



Mrs. Hanan Abdallah  
M. Ed., Principal

## Universal School

7350 W. 93<sup>rd</sup> Street, Bridgeview, IL 60455  
Phone: (708) 599-4100 Fax: (708) 599-1588

[www.universalschool.org](http://www.universalschool.org)

*“Where Islam and Education come together”*

August 2009

To the Parents/Guardians of: 8<sup>th</sup> to 12<sup>th</sup> Grade students:

Assalamu Alaikum; Inshallah, this letter finds you in the best of health and Iman.

To ensure a productive learning environment for our students, it is very important that they come to school on time. If your child is sick or you need to schedule a doctor's appointment we encourage you to notify the school as soon as possible. A written note from the doctor or parent is required. **All written excuses must be submitted within 3 days of the absence/tardy. Be aware that an excuse might not be accepted after 3 days.**

Please note that for 9<sup>th</sup> through 12<sup>th</sup> grade students the Universal School handbook states:

**“A student who accumulates 10 excused or unexcused absences and/or tardies in a semester in any course or class period will be withdrawn from that course or course period.** Students will be responsible for any delay of graduation due to the above policy. This includes absences to a class due to tardiness to school.”

**TARDINESS TO SCHOOL: Students who come in after 8:40 AM will be recorded as tardy unexcused (TU) and the tardy will be tallied/recorded towards the cumulative count of absences to class/school for the 1<sup>st</sup> period class. Students will be responsible for any delay of graduation due to the above policy.**

**The following policy applies to students from 8<sup>th</sup> – 12<sup>th</sup> Grade:**

**“Every four tardies to school in the morning will result in a Saturday detention. A student who misses a Saturday detention will immediately be suspended”.**

In addition, please keep in mind that when the winter weather approaches you might need extra time getting your child/children to school on time.

Thank you for your cooperation in this matter.

Sincerely,

Ms. D. Benameur  
Dean of Students

**EXCUSED ABSENCES/TARDIES' NOTES WILL  
NOT BE ACCEPTED AFTER 3 DAYS OF THE OCCURRENCE.**