

Ubah Medical Academy Student Handbook 2009-2010



MISSION STATEMENT

The mission of Ubah Medical Academy is to provide students with a rigorous education that will prepare them for college and the pursuit of medical or other meaningful careers in our community. As a public charter high school, UMA is open to all students, but our program is inclusively designed to meet the unique needs international students and their families have in a culturally sensitive environment.

ACADEMIC INTEGRITY

Assignments

- ❑ Students may often be asked to work collaboratively on assignments; in fact, working collaboratively is an essential skill that students will learn at UMA.
- ❑ If an assignment calls for independent work, students will receive no credit on the assignment if the teacher determines that a classmate or someone else has aided the student in completing the assignment. If it is a classmate, the teacher may also assign no credit to any other students involved in the incident.
- ❑ Cheating on an assignment will result in a parent/family conference and/or a suspension from school.
- ❑ If a teacher has determined that a student has plagiarized on an assignment, the student will receive no credit. This incident will also result in a parent/family conference and/or a suspension from school.

Test-taking

- ❑ In a test-taking environment, dishonest behavior may include:
 - Writing information on hands, desks, other papers, etc. to use during the test
 - Looking at or copying another student's paper
 - Filling out answers for another student
 - Talking during the test without permission
 - Informing students in other sections or who were absent about what was on a test or assignment
 - Passing notes
 - Viewing a copy of the test before it is given
 - Passing a calculator with answers programmed into it
 - Texting answers on a cell phone
 - Any other behavior the teacher or administration deem dishonest
- ❑ Cheating on a test will result in no credit, a parent or family conference, and/or suspension from school. It may also affect college acceptance and scholarship eligibility.

ALCOHOL AND OTHER DRUGS

- ❑ Possession and/or use of alcohol, controlled substances, mood altering substances, or misuse of prescription drugs will result in the following consequences:
 - Immediate police notification, 5 day suspension, conference with parent/guardian, recommendation for community-based evaluation
- ❑ Sale or attempted sale of alcohol, controlled substances, mood altering substances, or misuse of prescription drugs will result in the following consequences:
 - Immediate police notification, 5 day suspension conference with the parent/guardian, recommendation for community-based evaluation. The administration may recommend expulsion to the UMA board. Students with disabilities selling controlled substances will be disciplined according to the IDEA laws and regulations.

ASSAULT, AGGRAVATED ASSAULT, DISORDERLY CONDUCT, TERRORISTIC THREATS

- ❑ Assault is committing an act, verbal or physical, with the intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.
- ❑ Aggravated assault is committing assault on another person with a dangerous weapon or an assault that inflicts substantial bodily harm.
- ❑ Disorderly Conduct is engaging in brawling or fighting; disturbing a lawful assembly or meeting; engaging in offensive, obscene, abusive, boisterous, or noisy conduct or abusive language, when the student reasonably knows that such conduct will or will tend to, alarm, anger or disturb others or provoke an assault or breach of peace.
- ❑ Terroristic Threats is threatening, directly or indirectly, to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or vehicle or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

- ❑ All offenses in this category will result in immediate police notification, an initial suspension of at least 5 days and referral for expulsion.

ATTENDANCE

A student's primary responsibility is to be present in school and to learn. If a student is not in school, he or she is not able to fulfill this primary responsibility.

Excused Absences

- ❑ Examples of excused absences
 - Illness
 - INS Appointment
 - Family Emergency
- ❑ In order for an absence to be considered excused for the above reasons, the parent/guardian must call Ubah Medical Academy by **11:30am** the day of the absence.

- ❑ Also on the day the student returns, s/he **must** bring a written excuse or documentation from the parent indicating the reason for absence.
- ❑ The administration reserves the right to determine if an absence is legitimate and excusable.
- ❑ It is the responsibility of the student/family to notify the school of an absence. If the student does not call by 11:30am the day of the absence and provide a written excuse or documentation within 24 hours after the student's return to school, the absence will be considered unexcused.

Unexcused Absences

- ❑ Unexcused absences are absences that do not fall in one of the categories listed above under excused absences.
- ❑ Failure to provide a phone call and written excuse or documentation for an excused absence will result in an unexcused absence.
- ❑ The administration reserves the right to determine whether or not an absence is excused or unexcused.
- ❑ If a student or parent/guardian are unsure if an absence will be considered excused or unexcused, check with the administration prior to the absence.

Change in Grade and Loss of Credit Due to Absences

- ❑ Any student who has 3-5 unexcused absences from a class during a quarter will receive one grade lower than what is earned for that class for that quarter.

Example: A- will drop to a B+
D- will drop to an F

- ❑ Any student who is absent from a class more than 5 times during a quarter, will receive **no credit** for that class for that quarter.

BACKGROUND CHECKS

All Ubah Medical Academy applicants are required to have a criminal background check in order to work or volunteer in the school.

BEHAVIOR EXPECTATIONS

UMA will use the following as a guideline for acceptable and unacceptable behaviors:

- ❑ **Acceptable Behavior**
 - *Respectful
 - *Responsible
 - *Polite
 - *Safe
 - * Cooperative
 - * Hard-working
 - * Appropriate
 - * On time

Unacceptable Behaviors that will result in a consequence from the teacher

- *Dress code violations
- *Inappropriate language
- *Writing on desks/walls/furniture
- *Sleeping in class
- *Moving around without permission
- *Tardy less than 5 minutes
- *Incomplete homework
- *Applying make-up during class
- *Throwing objects
- *Using cell phones/IPODs/MP3s/electronic devices
- *Any other classroom rules considered *unacceptable*
- *Running
- *Horseplay
- *Talking out of turn
- *Cheating
- *Teasing
- *Littering
- *Pop/candy

❑ Unacceptable behaviors that will result in a consequence from Administration

- *Disrespecting staff
- *Possession/use of weapons
- *Willful disobedience
- *Defiance of authority
- *Gang-related activity
- *Harassment/bullying/threats
- *Use/possession/distribution of alcohol, drugs, tobacco or paraphernalia
- *Repeated *unacceptable* classroom behaviors
- *Damaging property
- *Fighting
- *Truancy
- *Stealing
- *Plagiarism
- *More than 5 minutes tardy

BUS DISCIPLINE

- ❑ Riding the bus to and from school will be considered an extension of the school day and all provisions of UMA's student handbook will be enforced.
- ❑ Breaking school bus rules will result in the following consequences:
 - **First Offense:** Parent notification, student warning
 - **Second Offense:** Parent notification and a 2-day bus suspension.
 - **Third Offense:** Parent notification, a 10-day bus suspension and a parent conference with the administration.
 - **Fourth Offense:** Parent notification and student will be removed from the bus for the remainder of the academic school year.
- ❑ While on the bus, students must refrain from fighting or horseplay, throwing objects, leaving their seat while the bus is in motion, throwing objects out of the window or around the bus, using inappropriate language, eating or drinking and defacing the bus or the bus stop.
- ❑ Students should be at the bus stop prior to the arrival of the bus. Bus drivers will not wait for more than one minute and UMA staff will not pick up late students.
- ❑ At the bus stop, students must treat others respectfully, use appropriate language, stay away from the street, road or highway while waiting, and wait until the bus stops before approaching the bus.
- ❑ When exiting the bus, students should move away from the bus to the bus stop as quickly as safety permits. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal before crossing the street.

CLOSED CAMPUS

UMA is a "Closed Campus." Students are not allowed to leave the school/campus during school hours without a note from parent/guardian and approval from the administration.

COMPUTERS AND INTERNET ACCEPTABLE USE POLICY

- ❑ All students are required to sign and follow UMA's Internet Acceptable Use Policy.
- ❑ Inappropriate or irresponsible use of computers and/or Internet will result in appropriate disciplinary action including parent/guardian conference, loss of computer use privileges and cost for damages.

DISCIPLINE POLICIES AND PROCEDURES

- ❑ Students have the right to a free public education, but they are responsible for complying with the rules and regulations of the school district and the instructions of all school district personnel, and for accepting authority of the faculty and school officials on school property and at school-sponsored, off-campus activities. Failure to meet these responsibilities will be cause for disciplinary action.
- ❑ Ubah Medical Academy [UMA] will not deny due process or equal protection of law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion. The Minnesota Pupil Fair Dismissal Act, Minn Statute 121.40 to 121A.56 shall be followed in all student dismissal proceedings. In addition disciplinary procedures for children with disabilities will be addressed pursuant to the federal Individuals with Disabilities Education Act [IDEA] law and regulations.
- ❑ All discipline issues will be handled by the administration. For school year 2007-2008, Ms. Heather Mansour will handle female discipline issues and Mr. Musa Farah will handle male discipline issues.

DISCLOSURE OF STUDENT INFORMATION AND RECORDS

- ❑ The records which UMA maintains in its files which identify you or discuss your needs as a student or accomplishments as a student are private data under the MN Government Data Practices Act [MN Statute 13.32 and the Family Educational Rights and Privacy Act [20 U.S.C. 1232 [g], 34. C.F.R. part 99]]
- ❑ This means that members of the public and UMA employees whose duties do not require that they have access to this information may not see these records unless you or your parents give consent or a law or a court order authorizes access.
- ❑ Certain kinds of information have been categorized by UMA as directory information. Directory information, even though it identifies you, can be released to the public. At UMA, directory information consists of the following:
 - Names of recipient and name of awarded scholarship

- Names of participants in officially recognized school activity
- Names of students receiving recognition by UMA as the result of positive accomplishments for academic achievement, good citizenship, and adherence to the standards of conduct of UMA as well as a description of the accomplishment, grade, achievement, and/or award.
- If you and your parents do not want information about you that falls into one or more of the categories of directory information to be made public, your parents should notify one of the co-directors.
- If an emergency occurs and knowledge of the information is necessary to protect your health and safety or that of other individuals, UMA can release information about you to appropriate parties such as a hospital, police department, or emergency squad.
- In the event that you transfer to or apply for admission to another school, including schools you might attend after high school, UMA will transfer your records to that school if it receives a request to do so.

DISTRACTING ITEMS

Items such as laser pens, squirt guns, rubber balls, etc. that disrupt or distract from the learning environment will be confiscated by staff and turned into the office. Parents can make arrangements to get them returned at the end of the school year.

DRESS CODE

- The goal of the UMA dress code is to ensure that a student's dress does not distract from academic work in the classroom. If clothing is deemed unacceptable by the administration, parent liaison or staff, the student will be asked to change or be sent home.

All Students:

No offensive language or pictures on any piece of clothing
 No gang-related clothes or messages on articles of clothing
 No tied or banded pants
 No hats, sweatbands or bandanas
 No visible underwear
 No sweatshirt hoods on heads indoors
 No coats, hats or gloves (except for religious purposes) indoors
 No shirt that leaves the stomach/midriff/chest area exposed
 No clothing in disrepair
 No shorts
 No large chains or other distracting jewelry
 No "sagging" pants

- Consequences for violating dress code will include one or several of the following:
 - Students will be asked to change
 - Parents will be called
 - Sent home for the remainder of the day
 - Suspension

DRILLS

UMA is required by law to conduct different drills throughout the year including: armed intruder, fire, and tornado drills. Emergency signs will be posted in each room and the teacher will give safety instructions to the class.

ELECTRONIC DEVICES (CELL PHONES, HEADPHONES, IPODS, MP3s, ETC.)

Electronic devices are not allowed during the school day. If these devices are being used during the school day they will be confiscated and the following consequences will be issued:

- **First Offense:** Device will be returned at the end of the next school day
- **Second Offense:** Device will be returned at the end of 5 school days
- **Third Offense:** Device will be returned at the end of 15 school days to the parent/guardian

EXCLUSION

Exclusion means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

EXPULSION

Expulsion means an action taken by the school board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled. Students with disabilities can only be expelled if the IEP team determines the student's conduct was not related to the student's disability.

FOOD AND BEVERAGES

Consumption of food and beverages, excluding water, is confined to the cafeteria.

HARASSMENT/SEXUAL HARASSMENT

Everyone at UMA has the right to feel safe and respected.

- A student or an adult can commit harassment. Harassment may include the following when related to religion, race, color, national origin, sex, sexual orientation, disability, or age:
 - a. Name calling: jokes or rumors
 - b. Pulling on clothing
 - c. Graffiti
 - d. Notes or cartoons
 - e. Unwelcome touching of a person or clothing
 - f. Offensive or graphic posters, book covers
 - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad
- If any words or actions make you feel uncomfortable or fearful, you can tell a teacher, administrator or any other school staff
- You may also make a written report to an administrator, teacher or any other school staff.
- Your right to privacy will be respected as much as possible.

- ❑ UMA considers all reports of harassment or violence as a serious matter and will take appropriate actions based on your report.
- ❑ UMA administrators will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
- ❑ Harassment will result in a student conference, parent conference and suspension or possible police referral.

HAZING

Hazing activities of any type are inconsistent with the educational goals of UMA and are prohibited. No student, teacher, administrator, volunteer, contractor or other employee of the district shall plan, direct, encourage, aid or engage in hazing.

INSURANCE

UMA is not responsible for any costs related to injuries at school. Any costs will be the responsibility of the family.

LOCKERS AND LOCKS

Safeguarding your clothing, book supplies and equipment is important. Your locker and combination lock provide that safety for you, but you are also an important part of providing that safety. **DO NOT GIVE YOUR COMBINATION TO ANY PERSON—EVEN CLOSE FRIENDS.** Also, make sure your locker is closed and that you turn the dial **ONE FULL TURN** and give the handle a test pull to make sure it is locked before you leave your locker. For security reasons, only school issued combination locks are allowed to be used on school lockers. You are not to share a locker with anyone else; this can lead to problems.

Your rights to privacy in your school locker will be maintained. However, the locks and lockers are the property of the school, and the administration reserves the right to inspect any school locker when necessary to maintain the safety and security of the school environment. It is your responsibility to keep your locker clean.

If your locker becomes broken, remove your valuables from your locker and carry them with you, or bring them to the office for safekeeping. Large sums of money should never be brought to school. Any damage or trouble with your lock or locker should be reported to the office.

LOST ITEMS

Schools cannot be responsible for lost or stolen items. Students should leave cash and expensive items at home.

MEDICATION

If a student must take prescribed or over-the-counter medication during school hours, a physician and parent/guardian must provide written instructions and authorization. All medications should be brought to the nurse's office for storage.

OUTSIDE ACTIVITIES AND FIELD TRIPS

Outside activities and field trips are privileges, not rights, which can be withdrawn if students don't meet behavior expectations.

PASSES OUTSIDE OF THE BUILDING

If a student needs to leave school during the day, a call or note from home is required. Please clear it with the office prior to 10:00 AM and a pass will be issued. Students are required to sign out before they leave and sign back in, if they return to school.

PLEDGE OF ALLEGIANCE

Minn Statute 121A.11

RESTROOM USE

- ❑ Students are required to use the restrooms appropriately. Students should leave the restroom in the same or better condition as when they entered.
- ❑ Students are not allowed to leave the classroom to use the restroom during the first or last ten minutes of class.
- ❑ A student found writing graffiti or destroying school property in the restroom will face consequences as listed under "School Property Damage (Vandalism, Arson, Theft).
- ❑ The staff bathrooms are off limits to UMA students at all times unless the administration and/or staff have granted permission.

SCHOOL/PERSONAL PROPERTY DAMAGE, THEFT, ARSON

- ❑ Students will be suspended for at least 3 days.
- ❑ The student will be referred to the police or fire department and will be held responsible for payment of damages as determined by the administration and the court.
- ❑ The parent/guardian shall be liable for all damages caused by the student.
- ❑ Student may be referred for expulsion.

SEARCHES

- ❑ School officials may search students for items that may be harmful to themselves or to others and to detect items that are prohibited from being on school grounds or other places under supervision of school personnel i.e. buses, field trips.
- ❑ Consent of the student is not required prior to the search.
- ❑ All searches will be based on reasonable suspicion.

SUSPENSION

- ❑ Suspension means an action taken by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than 10 school days.
- ❑ Each suspension will include a readmission conference with the parent/guardian and administration unless there is a pending exclusion or expulsion.
- ❑ The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension.
- ❑ UMA administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where

- the student will create an immediate and substantial danger to self or to surrounding persons or property, or where UMA is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days.
- ❑ In the case of a student with a disability, the student's IEP team must meet immediately, but not more than 10 school days after the date on which the decision to remove the student from the student's current education placement is made.
 - ❑ The IEP team shall, at that meeting, conduct a review of the relationship between the student's disability and the behavior subject to disciplinary action and determine the appropriateness of the student's IEP.
 - ❑ The requirements of the IEP team meeting apply when:
 - The parent requests a meeting.
 - The student is removed from the student's current placement for 5 or more consecutive days.
 - The student's total days of removal from the student's placement during the school year exceed 10 cumulative days in a school year.
 - ❑ The administration shall implement alternative educational services for all students when the suspension exceeds 5 consecutive days.
 - ❑ In addition, for students with disabilities, alternative educational services must also be provided when a student has been suspended for more than 10 cumulative days in a school year.

TARDINESS

- ❑ **1-3 Tardies** = Consequence from teacher
- ❑ **4-5 Tardies** = Teacher notifies parent liaison and phone call to parents is made
- ❑ **5+ Tardies** = "No Pass List", parent conference and possible suspension (A new no-pass list will begin each semester.)
- ❑ A tardy is given when a student is 1 second to 5 minutes late. If a student is more than 5 minutes late, they will receive an office referral.
- ❑ An attendance plan will be developed.

TEXTBOOKS LOST/DESTROYED

MN Statute 120.101 allows schools to charge for lost or destroyed textbooks, workbooks, or library books. All students will be charged a damage/replacement fee for lost or destroyed books.

THEFT

Students will be suspended for at least 3 days and parents will be notified. A police referral will be made if deemed necessary by the administration.

TITLE IX

UMA does not discriminate on the basis of race, color, religion, national origin, sex, and/or marital status. Title IX of the 1972 Educational Amendments of MN Statute 363.03 requires this policy.

TOBACCO

- ❑ Use of tobacco within the school building, on school property, in school leased or owned vehicles or school busses and at school-sponsored events off campus is prohibited.

- ❑ Students using tobacco will be suspended for at least 2 days and parents will be notified.
- ❑ In addition, police will be notified in order to issue a smoking ticket.

TRUANCY

Daily school attendance is important and continued unexcused absences will result in the application of compulsory attendance and other applicable laws. This will include contacting the county attorney and other officials when needed. It may also result in loss of credit for courses.

VISITORS

All visitors must register in the office and wear a visitor pass. Non-school students are not allowed to visit unless they are prospective students and are testing for entrance or meeting with the counselor. In these aforementioned instances, all visitors must be preapproved. All other student-guests will be sent home.

WEAPONS

- ❑ According to United States Code, Title 18, Section 930, Subsection [g] Paragraph [2]the term “dangerous weapon” means a weapon, device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury.
- ❑ Some examples of dangerous weapons are: guns [including pellet guns, look-alike guns, and non-functioning guns that could be used to threaten others], ammunition and mace.
- ❑ A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the co-director’s office shall not be considered in possession of a weapon.
- ❑ Possession of a dangerous weapon will result in :
 - confiscation of the weapon
 - an initial suspension for 5 day
 - notification of the police
 - a recommendation to the UMA board that the student be expelled.
- ❑ Possession refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity.
- ❑ Students with disabilities possessing dangerous weapons will be disciplined according to the IDEA laws and regulations