manual that may have been provided to students and parents at the Academy prior to this academic school year. These policies are not a legal document or an educational contract.

SCHOOL OVERVIEW

OUR HISTORY

The Universal Academy of Florida (UAF) is a Private Pre-K-12th Islamic School located in Tampa, FL. UAF was founded on August 28th, 1992 as a dream to ensure that our Muslim youth attended an exceptional Academy while being in line with Islamic values.

UAF received accreditation in 1997. Since then, we have continuously upheld and maintained our accreditations by FCIS (Florida Council of Independent Schools) COGNIA, FKC (Florida Kindergarten Council) and CISNA (Council of Islamic Schools of North America).

THE GOALS



1. MISSION AND OBJECTIVE

1.1 OUR MISSION

The Mission of Universal Academy of Florida is to teach students the principles and practices of Islam and to prepare them for academic success and good citizenship.

1.2 OUR PHILOSOPHY: BASED ON FOLLOWING THE QUR'AN AND SUNNAH

"O Allah, give us the good in this world and the good in the next world!"

The need for Islamic schools has emerged as a necessary tool for all Muslim children, whether in countries where they are the majority or minority.

The Islamic school is an extension of parents' efforts to instill our Islamic practices and values into an impressionable and formidable mind. It is the wholesome environment of Islam that promotes brotherhood, consciousness of Allah, a conviction to Islam, religious identity and an acceptable atmosphere to practice the Deen. Ultimately, the Islamic school offers a learning environment safe from unacceptable values, and practices. The child is taught Islam across the curriculum, to produce intellectual thinkers with Allah's laws as a basis.

A Muslim child without an Islamic education has little or no resistance to Shaitan (devil). An Islamic school provides all the essentials to promote "the good in this life" and strives to secure "the good in the next life," insha'Allah. We pray that you understand and appreciate this golden opportunity and strive wholeheartedly to support this effort.

1.3 OUR OBJECTIVES

A BRIGHT FUTURE FOR THE NEW GENERATION

Universal Academy of Florida is committed to offering students a competitive curriculum while adhering to the highest possible Islamic and academic standards. The Universal Academy of Florida provides a safe and secure school atmosphere while preserving the Islamic identity of its students.

The Academy achieves these goals by approaching the education process holistically—by satisfying the cognitive, spiritual, psychological, physical and social needs of our students.

1.4 OUR FIQH POLICY

Universal Academy of Florida (UAF) recognizes its school's diversity amongst its staff, families, and student body. UAF understands that with the diversification of an individual's upbringing, culture, and religious orientation this yields a variation of religious understanding in how Islam is applied in everyday worship and personal practices. UAF is not affiliated with any Fiqh Councils locally, domestically, or internationally and does not provide any official Islamic rulings to individuals nor families. Furthermore, UAF does not embrace any specific school of Fiqh from within the Sunni schools of jurisprudence; rather it embraces the stronger of the available Islamic opinions within these Sunni schools that aligns with the school's goals and objectives and most suitable for its daily operations.

Administrative decisions have to be made on Islamic matters for the sake of school policy consistency in the areas of Curriculum & Instruction, Daily Worship Protocols, and Administrative & Board Governance such as but not limited to the school's curriculum, uniform policy, lunch menu, Salah policy, and the athletic program. When any unforeseen matter occurs that is not clearly outlined in the school handbooks then the UAF Administration & Board follows a deliberation process that consists of consulting with religious scholars and respective accreditation bodies before a school-wide decision is instituted.

Within the Islamic Studies classroom students are encouraged to emulate the Prophet Muhammad in all aspects of life for the greater benefit of personal spiritual growth and development that will allow them to maximize their connection with Allah. In matters of differences of opinions between the Islamic schools of jurisprudence the Islamic Studies teachers do not impose their personal opinions on the students based on their personal religious orientations and beliefs; rather, they share the Islamic evidence with their students based on the Quran, Sunnah for the Prophet Muhammad, and consensus of the Companions of the Prophet Muhammad. Moreover, the Islamic Studies teachers share the majority opinion with their students from within the Islamic schools of jurisprudence emphasizing respect for all other evidence-based opinions that are considered minority opinions.

UAF understands that because of an individual's upbringing, culture, and religious orientation families adopt religious beliefs and opinions that are practiced at home that may differ from UAF policies. Families must understand that students are still responsible for the materials that are taught in the Islamic Studies class based on the chosen curriculum since the students will be assessed accordingly. However, this does not mean that what is being taught in the classroom should alter families practices conducted at home. The ultimate goal is to facilitate and promote mutual understanding and respect between all students, staff, and families.

2. NON-DISCRIMINATION STATEMENT

2.1 STATEMENT

The Universal Academy of Florida admits students of any religion, race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The Universal Academy of Florida has the right to admit students that align with the mission statement of the institution.

3. SCHOOL FACILITY

3.1 BUILDINGS

The buildings are situated on 8.45 acres of beautifully landscaped land. Regulation basketball courts, playing fields and age-appropriate playgrounds are also a part of the school, Alhamdulillah. Our state of the art, ADA Accessible, two story, 24,485 square footage Multi-purpose Gymnasium building features 3 science labs, 2 STEM labs, 2 classrooms, a full size basketball/volleyball gymnasium, bathrooms, showers and a weight room.

4. GRADE LEVELS/CURRICULUM OFFERED

4.1 GRADE LEVELS

The Universal Academy of Florida offers grades Pre-K through 12.

4.2 CURRICULUM

UAF offers a traditional curriculum: English, Math, Science, Social Studies, and Physical Education, in addition, Arabic, Qur'an and Islamic Studies. Students in High School are encouraged to take Advanced Placement (AP) courses and AP exams in subjects, such as: U.S. History, World History, English Language & Composition, Psychology, Biology and Calculus. Secondary students, with approval from administration, can enroll in college coursework at USF and/or HCC. Students may enroll in classes via Florida Virtual School (FLVS), which offers courses such as Economics, Web Page Design, Computer Programming, Spanish.

5. ENROLLMENT PROCEDURE

5.1 GENERAL ADMISSION PROCEDURES

Our admissions application is online and must be submitted before registration is complete. A student's position is only secure when parents sign and submit the tuition contract to Blackbaud for processing.

ADMISSION REQUIREMENTS FOR NEW STUDENTS:

- An original birth certificate will be required.
- A copy of the student's report cards from the most recent session and a standardized test score.
- Current immunization records (according to Florida standards)
- Physical exam for new students, students entering Kindergarten, and students entering 7th grade.
- Where applicable, a copy of court ordered custody ruling or legal name change.
- Admissions is based on Academic and Disciplinary records provided.

5.2 AGE REQUIREMENTS

PreK3: Students entering PreK3 must be three years old by September 1st.

PreK4: Students entering PreK4 must be four years old by September 1st.

Kindergarten: Students entering Kindergarten must be five years old by September 1st.

First grade: Students entering first grade must have successfully completed Kindergarten.

*The school/administration may exercise authority to ensure that each student is challenged to his/her potential within a program and is therefore placed in a program that meets his/her individual needs.

*All preschool students must be trained to use the bathroom on their own prior to entering school.

Preschool: Hillsborough County Ordinance requires that parents receive a copy of the "Know your child Care Facility Brochure", information on the Influenza Virus, and the Disciplinary practices used by the child care facility.

5.3 ADDITIONAL REQUIREMENT FOR TRANSFER STUDENTS

New students applying for admission will be interviewed by the school’s administration before a final decision on their admission status is made. Once admitted to the Academy, they will be on a probationary status for one 9-week quarter.

6. TUITION

(PLEASE NOTE: ALL FEES ARE SUBJECT TO INCREASE AT THE BEGINNING OF EACH YEAR.)

6.1 REGISTRATION FEE

\$30.00 per student (to accompany the registration application)

6.2 ONE-TIME YEARLY FEE PER STUDENT

\$520-590 per child, depending on grade level

6.3 SECURITY FEE

\$500 per family

6.4 DEVELOPMENT FEE

\$2000 per family for new families
\$800 per family for returning families

6.5 TUITION MANAGEMENT FEES, BLACKBAUD SERVICES

\$50 for processing of application and assessment

6.6 PARENT VOLUNTEER HOURS OPT OUT FEE

Each family is required to complete 20 volunteer hours per school year. Families who prefer not to participate in volunteer activities may opt out by paying a \$500 fee. Any family that does not complete their 20 hours by the end of the 2026–27 school year will be automatically charged \$500.

6.7 TUITION - ANNUAL: MAY BE PAID BIENNIAL, MONTHLY OR QUARTERLY PAYMENT PLAN

Tuition, paid for 10 months, starting in July and ending in April, must be paid on the due date established by the Blackbaud Tuition Management unless previous arrangements have been made with the School Administration. All Tuition and Fees paid are non-refundable.

- Elementary:** 1st Child \$13,057 per year
- Each additional child \$11,752 per year
- Secondary:** 1st Child \$14,926 per year
- Each additional child \$13,433 per year

6.8 FINANCIAL ASSISTANCE

Families who would like to be considered for tuition assistance (partial sponsorship) may request tuition assistance information from the office. A Committee will review the financial aid request based upon information stated in the application, and the previous years' tax return. Assistance is awarded yearly with an application deadline of May 31st. Acceptable academic averages and conduct are requirements in order to receive and maintain their financial aid status.

7. DRESS CODE

7.1 UNIFORMS

All students are required to come dressed in the school-approved uniform and are expected to be well groomed and clean; fingernails and hair must be kept short and clean.

ANY STUDENTS ARRIVING ON SCHOOL CAMPUS OUT OF SCHOOL UNIFORM WILL BE SENT TO THE OFFICE AND WILL RECEIVE THE APPROPRIATE CONSEQUENCE. DEPENDING ON THE UNIFORM VIOLATION, PARENTS MAY BE CALLED TO BRING THE CORRECT UNIFORM FOR THEIR CHILD.

STUDENTS ARE ALSO EXPECTED TO WEAR THE FIELD TRIP ATTIRE DESIGNATED BY THE SCHOOL, AS OUTLINED BELOW IN THE RESPECTIVE GIRLS AND BOYS SECTIONS. UNLESS OTHERWISE COMMUNICATED BY THE ADMINISTRATION, STUDENTS WHO DO NOT COMPLY WITH THE DESIGNATED ATTIRE REQUIREMENTS MAY BE REQUIRED TO CHANGE BEFORE PARTICIPATING IN THE FIELD TRIP OR MAY BE PROHIBITED FROM ATTENDING.

7.2 GIRLS

Uniform for Girls PK – 5th grade: Navy blue uniform jumpers and navy pants. Loafers or tennis shoes must be worn. Boots are not permitted. Shoes may have a maximum heel height of 1", including any platform. UAF PE Shirts with navy or black pants must be worn on PE days, instead of jumpers. Hair must be well kept, away from the face, and hair accessories must be simple. Hair must be the natural color.

Uniform for Girls in Grades 6-12:

Uniform guidelines for Monday – Thursday:

- **6th-8th only:** Solid navy closed front abaya or solid navy sharwal kameez set (matching, loose fitting, navy blue and pants) must be worn. Sharwal kameez must reach below the knee. Scarves, scarf under pieces: Maroon hijab
- **9th-12th:** Solid navy closed front abaya (No Salwar Kameez allowed in HS) Scarves and under pieces: Black or Gray. Scarf and scarf under piece must be plain, solid colors (no designs or adornments). Pants are not to be dragging the ground. No pajama pants allowed underneath attire at any day of the week.

On Fridays, girls Gr. 6-12 may wear abaya and hijabs of different colors, besides the uniform colors. (abaya is defined as closed in front. **Abayas that tie on the side or are open in the front are not acceptable.**)

UNIFORM FOR GIRLS IN GRADES 6-12 (CONT.)

Hair, neck and ears must be covered at all times, non-transparent socks must be worn, and sleeves may not be rolled up. Nose piercing will not be allowed. Girls in grades 6-12 may wear casual shoes, tennis shoes or loafers but they must **not** be backless or open-toed. Boots are not permitted. Heels may be 1" high in addition to a maximum ½" platform. Socks must be worn every day.

No make-up (including Kohl, clear lip gloss and clear nail polish) or perfume (including scented lotions) is allowed. Earrings and a maximum of one ring per hand will be allowed. If worn, bracelets and necklaces should be limited or concealed.

*** Failure to do so will result in the Administration holding the student accountable and/or removing them from the event. Students not in proper attire will be asked to change before attending the trip.***

Girls' Dress Code for Field Trip

To ensure modesty, comfort, and safety during the trip, all girls are expected to follow the school's field trip dress code:

- **Active or Recreational Field Trips:**
 - Students shall wear the UAF girls' PE uniform.
 - Hijabs shall be securely worn to ensure full hair coverage and shall not interfere with field trip activities.
- **Professional Events:**
 - Students shall wear the approved Friday attire.
 - Hijabs must be securely worn and styled in a way that ensures full hair coverage and does not interfere with activities.

7.3 BOYS

Uniform for Boys PK– 5th grade: Khaki pants (without an excessive amount of large pockets) and solid navy polo shirts with UAF logo. Tennis shoes or loafers must be worn. School t-shirts and navy or black pants must be worn on PE days.

Uniform for Boys in Grades 6-12:

Uniform guidelines for Monday – Thursday:

Khaki pants (loose fitting, without an excessive amount of large pockets) and solid navy polo shirts with UAF logo will be worn Monday-Thursday. Boys must wear a UAF logo PE shirt with black or navy blue pants. Gray pants are not allowed.

On Fridays, boys grades 6-12 may wear nice dress pants with a dress/casual shirt with collar. Shirts cannot have writing or pictures on them. T-shirts or jerseys are not acceptable and no athletic wear allowed on non-PE days. It must be nice clothing suitable for prayer at the Masjid. Boys must keep their pants pulled up and use a belt if necessary. Pants are not to be dragging on the ground. Undershirts are to be tucked in at all times. Boys may not wear any jewelry. Boys may wear nice tennis shoes or loafers.

All boys' hair must be kept out of the eyes and the length cannot extend below the bottom of the earlobes on the sides or over the collar in the back. Hair should be simple in style, short and neat. No mohawks or shaved designs are allowed. No skin fades. Hair may be only the student's natural color. No headgear allowed. NO QAZA HAIRCUTS ARE PERMISSIBLE. Qaza' is to shave part of the head and leave another part unshaven. It has also been said that it is to shave separate parts of the head.

Boys' Dress Code for Field Trip

To maintain Islamic guidelines and represent our school respectfully, all boys are expected to wear appropriate attire for the field trip:

- **Active or Recreational Field Trips**
 - Students shall wear the approved UAF boys' PE uniform.
 - Hair shall be neatly groomed, and overall appearance shall reflect modesty and respect for the school environment.
- **Professional Events**
 - Students shall wear the approved Friday attire.
 - Hair shall be neatly groomed, and overall appearance shall reflect modesty and respect for the school environment.

8. ATTENDANCE

8.1 ABSENCES & TARDIES

- Although some assignments may be completed at a later date, a student can never make up for a day missed at school. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. Students should only be absent from school in case of illness, unusual family difficulties, or emergencies. Other absences should be avoided and, in fact, constitute truancy.
- Students are expected to attend classes regularly, so that they may reap the optimal benefit.
- In case of absence, parents must report attendance on [Blackbaud](#) by 10 a.m. to explain the reason(s) for their child(ren)'s absence. Students who miss class will receive a zero for classwork, if the reason is unexcused. After 10 tardies, Admin may require a meeting with the parent. Every 3 tardies will be counted as Unexcused absence.
- A student is permitted no more than 18 absences per semester in order not to be placed on probation.
- Absences must be reported on Blackbaud on the same day the student is absent , otherwise, the absence will be considered unexcused.
- If a student has missed 3 days or more, a Dr's note will be required to excuse the student.
- More than 3 days' absence must be reported to the divisional head for approval.

8.1 ABSENCES & TARDIES (CONT.)

- For excused absences, students will be able to make up the work for up to 10 school days. Each day after that will be unexcused resulting in a 0 in all assignments.
- Students missing exams will be required to retake the exams. If a student has excessive absences that happen to fall on a test day, the administration has the right to deny the student from taking the test earning the student a zero. Students will not be permitted to take early midterm or final exams. Please note: students taking late exams will not be eligible for honor roll awards.
- Students are not encouraged to miss midterms and finals for traveling purposes unless approved by the administration in writing in advance.
- In the event a student travels and misses midterms or finals, they will not be granted full credit and may result in academic probation.
- Make-up assignments should be obtained from each teacher by the student and completed within the same number of days missed, i.e., if the student is absent for two days, the student must complete the make-up work within two days after he/she returns to school. The same rule applies to tests and quizzes. In the case of patterns arising in absence, the administration will request a meeting with the parents.
- In case of an emergency, the administration has full discretion to extend excused absences upon approval.

STUDENTS MISSING MORE THAN 20% OF THE SCHOOL YEAR WILL NOT PASS TO THE NEXT GRADE LEVEL.

VPK ATTENDANCE

- VPK Attendance: Students enrolled in the VPK (Voluntary Prekindergarten) Program must have their attendance verified by their parent(s) at the end of each month. During the designated days, parents must sign the Child Attendance Form for it to be valid.
- VPK Parents are required to sign a monthly child attendance certificate verifying their child's daily attendance in the program at the end of the month. Failure to do so could result in termination of your child from the VPK program.

8.2 WITHDRAWAL

The school must be notified in advance if you plan to withdraw your child. School administration must have a withdrawal form or letter on file stating the date of withdrawal and the reason(s) for removing your child from the school. All debts must be cleared and books returned before the release of any school records.

8.3 PICK-UP AREA

- On regular school days, parents must pick their child(ren) up from the dismissal area. Parents must have their dismissal tags visible to UAF staff. Parents should not park their cars and leave them unattended in the dismissal line, since the cars must continue moving. If parents get to the front of the line, and their child(ren) are not there, they should continue moving and come back around to pick up their child(ren).
- Parents will not be allowed to pick their child (ren) up from the classrooms or expect their child (ren) to meet them at their parked cars, unless they have come by the office and received an early dismissal pass. Children must be picked up before 3:25 p.m., unless they are participating in after-school activities. At 3:25 p.m., students will be escorted to a classroom for after-school care and parents will be charged a late pick-up fee.

8.4 FRIDAY DISMISSAL

On Fridays, in order to allow students to pray Jumu'ah in the Masjid with their parents, the dismissal time is at 1:05 pm for all grades. UAF is not responsible for escorting students across the street to the Masjid, nor do we allow students to walk to the Masjid alone.

If parents want their child(ren) to attend Juma'ah and cannot pick them up, it will be the responsibility of the parent to make pick-up arrangements. There must be a signed, dated letter on file with the Registrar giving permission for your child to walk to the Masjid releasing UAF from any responsibility should an accident occur.

8.5 EARLY PICK-UP POLICY

Occasionally parents need to pick students up before the school day is over. This may be difficult if the student has not had adequate time to prepare for the departure. It may also cause disruption in the flow of instruction for the class that they are leaving. Therefore, it is necessary to follow UAF procedures that allow staff, parents, and students to accomplish this task expediently and efficiently. Students may not be signed out 30 minutes before dismissal and must wait until dismissal to be released.

IMPORTANT

Please note that parents are required to sign the student out in the office before being dismissed from class. Parents will not be allowed to pick the students up directly from their classes.

- The faculty will provide instructional guidance and materials for make-up work to be sent with the student if given at least one day's notice. If this is not possible, the faculty will make preparations for make-up work when the student returns.
- The office will arrange to have the student in the office and ready to go if given at least 30 minutes notice. Notice may be given by parental arrival at the front office, phone call, email or note at the start of the school day.
- If adequate notice as previously described is not made, teachers and office staff will be expected to do the best they can in providing the student and parents a smooth departure without sacrificing effective school operations in the process.
- Students will not be allowed to be released early on event days such as Award Assembly etc unless there is a doctor's note.

8.6 STUDENT LEAVE OF ABSENCE

In the event that students must take a leave of absence for more than 3 days, the Administration must be notified well in advance. In most cases, two weeks notice will be considered adequate for the teacher to prepare. On the instruction of the Administration, the teacher will provide equivalent educational guidance and instructional materials to the student or family. On shorter notice, the teachers are encouraged to do the best they can without disrupting the quality of the immediate instructional needs of the class. If leave of absence is approved, a maximum of 10 days will be excused. Note: Parents will be charged regular tuition for these extended absences.

9. ACADEMIC DISHONESTY POLICY

FIRST OFFENSE

- A zero for the work
- Must re-do but will not get the grade for the work
- A report to the Admin
- Meeting with the Admin and the teacher concerned
- A letter home to parents copied to the file
- The student's name will also be shared with the high school faculty

SECOND OFFENSE

- A zero for the work
- Must re-do but will not get the grade for the work
- A report to the Admin
- Meeting with the Admin and the teacher concerned
- A letter home to parents copied to the file
- The student's name will also be shared with the high school faculty
- An in school suspension for one day
- Incident will be reported on student's university applications (in grades 11 and 12)
- A meeting with the parents

THIRD OFFENSE

- A zero for the work
- Must re-do but will not get the grade for the work
- A report to the Admin
- Meeting with the Admin and the teacher concerned
- A letter home to parents copied to the file
- The student's name will also be shared with the high school faculty
- An in-school suspension for one day and no credit given for this day for class missed
- Admin meets with the parents
- Class credit will be reviewed in all classes

10. ARTIFICIAL INTELLIGENCE USE POLICY

10.1 PURPOSE

Universal Academy of Florida recognizes that artificial intelligence tools are becoming increasingly common in education, the workplace, and daily life. When used responsibly, AI can support creativity, accessibility, productivity, research, and personalized learning. However, inappropriate use may interfere with student learning, compromise academic integrity, expose private information, or produce inaccurate and harmful content.

This policy establishes expectations for the responsible, ethical, and age-appropriate use of artificial intelligence by students, staff, and school community members.

10.2 AGE-APPROPRIATE ACCESS

Elementary and Middle School students should not use AI.

High school students may receive increased access based on instructional purpose, maturity, teacher supervision, and school approval.

The school may restrict access to particular tools at any time.

10.2.1 GUIDING PRINCIPLES

The use of artificial intelligence at Universal Academy of Florida must reflect the school's mission, Islamic values, and commitment to academic excellence.

All AI use should demonstrate:

- Honesty and personal responsibility
- Respect for intellectual property
- Protection of privacy and confidential information
- Critical thinking and verification
- Appropriate human supervision
- Fairness, dignity, and respect for others
- Compliance with school policies and applicable laws

Artificial intelligence should support human learning and decision-making, not replace personal effort, professional judgment, meaningful relationships, or accountability.

10.3 DEFINITION OF ARTIFICIAL INTELLIGENCE

For the purpose of this policy, artificial intelligence includes digital tools that can generate, revise, summarize, analyze, translate, recommend, or create content.

Examples may include:

- AI chatbots and virtual assistants
- Generative writing tools
- Image, video, music, or presentation generators
- Automated translation and transcription tools
- AI-powered tutoring or study tools
- Coding assistants
- Grammar, editing, and rewriting tools
- AI features built into search engines, learning platforms, or productivity software

10.4 STUDENT USE OF ARTIFICIAL INTELLIGENCE

Student use of AI must be age-appropriate, teacher-approved, and connected to a legitimate educational purpose.

Teachers may allow, limit, or prohibit AI use based on the learning objective, grade level, subject, assignment, or assessment.

Students may use AI when specifically permitted for purposes such as:

- Brainstorming ideas
- Generating practice questions
- Receiving feedback on a draft
- Reviewing concepts
- Creating study guides
- Translating or simplifying information
- Supporting accessibility needs
- Exploring different perspectives
- Learning how AI systems work
- Assisting with coding, design, or research under teacher supervision

Students remain responsible for understanding, reviewing, and verifying anything produced with AI.

10.5 PROHIBITED STUDENT USES

Students may not use artificial intelligence to:

- Complete assignments, essays, projects, homework, or assessments when AI use has not been authorized
- Submit AI-generated work as their own
- Replace required reading, writing, problem-solving, research, reflection, or personal effort
- Generate answers during quizzes, tests, exams, or other restricted assessments
- Fabricate sources, quotations, data, experiments, interviews, or citations
- Impersonate another student, staff member, parent, or community member
- Create false, harmful, threatening, discriminatory, sexually explicit, or inappropriate content
- Create or alter images, audio, or video of another person without permission
- Produce deepfakes or misleading media
- Bully, embarrass, harass, or damage the reputation of another person
- Enter private, confidential, or personally identifiable information into an AI platform
- Attempt to bypass school filters, security systems, or technology restrictions
- Use AI in a way that violates Islamic principles, school values, copyright rules, or applicable law

10.6 ACADEMIC INTEGRITY

Unauthorized AI use is considered an academic integrity violation.

Students must submit work that reflects their own knowledge, thinking, voice, and effort. When AI assistance is permitted, students may be required to disclose how it was used.

Depending on the assignment, teachers may require students to:

- Include an AI-use statement
- Identify the tool used
- Provide the prompts entered
- Attach drafts or revision history
- Explain how the AI-generated information was verified
- Cite AI assistance in a format directed by the teacher
- Participate in a verbal conference about the submitted work
- Complete part or all of the assignment in class

10.6 ACADEMIC INTEGRITY (CONT.)

A suggested disclosure statement is:

"I used an artificial intelligence tool to assist with _____. I reviewed, revised, and verified the final work, and the ideas and conclusions submitted represent my own understanding."

Failure to disclose required AI assistance may be treated as plagiarism, cheating, or misrepresentation.

10.7 TEACHER EXPECTATIONS

Teachers are responsible for clearly communicating whether AI use is allowed for each assignment or learning activity.

Teachers should identify assignments using one of the following categories:

AI Use Not Permitted

Students must complete the work independently without generative AI assistance.

Limited AI Use Permitted

Students may use AI only for specific teacher-approved purposes, such as brainstorming, outlining, grammar feedback, translation, or practice.

AI Use Permitted with Disclosure

Students may use approved AI tools but must disclose and explain how the tool was used.

AI Use Required

Students may be asked to use AI as part of an instructional activity focused on digital literacy, evaluation, creativity, research, or responsible technology use.

Teachers should design learning activities that emphasize student thinking, discussion, application, reflection, oral explanation, in-class writing, and authentic demonstration of learning.

AI-detection software may be used as one piece of information, but it should not be treated as conclusive evidence by itself. Concerns regarding student work should be reviewed using multiple sources of evidence, including student writing history, revision records, teacher observations, conferences, and the student's ability to explain the work.

10.8 PRIVACY AND CONFIDENTIALITY

Students and staff may not enter confidential or personally identifiable information into public AI platforms.

Restricted information includes, but is not limited to:

- Student names connected to academic, behavioral, medical, or disciplinary information
- Student identification numbers
- Grades and assessment results
- Individualized education information
- Accommodation plans
- Counseling records
- Health information
- Parent financial information
- Staff personnel information
- Passwords or login credentials
- Internal school records
- Security procedures
- Confidential communications

School-approved platforms must be used whenever sensitive information is involved. Even when using an approved tool, users should share only the minimum information necessary.

10.9 ACCURACY AND VERIFICATION

Artificial intelligence can produce information that sounds accurate but is incomplete, biased, outdated, misleading, or entirely false.

Students and staff must:

- Verify factual claims using reliable sources
- Check quotations and citations
- Confirm that sources actually exist
- Evaluate information for bias
- Review mathematical and scientific work
- Compare information with course materials
- Consult a teacher or qualified professional when appropriate

The person submitting, presenting, or sharing AI-assisted content is responsible for its accuracy.

10.10 COPYRIGHT AND INTELLECTUAL PROPERTY

AI use must respect copyright, licensing requirements, and ownership of original work.

Students and staff may not use AI to imitate, copy, or reproduce protected work in a manner that violates copyright or school expectations.

Users should not assume that AI-generated content is automatically original, accurate, copyright-free, or appropriate for publication.

When required, users must cite or acknowledge:

- Sources used in the final work
- AI-generated assistance
- Images, music, video, or text created by others
- Data or ideas that are not their own

10.11 BIAS, FAIRNESS, AND RESPECT

AI systems may reflect cultural, racial, religious, gender, linguistic, political, or socioeconomic bias.

Students and staff must critically examine AI output and reject content that is discriminatory, demeaning, stereotypical, Islamophobic, hateful, or inconsistent with the dignity of others.

AI may not be used to target, profile, rank, or make judgments about individuals based on protected or personal characteristics.

10.12 PARENT AND GUARDIAN RESPONSIBILITIES

Parents and guardians are encouraged to discuss responsible AI use at home.

Families should reinforce that:

- AI should support learning rather than replace effort
- Students must follow teacher directions
- Personal information should not be entered into public platforms
- AI-generated content may be inaccurate
- Students are responsible for work submitted under their names
- Home use of AI should align with school expectations and family values

Parents should contact the teacher before assisting a student with AI on an assignment when the teacher's expectations are unclear.

10.13 CONSEQUENCES FOR MISUSE

Violations of this policy will be addressed according to the school's academic integrity, technology, discipline, and acceptable-use policies.

Consequences may include:

- Teacher conference
- Parent notification
- Redoing the assignment
- Reduced or no credit
- Loss of technology or AI privileges
- Academic integrity documentation
- Detention or other disciplinary action
- Removal from an activity, course, club, or leadership role
- Suspension or other consequences for serious or repeated violations

The response will consider the student's age, intent, prior behavior, level of harm, and whether the student was honest during the review process.

Serious misuse involving threats, harassment, explicit content, impersonation, deepfakes, privacy violations, or illegal activity may result in immediate administrative action.

10.14 REVIEW OF SUSPECTED MISUSE

When unauthorized AI use is suspected, the teacher or administrator should provide the student an opportunity to explain the work.

The review may include:

- Comparing the work with previous student work
- Reviewing drafts and revision history
- Asking the student to explain vocabulary, reasoning, sources, or conclusions
- Requiring an oral defense
- Asking the student to reproduce part of the work
- Reviewing AI-use disclosures
- Considering the results of AI-detection software cautiously
- Consulting administration

No disciplinary decision should be based only on an AI-detection score.

10.15 SCHOOL AUTHORITY

Universal Academy of Florida reserves the right to:

- Approve or block AI tools
- Limit AI access by grade level
- Monitor use on school-owned devices, networks, and accounts
- Require teacher supervision
- Require parental consent
- Change approved-use expectations
- Review suspected misuse
- Suspend access when necessary to protect students, staff, or school operations

10.16 POLICY REVIEW

Because artificial intelligence technology changes rapidly, this policy will be reviewed regularly and updated as needed.

The school may issue additional guidelines, approved-tool lists, classroom procedures, or staff expectations without rewriting the entire policy.

10.17 ACKNOWLEDGMENT

Use of school technology and artificial intelligence resources indicates agreement to follow this policy and all related school expectations.

Students and parents may be required to sign an annual acknowledgment confirming that they understand:

- AI use is subject to teacher permission
- Students must submit their own work
- AI assistance may need to be disclosed
- Private information must be protected
- Misuse may result in academic or disciplinary consequences

10.18 STUDENT AI USE QUICK GUIDE

Before using AI, students should ask:

1. Did my teacher give me permission to use AI?
2. Am I using AI to support my learning or avoid doing the work?
3. Does the final work reflect my own understanding and voice?
4. Did I verify the information?
5. Did I protect private information?
6. Did I disclose my AI use when required?
7. Would I feel comfortable explaining exactly how I used AI to my teacher and parents?

When in doubt, students must ask the teacher before using artificial intelligence.

11. TRANSPORTATION OF STUDENTS

11.1 TAMPA

Parents are responsible for their child/ren's transportation to and from the school. There are no transportation arrangements for students in the Tampa area.

11.2 SPRINGHILL & NEW TAMPA

The school offers school bus transportation for students coming from the Spring Hill/Wesley Chapel areas. Fees apply and interested parents must request information from the UAF administrative personnel.

ALWAYS ALLOW ENOUGH TIME TO ARRIVE SAFELY AT THE SCHOOL WITHOUT BEING IN A RUSH. THIS HELPS DECREASE MISHAPS AND CARELESSNESS.

11.3 STUDENT DRIVERS

Student drivers must provide evidence of holding a valid Florida Driver's License and insurance for the vehicle. Students who qualify with these criteria may park their cars in an assigned area for Students Only. Students will not be allowed to go to their cars during the school day without permission from administration. A form must be signed by the parents to allow students to drive.

12. HEALTH AND SAFETY

12.1 FIRST AID/CPR

All staff members at the Universal Academy of Florida teaching students five years old or younger must have completed a First Aid/CPR class.

12.2 MEDICAL GUIDELINES

The school nurse is available to help when students become ill or injured during the school day. If a child becomes ill during school, he/she will be cared for temporarily, and the parent will be notified. Simple first aid will be administered, but no medication will be given without prior signed permission.

Until the parent arrives, the student will be allowed to rest in the infirmary. If the parent cannot be reached, and the illness is a mild headache, slight fever, stomachache, etc. the student will remain in the office until dismissal time. For serious illness or injuries, the student will be referred to a physician or hospital.

12.2 MEDICAL GUIDELINES (CONT.)

If the student is ill at home, and the illness is contagious or includes a fever, PARENTS SHOULD NOT ALLOW THE STUDENT TO COME TO SCHOOL UNTIL HE/SHE IS WELL.

If a child contracts strep throat, chicken pox, or any other contagious disease, the school office must be informed at once. Please note that students with contagious diseases cannot be allowed back to school without a doctor's note.

12.3 MEDICINE

Most medications can be administered before or after school, and only prescription medications can be administered at school. In the rare case where medicine must be brought to school, the medicine must be brought to school in the original container, labeled with the student's name, the name of the medication, the dosage, and the time and number of days it must be administered. A log is kept in the office for this medication.

For safety reasons, children are not allowed to bring to school unlabeled medications or medication without a signed permission form. The parent is requested to bring the medication to the office. Also, medications which are not completely used or picked up by the parent will be discarded by the school at the end of the year. The student must not keep the medication in his/her classroom or book bag. Over the counter medications such as Tylenol will not be dispensed by any school employee.

12.4 IMMUNIZATIONS

Florida state law requires all students to be fully immunized when entering school. Current records must be on file with the Registrar. Please see the admissions application for complete details.

13. LUNCH PROCEDURES

Monthly menus are available on our school website. Lunch is provided on a daily basis in the school cafeteria by a licensed caterer. All meat served is zabihah. All food and beverages consumed on campus must be allowed by Islamic law. Many a la carte items are available on a daily basis for an affordable price.

A lunch account may be opened in the cafeteria. This account may only be used for school lunches. Parents are responsible to ensure funds are available in the account.

Students who do not purchase lunch may bring lunch from home. Also, parents are not allowed to deliver lunch to students, except in cases of emergency like when the student has forgotten the lunch at home. For menus and more information, visit our [Lunch & Nutrition page](#).

14. SCHOOL VISITORS

14.1 PROCEDURES FOR VISITORS

Visitors are welcome to visit the Universal Academy of Florida during school hours. However, they are not allowed in the classrooms as this disrupts the academics. Visitors must check in at the school office and obtain a visitor's pass. Visitors are also requested to "sign out" when leaving campus.

14.2 CLASSROOM VISITATION

To ensure an organized and a safe learning environment for our students, parents must seek administrative approval before visiting their child's classroom. Approvals will be done on an individual basis depending on the reason for the request. If any parents wish to visit their child's classroom, it is requested that they inform the administration at least 48 hours before the visit.

To ensure an optimal visit, it is also recommended that visits be scheduled at times other than:

- The first week after returning from a break
- The days immediately preceding holidays
- Final Exam times
- The final week of school
- The last half-hour of any school

Visitors **MUST** check in at the office before visiting a classroom. Young children are not permitted to visit classrooms with their parents, but certainly may join their brother or sister during lunch with a parent. Parents should call the office before 10:00 a.m. if they plan to have lunch with their child(ren).

Please remember: When young children who do not attend the school accompany parents onto the school campus, they must be under parental supervision at all times.

All visitors are expected to wear modest clothing while on school campus.

15. WEATHER OR OTHER EMERGENCIES

15.1 WEATHER EMERGENCIES

In case of weather emergencies, students may be dismissed early if deemed necessary. Phone calls and texts will be made to the parents as soon as the decision for closing is made by the Administration. A message will also be placed on the school website.

In case of tornado or hurricane warnings before the start of the school day, parents should expect to receive messages from the school informing them of the schools decision.

15.2 CHANGE OF ADDRESS, HOME/BUSINESS PHONE, OR OTHER EMERGENCY INFORMATION

The school office must be notified of any changes in address, phone number and/or emergency information provided on the Student Information Form so that (if necessary) parents may be contacted quickly.

15.3 FIRE DRILLS

Fire Drills are held on a monthly basis. Evacuation routes are clearly marked and posted in each classroom and reviewed with the students.

15.4 LOCKDOWN DRILLS

Lockdown drills are held once a year.

16. BEHAVIOR EXPECTATIONS

16.1 OVERVIEW

The following guidelines are not intended to restrict individual freedoms but to enforce the right of every student to obtain a good education in an Islamic environment.

Equity, consistency, and firmness will exist for all students, Insha'Allah. No student shall be denied the right to express his/her opinion in any given situation.

16.2 RESPONSIBILITIES

16.2.1 STUDENT'S RESPONSIBILITIES

Universal Academy of Florida students are expected to:

- Think, talk and act in an ISLAMIC MANNER.
- Accept responsibility for their own behavior.
- Have a positive attitude toward learning.
- Attend class regularly.
- Have appropriate materials in class.
- Arrive at school prepared to learn (sufficient sleep, nutritious breakfast), etc.
- Participate in class discussions and activities.
- Speak clearly when called upon.
- Follow directions.
- Keep desk and materials clean and orderly.
- Raise hand for permission before speaking.
- Recognize and respect the individual rights of others.
- Assist in communication between school and home.
- Help develop a sense of community within the school.

16.2.2 TEACHER'S RESPONSIBILITIES

- Seek out and utilize alternative learning activities within the classroom.
- Learn and utilize alternative techniques in dealing with behavior within the classroom.
- Confer with parents making certain that problems and alternatives are presented in a clear and understandable language.
- Inform and involve an administrator when appropriate.
- Safeguard the rights of students from violation by other students.
- Be aware of and enforce school rules inside and outside the classroom whether or not student is assigned to him/her.
- Be aware of and follow the Universal Academy of Florida's policies and administrative regulations pertaining to discipline.
- Be with the students for the full duration of 45 minutes or the specified class time, not leaving the students unattended.

16.2.3 PARENT'S RESPONSIBILITIES

- Be aware of and understand school policies and regulations.
- Help promote in the student a positive attitude about school.
- Help the student to be self-disciplined in regard to attendance, having supplies, studying, and respecting the rights of others.
- Become acquainted with the student's teacher and school.
- Share relevant information about students with school personnel.
- Become involved with school activities.
- Help in classrooms or assist school personnel in activities when desirable or possible.
- Confer with the teacher when desired or requested.
- Take student home or provide an alternative place when removal from school becomes necessary (a cooperative effort between parent and school).
- Report to the Principal or administrative personnel in writing any incident not following school policy.
- Make use of the suggestion box to voice concerns about any school-related issue that does not directly involve school staff.
- Be aware that the student may be occasionally represented in various school literature including flyers, newsletters, brochures and on the academy's website at www.uaftampa.org.

PARENTS MUST INFORM THE SCHOOL IF YOU DO NOT WANT THE STUDENT REPRESENTED IN SCHOOL LITERATURE.

16.3 CLASSIFICATION OF COMMON RULES

16.3.1 MUSALLAH (PRAYER COURT) RULES

- Sit properly in the Musallah.
- Keep quiet, respect the Musallah and Salaat.
- Be prompt for prayers.

16.3.2 LUNCHROOM RULES

- Walk slowly and orderly into and out of the cafeteria.
- Line up in an orderly and quiet fashion in the serving line.
- Clean up before leaving the eating area.
- Eat only in the lunchroom or assigned area.
- Keep food off the floor.
- Stay at one table until you are finished eating.
- Talk quietly and only with those students at your table.
- Return to class when the bell rings.

16.3.3 YARD RULES

- Be prompt when the bell rings for assemblies and classes.
- Always stay within the school fenced area.
- Speak to others politely and without raising your voice.
- Stay off trees and fences.
- Stay out of classrooms before and after school.
- Stay out of parking areas during school.
- Observe and obey safety rules.
- Listen to and obey teachers and other adults on duty.
- Keep school grounds clean and clear of all personal belongings, garbage and spittal.
- Remain in the dismissal area until pick-up or guided inside by a teacher on duty.
- Refrain from bringing gum to school and/or chewing gum on campus, before, during or after school hours.
- Treat all others with respect.
- Walk only on sidewalks.

16.3.4 BATHROOM RULES

- Clean toilet seat and wash hands after use.
- Boys are to sit, not stand, to urinate (Sunnah).
- Clean private parts with water after toilet use (Sunnah).
- Finish your business in the bathroom quickly without socializing and playing.

16.3.5 SCHOOL PROPERTY RULES

- Keep all school furniture and property free from damage and graffiti.
- Keep hands off fire extinguishers and alarms
- Be responsible when using or around computers and all other technological tools.
- Unauthorized areas on the computer should not be accessed.

16.3.6 UNAUTHORIZED USE OF SCHOOL NAME, LOGO, AND TRADEMARKS

- Students and parents shall not create, sell, or distribute merchandise bearing the Universal Academy of Florida name, logo, or other school trademarks without prior written authorization from the Administration.
- Universal Academy of Florida retains the sole authority to authorize the creation, sale, and distribution of official school merchandise.

16.3.7 RULES FOR ELECTRONIC DEVICES AT SCHOOL, SCHOOL-SPONSORED ACTIVITIES, AND OFF-CAMPUS FIELD TRIPS

Cell phones, cameras, ear pieces, smartwatches, portable gaming systems and any other electronic devices **ARE NOT ALLOWED ON CAMPUS, including arrival and dismissal time, or during off-campus field trips and other school-sponsored activities.** . If your child brings an electronic device to school, it will be confiscated, a consequence will be given and a **parent** will have to pick the device. Repeated offenses will be dealt with as insubordination. **Universal Academy of Florida** will not be responsible for lost or stolen electronic devices.

Meta smart glasses and all other camera-equipped or recording-enabled eyewear are prohibited on school property and at school-sponsored activities under all circumstances.

***** IF A STUDENT IS IN POSSESSION OF AN ELECTRONIC DEVICE DURING ANY ASSESSMENT HIS/HER TEST WILL BE INVALIDATED.**

- 1st Infraction- Admin will hold the device for 1 day.
- 2nd Infraction- Admin will hold device for 3 days
- 3rd infraction- Admin will hold device for 7 days

Any offense after the 3rd infraction will result in the device being held for the remainder of the school year.

**** It is a dismissible offense if a Universal Academy of Florida Student takes pictures, or records events on campus and /or texts or posts any school related images on SNAPchat, Instagram, Facebook, Youtube or other internet/social media sites.**

"Dismissible" is defined as the student being expelled from the Universal Academy of Florida for the remainder of the school year.

17. STUDENT DISCIPLINE POLICY

17.1 OVERVIEW

Students are expected to follow the rules, as outlined in the Student Responsibilities section. Islamic conduct and self-control are stressed in all classes and monitored by the Administration and all other staff members.

Students earn the consequences of their behavior, be it good or otherwise. Generally, the classroom teacher will manage this; however, students will be referred to the office as outlined in the consequences section.

Teachers should refer students to the office only after his/her classroom management plan has been exhausted.

It is the policy of the Universal Academy of Florida that no physical punishment will be used. Any parent who suspects that physical punishment has been used is encouraged to bring this to the attention of the Administration in writing. Please refer to UAF's Ethical Conduct Policy Guidelines in the appendix at the back of this handbook.

The Universal Academy of Florida has established a comprehensive code of conduct that students must follow. UAF does not tolerate behavior that disrupts or interferes with the education of other students or the school learning environment. Students are responsible for understanding and adhering to this code of conduct. Parents are responsible for helping students understand and abide by these policies, for recognizing that unacceptable behavior is subject to disciplinary action, and for supporting the enforcement of these policies.

Administration, including the Department Heads or the Academic Dean, or designee is responsible for discipline and determines the level of the offense and its appropriate consequence. The factors considered include, but are not limited to:

- a) Seriousness of offense
- b) Premeditation, impulse, or self-defense
- c) Strength of evidence
- d) Cooperation or remorse
- e) Disciplinary history
- f) Age or Grade Level

THE PROPHET (P.B.U.H.) SAID:

"Righteousness is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about." *narrated by MUSLIM*

The goal of Universal Academy of Florida is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from the Quran and Sunnah of the prophet.

17.2 DISCIPLINE REFERRALS & CONSEQUENCES

Referrals for Students will be submitted to the appropriate administrator for follow-up and consequences. Each student will be dealt with on an individual basis, with communication taking place between the Head of Department, the referring teachers and the parents, when necessary.

DISCIPLINE POLICY

The UAF Discipline Code applies in the following situations:

1. During regular school hours.
2. On the school bus or other transportation sanctioned by the school.
3. During school-sponsored events.
4. When going to and from school.
5. During events and activities associated with the school.
6. With respect to any misconduct toward any school employee or damage to his/her property, whether on or off school premises.
7. If a student demonstrates violence, physical threat, or is unsafe to students and/or staff, his/her parents will be asked to pick the child up from school
8. If a student continues to be a source of unsafety to the students and staff after multiple attempts of intervention by teachers, administrators, and personnel, UAF reserves the right to withdraw** the student.
9. When a student demonstrates behavior and/or academic challenges, UAF will use all resources possible to provide as much help, support, and intervention as possible. If after exhausting all efforts and resources, the student is still demonstrating behaviors that exceed the ability of the classroom teacher, UAF reserves the right to release the student.

Additionally, the department head is authorized to begin disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process. The violation is usually directly connected to prior violations at school and threatens to produce further violations at school, poses a likelihood of danger to physical and emotional health and welfare of students or school personnel, and whose continued presence in the school is disruptive to the educational process.

The Universal Academy of Florida's Administration reserves the right to take appropriate disciplinary action toward students whose behavior and conduct are inconsistent with the academy's mission on and off campus.

17.3 DUE PROCESS RIGHTS

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

STUDENTS:

1. A notification of the violation.
2. An opportunity to present his/her side of the incident to the appropriate school personnel.

PARENTS:

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

STUDENTS HAVE THE <u>RIGHT</u> TO:	STUDENTS HAVE THE <u>RESPONSIBILITY</u> TO:
A quality education.	Put forth their best effort to meet classroom expectations.
Education without undue interruption, disruption, fear, or inhibition.	Conduct themselves in such a manner as to promote a positive educational environment Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree.
Privacy in their person and possessions unless school personnel have reason to believe that inappropriate or dangerous materials are being carried or concealed by the student.	Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process.
A copy of the Code of Conduct.	Read and abide by the Code of Conduct.
Receive respect from school personnel and other students.	Show respect for other students and school personnel.
Due process procedures according to school policies.	Read and understand their due process rights.
Participate in school functions and extra-curricular activities.	Meet academic qualifications, other criteria and qualifications, and standards of behavior.
Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct.	Assist school personnel by reporting misconduct.

17.4 INFRACTIONS

17.4.1 LEVEL 1 INFRACTIONS

CONDUCT THAT IMPEDES ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

Level 1 behavior will be handled by the classroom teacher whenever possible. A teacher will not refer a student engaging in Level 1 behavior to the school Administrators until the classroom teacher has taken at least three documented progressive Level 1 disciplinary actions and has held a conference with the student and parents. Thereafter, the classroom teacher may refer the student to the administration through a written referral. However, referrals to the administration may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary. **This list of violations is not all inclusive, but only representative and illustrative.** A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

LEVEL 1 INFRACTIONS: This list of violations is not all inclusive.

1. Violation of dress code
2. Tardiness
3. Gum chewing
4. Dishonesty
5. Inappropriate language
6. Disruptive behavior
7. Violating classroom rules

Consequences for Level 1 Infractions include, but shall not be limited to the following:

1. Notification of parent or guardian
2. Verbal and or written reprimand
3. Lunch detention or multiple detentions
4. Consultations with the administrative personnel
5. Parent conference with teacher and/or Administration
6. Behavior contract
7. In-School and Out-of-School suspension

17.4.2 LEVEL 2 INFRACTIONS

ILLEGAL AND/OR SERIOUS CONDUCT

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter.

17.4.2 LEVEL 2 INFRACTIONS (CONT.) ILLEGAL AND/OR SERIOUS CONDUCT

This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action. Level 2 infractions are referred to the appropriate administrator with a written referral.

Note: Any student charged with a subsequent Level 2 violation can be referred to the Administration for expulsion.

LEVEL 2 INFRACTIONS : This list of violations is not all inclusive.

INFRACTION	DEFINITION
Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.
Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures.
Lying	Giving or providing intentionally untrue or misleading information or communication.
Altering official documents	Forging, falsifying, or unauthorized alteration of a document.
Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property.
Misuse of equipment	Students using school online services for illegal, inappropriate, or obscene purposes.
Insubordination	Refusing to comply, either verbally or non verbally with a reasonable request or directive.
Loitering	Being present in or about a school under one or more of the following circumstances: 1.after a reasonable request to leave 2.without a legitimate reason for being there 3. without proper authorization or permission from anyone authorized to grant permission 4. after refusing to identify oneself.
Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises.
Truancy	Being absent from school without authorization, failure to follow proper attendance check-in, check -out and absence procedures, skipping classes or school.
Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.
Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying.

Consequences for Level 2 Infractions include, but shall not be limited to the following:

1. Notification of parent or guardian
2. Written reprimand
3. Detention or multiple detentions including after school detention
4. Behavior contract
5. In-school suspension = Deduction of 30 points on all assessments and a zero on assignments
6. Out-of-school suspension = Zero on all assignments and tests

17.4.3 LEVEL 3 INFRACTIONS - CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING

UAF has a zero-tolerance policy for all Level 3 infractions. **A student charged with a Level 3 violation will be subject to an open suspension of up to 14 days and a recommendation for expulsion to the school administration.** Students expelled from UAF may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. **This list of violations is not all inclusive, but only representative and illustrative.** A student committing an improper act of misconduct which does not happen to be specifically listed is still subject to disciplinary and/or legal action.

LEVEL 3 INFRACTIONS

INFRACTION	DEFINITION
Electronic access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services.
Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct.
Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property.
Felonious Assault	Striking with a weapon with the intent to inflict, or inflicting bodily harm
Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.
Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority to do so.

LEVEL 3 INFRACTIONS (CONT.)

INFRACTION	DEFINITION
Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above.
Vandalism	Destroying, damaging, or defacing school private property in a willful or malicious manner.
Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community.
Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property.
Extortion or Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.
Gambling	Participating in or the organizing games of chance to gain money or other items.
Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia.
Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical control substances	Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances(including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events.
Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property.
Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.

LEVEL 3 INFRACTIONS (CONT.)

INFRACTION	DEFINITION
Obscenities, Verbal abuse, vulgarity	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others.
Gender fraternization Promiscuous behavior	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations either inside the school or outside. Relations between the sexes, dating, meeting in private-both inside and outside of school. Evidence of Islamically immoral behavior or communication, written or otherwise.

17.5 PSYCHOLOGIST'S RECOMMENDATIONS

Students who are struggling academically and/or behaviorally may be referred to the school's consultant/psychologist. The role of the consultant/psychologist is to assess concerns pertaining to students and/or staff through direct interviews, parent consultations, teacher consultations, and or classroom observations with a final recommendation of options for problem resolution. Families must follow up on school-based recommendations for a specific child, including those made by the licensed psychologist. In order for the school to serve its students the best way possible, the school reserves the right to request medical documentation which proves that parents had followed up with the Psychologist's recommendation(s). Failure to comply with the request may result in removal from the Academy or not allowing the child to be re-enrolled for the next academic year.

17.6 DISCIPLINARY CONSEQUENCES TERMINOLOGY

17.6.1 DETENTION

When a detention is assigned to a student, it is the responsibility of the student to report to the designated area. If a student fails to do so they will receive an additional day of detention for every day they have missed.

Detentions are given for Level 1 Infractions and some minor Level 2 Infractions. A referral for a detention is written by the teacher who then passes the written referral to the department head. The administration then makes the final decision to implement the detention, depending on the circumstances and infraction.

17.6.1 DETENTION (CONT.)

Detentions may escalate depending on offense per the following:

- 1. First time earning detention- Lunch detention**
- 2. Second time earning detention- After school detention**
- 3. Third time earning detention- Saturday Detention**

***** Students receiving detention after school or on a Saturday will result in being charged for the hired supervision.**

17.6.2 SUSPENSION

A student may be suspended for committing an offense or other severe disruption of the education process. For the duration of the suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extracurricular activities, school field trips, school functions, or be on the school premises. Students will not be permitted to make up quizzes and tests. No make-up work is permitted for subsequent suspensions.

17.7.3 DISCIPLINARY PROBATION

If a student earns three suspensions, he/she will be placed on disciplinary probation. He/she also may be placed on probation by the Administration for committing an infraction. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and his/her name will be submitted to the Executive Management Team for possible expulsion. At the end of the third quarter, the administration will submit the list of all students on Disciplinary Probation. The Executive Management Team will then make the final decision to readmit the students or not for the following school year.

Students are expected to serve all disciplinary assignments given to them or further action will be taken.

17.7.4 EXPULSION PROCEDURES

- A student may be referred to the Principal or his/her designee for expulsion as a result of receiving a suspension while they are on disciplinary probation, or as a result of committing a Level 3 Infraction.
- When a student is referred for expulsion, the parent/guardian will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
- The Principal or his/her designee will hold a meeting to review the case within 14 school days from the day of suspension.
- The student and his/her parent/guardian may appeal **in writing** to present their case to the Principal or his/her designee.
- The Principal or his/her designee will make a decision that will be conveyed to the parents in writing as soon as possible.
- The decision of the Principal or his/her designee is final.
- Students on open suspensions may not return to school without a decision from the Principal or his/her designee. They also may not participate in any school activity or function including field trips or after school events.
- All suspensions and expulsion will be recorded on student transcripts.

18. ACADEMIC INFORMATION

18.1 ELEMENTARY DEPARTMENT

The Elementary Department at the Universal Academy of Florida represents “the foundation” of the student’s academic career. Students are provided basic and concrete knowledge to produce well-educated Muslims, who are mindful of Allah, and students who seek knowledge as a lifelong obligation.

The Elementary Department consists of Pre-Kindergarten through Fifth Grade. Islamic principles and practices are part of the curriculum to insure the proper development of the children’s Islamic identity.

The teachers of the Elementary Department are committed to the spiritual, academic, and emotional nurturing of the students to make the transition to the Secondary Department as successful and as problem-free as possible.

18.2 SECONDARY DEPARTMENT

Grades 6 through 12 constitute the Secondary Department: Middle School: Grades 6-8; High School: Grades 9-12. Special attention is given to 6th grade students as they adapt to a variety of subject teachers and classrooms. Particular concern is given to the 9th grade year, as this is the start of “counting credits” to accumulate the required amount to graduate from high school.

Another significant opportunity for secondary students is Dual Enrollment. Dual enrollment is a status given to students who attend both the Universal Academy of Florida and another institution of higher learning (university or community college). This allows participating students to receive college credit while still in high school. UAF is affiliated with the Dual Enrollment programs of the University of South Florida (USF), and Hillsborough Community College (HCC).

18.2.1 COLLEGE DUAL ENROLLMENT

Dual Enrollment is available through two and four year accredited colleges for students who maintain a cumulative GPA of 3.0. Locally, students can attend USF and HCC. Dual enrollment is offered to qualified high school students for approved courses that are not offered on the Academy’s campus.

Since the Guidance Department orders the AP exams, students enrolled in dual enrollment classes need to notify the head of the department or head of guidance by the deadline whether or not they intend to take the AP exam in May. Additionally, within the first two weeks of dual enrollment classes, students must submit the class schedule to the Guidance Office.

18.2.1 COLLEGE DUAL ENROLLMENT (CONT.)

UAF is also affiliated with Florida Virtual School, which allows students in high school to obtain high school credit from on-line courses which may not be offered at UAF. The LMS (Learning Management Skills) is the only course covered by UAF. Please refer to your scholarship qualifications for details on tuition coverage for other courses.

These on-line and dual enrollment courses are for students who:

1. Wish to graduate with extra credits or a higher GPA.
2. Are looking for a challenge and wish to take coursework which may be more rigorous than that offered at UAF.
3. May have missed coursework and need to make it up.

Please see available courses online.

18.2.2 WEIGHTED GRADE POINT AVERAGE

Grade Point Averages are computed and updated for senior high students at the end of every semester. All courses are computed in calculating a grade point average using the weighting scale by assigning a numerical value to each course; adding values and dividing by number of courses.

18.2.3 - FAILING GRADES

Any student who earns a D or an F will not receive credit for that course. Credit recovery is required up to 2 classes during their high school career at the Academy, made in writing to the Head of High School. All Universal Academy of Florida graduation requirements must be fulfilled before a Universal Academy of Florida diploma will be awarded. A committee will review all applications for early graduation. In addition to the criteria above, the committee will also consider any disciplinary issues or referrals. The committee's decision will be made in writing.

18.2.4 ADVANCED PLACEMENT (AP) AND HONORS COURSES

AP and Honors courses are offered at the upper high school level. Administration makes the placement based on student testing, motivation, and teacher recommendation and the good of the individual and the whole class. Students in AP or Honors classes receiving a "D" or lower may be moved to a lower course level within the semester.

18.2.5 VALEDICTORIAN SELECTION

The Valedictorian and Salutatorian will be named at the end of the second semester of the senior year based solely on weighted GPA.

- The student with the highest weighted GPA will be recognized as the Academy's Valedictorian, and the student with the second highest weighted GPA will be named Salutatorian.
- Any student whose weighted GPA is equal to the highest in the class will tie for Valedictorian status.

Eligibility Requirements

- Students must have completed the UAF curriculum while continuously attending grades 9–12 at Universal Academy of Florida.
- Any FLVS classes must be completed, with the final report submitted to the Head of High School no later than May 1st of the graduating year.
- Students will not receive any class exemptions and must maintain a full UAF schedule.

Disqualification Criteria

Any student with documented instances of academic dishonesty or behavioral infractions, as outlined in the Student Handbook—including cheating, plagiarism, or rudeness toward faculty or administrators, including inappropriate questioning of grades—may be deemed ineligible for Valedictorian or Salutatorian.

18.2.5 EARLY GRADUATION

The Universal Academy of Florida School seeks to enable its students to achieve academic excellence in preparation for higher education and to instill in them a strong sense of morality, ethics, and social responsibility so that they may eventually attain their highest potential as citizens. This purpose is achieved over long-term exposure to many carefully planned and integrated curricular and co-curricular influences culminating in the pre-college experience of the senior year. Early graduation is reserved for students who have achieved the highest academic standing.

The following criteria are required for early graduation:

1. Two letters of recommendation by previous teachers.
2. Community Service hours requirement must have been met in the first semester of junior year.
3. 4.0 unweighted GPA.
4. The student must have taken three Advance Placement courses with one course passed with a 3 or above per College Board.
5. Completed the SAT/ACT test prior to making a request. Student must achieve a score of 685/section or greater on the SAT or a score of 30 or greater on the ACT in the first semester of junior year.
6. Apply in the first semester of junior and be accepted to a four year accredited university.
7. Student waives the right to qualify for Valedictorian/Salutatorian. A request for early graduation must be made in writing to the Head of High School.

18.2.5 EARLY GRADUATION (CONT.)

All Universal Academy of Florida graduation requirements must be fulfilled before a Universal Academy of Florida diploma will be awarded.

A committee will review all applications for early graduation. In addition to the criteria above, the committee will also consider any disciplinary issues or referrals. The committee's decision will be made in writing.

18.3 HOMEWORK

18.3.1 NO HOMEWORK FOR CORE AND ELECTIVE CLASSES

- Teachers in core subjects (English, Math, Science, Social Studies) and electives will not assign homework for completion outside of school hours.
- Learning, practice, and assessments will take place during class time.
- Any assignments completed at home will be optional and will not be counted toward the student's grade if not submitted.

18.3.2 EXCEPTIONS FOR SPECIFIC SUBJECTS

The only subjects permitted to assign required homework are:

- Qur'an – memorization, review, or tajwīd practice
- Arabic – reading, writing, and vocabulary reinforcement
- Islamic Studies – readings, reflections, or projects related to Islamic learning
- Advanced Placement (AP) Courses – due to College Board requirements and the rigor of these courses

18.4 HONOR ROLL CRITERIA

Department	Honors List	GPA Criteria	Clause	Letter Grade Criteria	Skill Assessment
Secondary	Principals List	≥ 4.00	And	$\geq (A-)$	Pass in Stem & Art*
	High Honor List	3.75 between 3.99	And	$\geq (B-)$	
	Honor Roll	3.00 between 3.74	And	$\geq (B-)$	
Elementary	Principals List	N/A		$\geq (A-)$	Pass in Stem & Art
	A/B Honors			$\geq (B-)$	

* HS does not have P/F courses

18.5 TESTS & QUIZZES

Tests and quizzes are given throughout each grading period to assess the students' learning. They should neither be excessive in number, nor should a student receive only one or two tests in a given subject area each quarter. Also, the number of questions given on tests should be such that missing one question would not lead to a drop in letter grade on that test. Tests dates must be known to the students at least 4 days in advance.

It is the responsibility of the teachers to coordinate tests so that students do not have more than two tests on the same day. The only testing that may be done in addition to these 'two tests per day' would be Spelling Tests or Qur'an Recitation tests. Also, quizzes may be given at any time and, as a whole, usually do not constitute more than 10-20% of a student's final grade.

18.5 TESTS & QUIZZES (CONT.)

Parents or students who feel that there is a deviation from these criteria should bring the matter to the attention of the respective teacher(s) and department head.

18.6 GRADING

Teachers adopt very clear criteria for student evaluation. The criteria are to be clearly defined and outlined to the students. The following areas are graded: Homework, discipline, class participation, scheduled quizzes, pop quizzes, and exams.

19. PARENT/SCHOOL COMMUNICATION

19.1 COMMUNICATION

In a virtual model, consistent and appropriate communication between parents, students, and the Academy staff is essential for the success of the entire school. We believe communication is a joint responsibility between the school, parents, and students. Parents are responsible for maintaining an active Internet connection and an active email account. All email communications requiring a response should be replied to in a timely manner and generally within 24 hours. Students are expected to check email daily.

Email is a primary communication platform for the UAF teachers, parents, and administration. A valid and regularly checked email address is required of at least one guardian or parent of any UAF student. All secondary students must have an email address. This is required to be used for all school related communication. The majority of information needing to be communicated to families will be sent via email. Often, the information is time sensitive and many items require a specific response.

Professionalism in Communications

All communication between the UAF staff, parents, students, and other parties directly related to the school must be conducted with appropriate professionalism. Demeaning language, foul language, or derogatory remarks/innuendos are not acceptable. This includes communication during virtual interactions, communication in email, and fieldtrips, as well as outside during community events.

Online parent organized groups should not target a specific group at school, or spread negativity in the community. Any parent concern may be personal to his/her own specific child and should not be advertised as if it is the norm. Any parent who engages in this type of conversation to harm the reputation of the school may be at risk of being dismissed at the school's discretion.

19.2 TEACHER CONTACT

Teachers at UAF will make contact with parents in order to assist the student, the parent or the teacher in understanding and resolving education or behavioral issues. Positive, as well as, issue-oriented communication is strongly encouraged. In no instance, should a parent be surprised by their child's progress or lack thereof. Each teacher should make an effort to meet or call the parent(s) of every student in his/her class at least once every month. The purpose of the meeting is to address special needs and concerns in which the parent can play a major role. We cannot rely solely upon the parent's taking the initiative in contacting teachers. In most cases, parents of students in need of special attention do not follow up on their child's progress, and we need to do all we can to get the parents involved.

19.3 BLACKBAUD FOR STUDENTS

UAF uses Blackbaud as a parent communication tool. All parents and secondary students will be assigned personalized passwords so they may access their account to receive up to date information regarding their child's grades, assignments and classes. We encourage parents to use this online program to keep up on their child/ren's progress.

19.4 INTERIM REPORTS

Interim Reports are available via Blackbaud in the middle of each quarter to allow parents to monitor their students' progress and allow time for students who may not be performing up to their level a chance to improve their status before the end of the quarter. Interim Report dates are posted on the school calendar.

19.5 REPORT CARDS

Report Cards are placed in parent portals for all students at the end of each grading quarter. Dates for distribution are posted on the school calendar.

19.6 SUGGESTIONS/COMPLAINTS (GRIEVANCES)

Any issues, which come up between a student or teacher or a staff member, should first be addressed with the involved staff member, before any further steps are taken. In nine times out of ten, the problem can be resolved without proceeding further.

19.6 SUGGESTIONS/COMPLAINTS (GRIEVANCES) (CONT.)

Any comments or complaints, which cannot be resolved directly, should be made in writing and emailed to the appropriate administrator. The administrator will do her/his best to resolve the issue first. In cases when the issue cannot be resolved by the administrator, it will be escalated to the Principal as deemed appropriate. If a comment or complaint is of a confidential nature, the person making said comment/complaint should submit two copies to the Principal or Administrator directly. All comments/complaints should be accompanied by suggestions whenever possible. It should not be assumed that verbal comments, complaints, or suggestions would be retained or recalled by member(s) of administrative staff. Everything should be in writing.

18.6.1 GRIEVANCE POLICY (ISSUES OTHER THAN THOSE COVERED BY UAF'S ETHICAL CONDUCT POLICY)

The administration will hear grievances of parents, students or teachers. The wisdom of the Qur'an and Sunnah must always be the guide. When a grievance is issued in writing to the office – whether initiated by parent, student or staff-member, it will be the duty of the office to set an appointment for the involved parties to be heard within 48 hours of notification. At this time, equal opportunity should be provided without interruption for each party to state his case. In this way, fairness is preserved. No one should feel belittled or exalted. This is what is recommended to us through the teachings of Islam. After this time, the issue can be discussed by the advisory committee, and a written decision should be issued to involved parties within a few days.

If it has been determined that the rights of a student, fellow staff-member, administrator, or parent have been usurped by a staff-member, parent or student, written acknowledgement and apology will be made.

20. SPECIAL PROGRAMS

20.1 OVERVIEW

The Universal Academy of Florida has incorporated the following activities and events to distinguish its Islamic identity and to promote the most advanced quality of education possible.

20.2 ARABIC, QUR'AN AND ISLAMIC STUDIES

The Arabic Language program aims at enabling students to receive accurate knowledge from Qur'an and Sunnah, as they are the true sources of Islamic study and practice.

Islamic Studies, Arabic, and Qur'an are among the most important subjects taught at the Universal Academy of Florida. The students are taught Fiqh, Seerah, Tafseer and Aqidah to instill an understanding of Islam, a desire to practice Islam, an appreciation of the Qur'an as the Guide to mankind. These three courses constitute the "Rope of Islam" to hold onto and, Insha'Allah, to lead to success in the hereafter.

20.3 PRAYER/SALAAT

As an Islamic school, the Universal Academy of Florida's duty is to encourage students to practice the religious obligations as commanded by Allah (SWT) through the Prophet Mohammad (PBUH). Therefore the school shall schedule time for Thuhr Salaat during school hours.

20.4 FIELD TRIPS

The Universal Academy of Florida's field trips represent a part of the school's extended classroom approach to learning. It is the school's practice to take the classroom to the source to enhance the learning process. Field trips are systematically organized according to grade levels, therefore eliminating a repetition of the same outings from year to year. Effort has been made to provide field trips for each course of study and varying subject matters. Parents are expected to pay a small fee at group rate prices when applicable, and to sign a field trip permission slip. Chaperones are expected to dress modestly while on school field trips. Parents will be provided advance notice for all field trips, Insha'Allah. **All students must leave from the school and return to the school with their class before being released to their parents. Cell phones are not allowed in school, school events, or on field trips during school hours.**

Student field trip dress code is listed under Dress Code (pages 14, 15 & 16).

20.5 STUDENT ACHIEVEMENT

Achievement Awards are given each quarter to students who excel in academics or behavior. These awards are to be given out at the quarterly Awards Assemblies.

20.6 ACADEMIC AND BEHAVIORAL PROBATION

Students who perform low on MAP scores and semester grades will be placed on academic probation. The school is responsible for providing the necessary interventions to support student success. In the event that a student continues to perform poorly, the probationary period the students is allowed indicated below.

Secondary

- 8 quarters of Academic probation (or 2 years)
- 4 quarters of Behavioral probation (1 year)

Elementary:

- 8 quarters of Academic Probation (or 2 years)
- 8 quarters of Behavioral Probation (or 2 years)

It is at the discretion of the administrator to terminate the enrollment of the student at any time or extend their probation period.

20.7 ACADEMIC PROBATION REMOVAL POLICY

A student **will remain on Academic Probation until sufficient academic improvement has been demonstrated**. Placement on probation will not be removed solely due to the passage of time or promotion to the next grade level.

To be removed from Academic Probation, a student must meet one or more of the following criteria:

1. **Improve all failing course grades** to a passing level by the end of the designated grading period; and/or
2. **Successfully complete an approved summer school or credit recovery course** for any failed course(s); and
3. **Demonstrate satisfactory academic progress, including improvement in MAP assessment performance when applicable, as determined by the school administration.**

20.8 HIGH SCHOOL ACADEMIC PROBATION AND CREDIT RECOVERY

Any high school student who earns a grade of D or F in a course will be placed on academic probation and required to complete grade forgiveness through Florida Virtual School, FLVS.

Students will be given:

- **One summer** to recover credit for one semester of a course.
- **Up to two summers** to recover credit for both semesters of the same course.

In accordance with school policy, a student may complete credit recovery for a maximum of **four semester courses**, equivalent to **two full-year high school courses**, during their high school enrollment.

Students and parents are responsible for registering for the appropriate FLVS course and ensuring that all required coursework is completed by the assigned deadline. Failure to complete the required credit recovery may affect the student's academic standing, grade-level promotion, continued enrollment, or graduation eligibility.

The administration reserves the right to require additional interventions, tutoring, progress monitoring, or academic support before probation is removed.

Students who do not meet the requirements for removal will continue on Academic Probation until all conditions have been satisfied. Continued failure to demonstrate academic progress may affect reenrollment eligibility, placement decisions, participation in extracurricular activities, or other privileges at the discretion of the school administration.

The Principal and Academic Administration reserve the right to make final determinations regarding a student's probation status based on the student's overall academic performance and readiness for continued success.

21. EXTRA-CURRICULAR ACTIVITIES & EVENTS

21.1 RAMADAN AND IFTAR ACTIVITIES

Ramadan is a sacred month for Muslims. Muslims strengthen their relationship with Allah by increased worship. Students at the Universal Academy of Florida fast during school hours from the third to twelfth grades. Lunch is provided for PreK to second grade daily, unless advised otherwise by parents. The school day is decreased during Ramadan, and the normal routine of Physical Education is eased to accommodate students who are fasting. Through skits, stories, and short talks, the students are reminded that fasting is for Allah alone.

Family Iftars arranged by the Elementary and Secondary departments, are occasions for families to strengthen their social relationship while enjoying the different activities and competitions prepared by students and staff.

21.2 ASSEMBLIES

Student-body assemblies are held frequently to promote an Islamic theme by both teachers and students. Assemblies at times are divided into: Elementary and Secondary.

21.3 YEARBOOK

Memories are best appreciated by students, parents and staff-members when they are compiled in a yearbook. To continue this tradition at Universal Academy of Florida, a yearbook is available each spring as an annual project of the Student Yearbook Committee.

21.4 PARENT-TEACHER ORGANIZATION (PTO)

The purpose of the PTO is to serve the Academy's best interests by supporting the school's mission, programs, and activities. Parents are encouraged to become involved in this organization.

All PTO and class volunteers must abide by the school dress code.

21.4.1 Responsibilities/Opportunities

- Building school spirit.
- Nurturing parent-parent and school-parent communication.
- Assisting parents in improving their "parenting" skills.
- Assisting with classroom needs on a volunteer basis.
- Raising funds in conjunction with school-wide development policies and programs.

22. APPENDIX

ETHICAL CONDUCT POLICY

Ethics & Conduct Effective Date: 8/1/2008

Training Requirement: All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

The successful business operation and reputation of the Academy is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Academy is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the Academy, customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

The Academy will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises, where it is difficult to determine the proper course of action, then the matter should be discussed openly with your immediate supervisor at the Academy and, if necessary, with the Principal/President for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Universal Academy employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor and Principal . Employees can raise concerns and make reports directly to the Principal/President or the appropriate local, state, or Federal authority without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

22.4.1 Code of Ethics of the Education Profession in the Universal Academy of Florida

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, students, parents, and other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

22.4.2 Employee Conduct

Employees are expected to conduct themselves within the following guidelines. This list is intended only as a guideline and is not exhaustive. Failure to adhere to these guidelines may result in disciplinary action up to and including dismissal as provided for in school policy and procedures. The Principal /director of the school reserves the right to take disciplinary action, up to and including dismissal, against any employee whose conduct impairs the operations of the school.

22.4.3 Principles of Professional Conduct for the Education Profession in the Universal Academy of Florida

1. Obligation to the student requires that the individual:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, social and family background, etc. and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

22.4.3 Principles of Professional Conduct for the Education Profession in the Universal Academy of Florida (CONT.)

- h. Shall not exploit a relationship with a student for personal gain or advantage. Employees are prohibited from socializing with students beyond professional duties.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
2. Obligation to the public requires that the individual:
- a. Shall take reasonable precautions to distinguish between personal views and those of the Universal Academy of which the employee is affiliated with.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
3. Obligation to the profession of education requires that the individual:
- a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.
 - f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - g. Shall not misrepresent one's own professional qualifications.
 - h. Shall not submit fraudulent information on any document in connection with professional activities.
 - i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

22.4.3 Principles of Professional Conduct for the Education Profession in the Universal Academy of Florida (CONT.)

- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by the school) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, the Universal Academy of Florida shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- n. Shall report to the supervisor, as soon as reasonably possible, any work-related accident, injury, theft or misconduct in which they are involved or for which they have knowledge.
- o. Shall notify his/her supervisors immediately of changes of status that could affect employment (i.e., driver's license, professional certificate, arrest, etc.).
- p. Employees are prohibited from possessing any weapon on school property, including in a work assigned locker, room or personal vehicle, except as required in the performance of duty.
- q. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- r. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- s. Shall comply with the conditions of an order of the Education Practices Commission. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.
- t. Commission in monitoring the probation of a subordinate.

22.4.4 Reporting misconduct; Procedure and Related Topics

22.4.4.1 Employee Obligations/Duty to Report Misconduct

1. It is the obligation and essential duty of an employee to report any and all suspected acts of criminal conduct, mismanagement, unethical behavior or any other inappropriate conduct, act or failure to act by any other employee or independent contractor.
2. The failure to make such report shall be grounds for disciplinary action against the employee.
3. Forms can be obtained from the office. Samples of these forms are attached to this handbook.

22.4.4.2 Nature of Information Disclosed

The information disclosed under this section shall include any violation or suspected violation of federal, state or local laws, school board policies, procedures or regulations committed by an employee or an independent contractor that creates and presents a substantial and specific danger to the public's health, safety, welfare or to the school's interests.

22.4.4.3 Protected Individuals

Employees of the school, independent contractors for the school or other persons who disclose information on their own initiative in a written and signed complaint, or who are requested to participate in an investigation, hearing or other inquiry conducted by any local, state or federal governmental agency, or who refuse to participate in any adverse action prohibited by this policy are protected by the policy.

22.4.4.4 Actions Prohibited

1. The school board, the Principal/director and the administration of the school are prohibited from taking retaliatory action or adverse personnel action against any employee who reports violations or discloses information covered under this policy.
2. The provisions of this subsection shall not be applicable when an employee or person discloses information known by the employee or person to be false.
3. No remedy or other protection under this policy applies to any person who has committed or intentionally participated in committing the violation or suspected violation for which protection under the policy is being sought.

22.4.4.5 Confidentiality

1. The name or identity of any individual who discloses violation information in good faith is confidential. This identity shall not be disclosed to anyone other than the department or agency empowered to investigate unless:
 - The identity disclosure is necessary to prevent a substantial and specific danger to the public's health, safety or welfare. If it is determined that the disclosure of the information is absolutely necessary for this reason, it may be disclosed only to persons who are in a position to prevent the danger or to prevent the imminent commission of a crime based on the disclosed information; or
 - The disclosure is unavoidable and absolutely necessary during the course of the investigation; or
 - The disclosure is otherwise required by law; or
 - The disclosure is necessary in order for the school board to defend or prosecute an employee regarding the subject matter of the employee complaint.
2. All information received initially and produced from fact-finding or investigations related to the disclosure are confidential and is exempt from a public records request while the investigation is active.

22.4.4.6 Immunity from liability in cases of child abuse, abandonment, or neglect. (39.203) Effective date 2/22/2010

1. (a) Any person, official, or institution participating in good faith in any act authorized or required by this chapter, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.
1. (b) Except as provided in this chapter, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.
2. (a) No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.
2. (b) Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

22.4.4.7 Employer immunity from liability; disclosure of information regarding former or current employees (768.095)

Effective date 2010

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

22.4.4.8 To Whom to Disclose Information

The written signed complaint shall be disclosed to the Principal of the school or designee or to an appropriate school board entity having the authority to investigate, police, manage or otherwise remedy the violation or act.

Important Phones and E-mails

President and Principal of UAF
(813) 664-0695

Assistant Principals of UAF
(813) 664-0695

Business Office of UAF
(813) 664-0695

22.4.5 Investigations of Reported Violations; Summary of Procedures

Investigation and Report:

1. Information received by the Principal or designee, alleging to criminal or professional misconduct of an employee, as defined in section 2.5, shall be reduced to writing as soon as possible.
2. The Principal of the school or designee shall determine as soon as possible whether the information disclosed is the type of protected disclosure described, whether the source of information is a person who is an employee or former employee, or an independent contractor working for the school board and whether the information actually disclosed demonstrates reasonable cause to suspect the violations occurred.
 - If the source of the information or if the disclosed information does not meet the above criteria, Principal or designee, shall notify the complainant of such fact and copy and return, upon request of the complainant, any documents and other materials that were provided by the complainant.
 - If the source of the information or if the disclosed information does not meet the above criteria, Principal or designee, shall notify the complainant of such fact and copy and return, upon request of the complainant, any documents and other materials that were provided by the complainant.
3. If the Principal or designee, concludes the source of information or the disclosed information meets the criteria above, an investigation shall be conducted.

22.4.5 Investigations of Reported Violations; Summary of Procedures (CONT.)

Investigation and Report:

3. Within thirty days after beginning the investigation, the Principal or designee, may terminate the investigation if the following conclusions, or other similar conclusions can be made.
 - The gravity of the disclosed information does not warrant the time and expense of an investigation.
 - The potential for an investigation to yield significant recommendations to make school operations more efficient and effective does not exist.
 - The final report on the disclosed information is of minimal benefit to the school.
 - The alleged information primarily concerns personnel practices that may be investigated in a different manner.
 - Another agency is conducting an investigation and the assistant Principals or the Principal 's process could be duplicative.
4. Within sixty days after commencing an investigation under this section, a final written report shall be submitted in writing to the complainant, the school board and all appropriate local, state or federal agencies. An extension of specified duration may be requested of and extended by the Principal or her/his designee. The complainant or the accused may submit general comments on the final report within twenty days of the date of the report. Such comments shall be attached to the final report.
5. The final report shall include:
 - A summary of the information with respect to the investigation initiation;
 - A description of how the investigation was conducted;
 - A summary of any evidence obtained from the investigation;
 - A listing of any violation or apparent violation of any law, rule or regulation;
 - A description of any action taken or planned as a result of the investigation, such as: a change in school policy, procedures or practice; the restoration of an aggrieved employee;
 - Disciplinary action against an employee; and/or
 - A referral to the Department of Law Enforcement of any evidence of a criminal violation;
 - A statement of the cost of the investigation.
6. Once a final report is issued, the investigation shall be closed.



EDUCATOR MISCONDUCT REPORTING FORM

OFFICE OF PROFESSIONAL PRACTICES SERVICES

REPORTER INFORMATION:

☐ Public School ☐ Charter School ☐ Private School ☐ FSDB ☐ Lab School

REPORTER CONTACT INFORMATION:

School/District:

Contact Person Name and Title:

Contact Address and Telephone:

INFORMATION REGARDING THE EDUCATOR BEING REPORTED

EDUCATOR'S NAME:

ADDRESS:

HOME PHONE: WORK PHONE: CELL PHONE:

SSN: DATE OF BIRTH DOE CERTIFICATE #

ASSIGNED SCHOOL:

POSITION: SUBJECT/GRADE LEVEL:

YEARS EXPERIENCE:

CONTRACTUAL STATUS:

CURRENT EMPLOYMENT STATUS:

SUMMARY OF THE ALLEGATION:

Reporting Directions

For questions, contact our office at 850.245.0438

In addition to the reporting form, submissions to the Office of Professional Practices Services should include:

1. All investigative materials, reports, evidence, documents or related materials (Examples include, victim or witness statements, arrest reports or court documents, newspaper articles, computer evidence, video or audio tapes, text messages or cell phone records, photographs, grade books or calendars, gifts/items, statements, arrest report(s), court documents, local investigative reports, termination or disciplinary documents, letter of resignation, district disciplinary action documents, DOAH Orders, and class rosters). **Do not send sanitized or redacted documents.**
2. The educator's current certification information and any applications processed or renewed at the local level.
3. Name and contact information for all victims and witnesses (see and duplicate page two as necessary).

Direct all correspondence via regular mail to:

Florida Department of Education, Office of Professional Practices Services,
325 West Gaines Street, Suite 224-E, Tallahassee, Florida 32399-0400



EDUCATOR MISCONDUCT REPORTING FORM **PG. 2**

OFFICE OF PROFESSIONAL PRACTICES SERVICES

VICTIMS

Name:

Address:

Telephone:

DOB:

Current School:

Name:

Address:

Telephone:

DOB:

Current School:

WITNESSES

Name:

Address:

Telephone:

DOB:

Current School:

Name:

Address:

Telephone:

DOB:

Current School:

Name:

Address:

Telephone:

DOB:

Current School:

Name:

Address:

Telephone:

DOB:

Current School:



EDUCATOR MISCONDUCT REPORTING FORM **

OFFICE OF PROFESSIONAL PRACTICES SERVICES

Universal Academy of Florida

6801 Orient Road – Tampa, FL 33610 – Tel: 813-664-0695 - Fax: 813-664-4506
email: uaf@uaftampa.org; website: www.uaftampa.org

Reporting Directions: See ETHICAL CONDUCT POLICY**

Contact Person Name: _____

Position (check one): ☐ Administrator ☐ Staff ☐ Employee ☐ Contractor
☐ Volunteer ☐ Parent

Contact Address and Telephone: _____

INFORMATION REGARDING THE EDUCATOR/EMPLOYEE/CONTRACTOR BEING REPORTED

NAME: _____

POSITION: _____

SUMMARY OF THE ALLEGATION:

**Copies are available in the office and also displayed on the bulletin boards



EDUCATOR MISCONDUCT REPORTING FORM **

OFFICE OF PROFESSIONAL PRACTICES SERVICES

VICTIMS

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____
DOB: _____	DOB: _____
Current School: _____	Current School: _____

WITNESSES

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____
DOB: _____	DOB: _____
Current School: _____	Current School: _____



EDUCATOR MISCONDUCT REPORTING FORM **

OFFICE OF PROFESSIONAL PRACTICES SERVICES

WITNESSES

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____
DOB: _____	DOB: _____
Current School: _____	Current School: _____

To Whom to Disclose Information: The written signed complaint shall be disclosed to the Principal of the school or designee or to an appropriate school board entity having the authority to investigate, police, manage or otherwise remedy the violation or act.

Important Phones and Emails

Principal of UAF
(813) 664-0695

Board of UAF
(813) 664-0695

Business Office of UAF
(813) 664-0695

For additional information about UAF, please visit our web-site at www.uaftampa.org

For additional information about our accrediting organizations FCIS, and FKC please visit the web-site at www.fcis.org, www.fkconline.org