



**UBAH ACADEMY**

# Student Handbook

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## Mission Statement

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

## School Calendar

[Click here](#) for the UBAH School Calendar.

## School Schedule

### Monday-Thursday

Class	Time	Minutes
Breakfast	7:00 - 7:25	25
Advisory	7:30 - 7:58	28
Period 1	8:03 - 8:59	56
Period 2	9:04 - 10:00	56
Period 3	10:05 - 11:01	56
Lunch A	11:06 - 11:26	20
Period 4A	11:31 - 12:27	56
Period 4B	11:06 - 12:02	56
Lunch B	12:07 - 12:27	20
Period 5	12:32 - 1:28	56
Period 6	1:33 - 2:30	57
Dismissal	2:30	

### Friday

Class	Time	Minutes
Breakfast	7:00 - 7:25	25
Period 1	7:30 - 8:11	41
Period 2	8:14 - 8:55	41
Period 3	8:58 - 9:39	41
Period 4	10:02 - 10:23	41
Period 5	10:26 - 11:07	41
Lunch (East hallway)	11:10 - 11:30	20
Period 6 (East hallway)	11:30 - 12:15	45
Period 6 (West hallway)	11:10 - 11:55	45
Lunch (West hallway)	11:55 - 12:15	20
Dismissal	12:15	

## Grading Scale and GPA

Percent	Letter Grade	GPA Points	Weighted GPA Points
93%	A	4.000	4.300
90%-92%	A-	3.667	3.967
87%-89%	B+	3.333	3.633
83%-86%	B	3.000	3.300
80%-82%	B-	2.667	2.967
77%-79%	C+	2.333	2.633
73%-76%	C	2.000	2.300
70%-72%	C-	1.667	1.967
67%-69%	D+	1.333	1.633
63%-66%	D	1.000	1.300
60%-62%	D-	0.667	0.967
59% or less	F	0.000	0.000

### Student's Grade Composition

A student's grade at UBAH is composed of two categories: formative and summative assessments. These categories are weighted in the PowerSchool gradebook according to the percentages below. All classes at UBAH will adhere to the following grading criteria to provide consistency across all departments and grade levels.

#### **Formative Assessments: 30% of overall grade.**

A portion of a student's grade reflects their growth in and development of the process of learning through formative assessments. Teachers use their professional judgment and knowledge of their discipline to determine how a student enrolled in their class demonstrates growth. Examples of formative assessments might include, but are not limited to, drafts, discussions, group work, class work, homework, small quizzes, and daily notebooks.

### **Summative Assessments: 70% of overall grade.**

Students at UBAH demonstrate they have mastered skills and content through summative assessments. Examples of summative assessments include, but are not limited to, tests, projects, essays, presentations, and portfolios. The summative assessment category includes a quarter final; all classes give a quarter final which is weighted at a minimum of 10% and a maximum of 20%.

### **What is GPA?**

GPA stands for **grade point average**, and it is typically how your academic performance and progress is measured. Students earn a new GPA for each quarter of school they complete, and you can estimate your GPA as you see your grades change throughout the quarter. Your **cumulative GPA** is the average GPA of all of your grades over all of the quarters of high school you have completed, usually from 9th through 12th grade.

Your GPA is a key indicator of your effort and academic success in high school; thus it is used in decisions about college admissions, scholarships, class ranking, and various academic honors you might qualify for. GPA is used by high schools to help measure the achievement of students, and colleges use this information to determine if a student could be successful or a good fit for their school. Typically, a student with a higher GPA is seen as someone who is prepared to be successful in college because of their effort in high school.

### **How High School GPA Impacts College**

Let's look into one example of how your GPA could be used by a college. Some students are interested in attending the University of Minnesota, Twin Cities. The average GPA of students attending the school is 3.83. With a GPA of 3.83, the University of Minnesota, Twin Cities requires you to be near the top of your class and well above average in your academic achievement. Your transcript, or the official record of your grades throughout high school, should show mostly A's. Ideally, you will also have taken several AP or CIS classes to show that you can handle academics at a college level. If you are currently a junior or senior, your GPA is hard to change in time for college applications. For the U of M, if your GPA is at or below the school's average of 3.83, you will need a higher SAT or ACT test score to compensate for a lower GPA score. This will help you compete effectively against other applicants who have higher GPAs than you.

Remember, the University of Minnesota is not the only great college. Other schools like Augsburg University have an average of 3.17 GPA for students attending their school, and many community colleges do not require a minimum GPA to attend.

### **How to Find your GPA**

Your **quarter GPA** can be viewed on your student PowerSchool account. It is different from your cumulative GPA. Your quarter GPA reflects your grades for just the current quarter, rather than your overall grades. Your **cumulative GPA** can be found on your high school transcript. To request an official or unofficial copy of your transcript, go to the [Parchment](#) website and order your transcript to be sent to your email (or select unofficial self-view). Your GPA will be listed at the bottom of your transcript with other cumulative information. Your transcript and GPA will update after grades are finalized each quarter, so you'll need to request it again for an updated copy at the end of the quarter.



## Difference Between GPA and Weighted GPA

**GPA:** Each final grade earned signifies points to calculate your GPA. An “A” is 4 points, “B” is 3 points, “C” is 2 points, “D” is 1 point, and an “F” is 0 points. The sum of the final grade points divided by the number of courses determines the cumulative grade point average (GPA).

**Weighted GPA:** For a weighted GPA, an “A” or a “B” in an Honors or advanced class earns additional points, as does a “C” in an advanced class. These increased points result in a “weighted” grade. The sum of the final grade points, including those “weighted” for Honors and advanced classes divided by the number of courses, is a cumulative, weighted grade point average (WGPA). A profile of grades by class is provided to colleges, also known as your transcript.

## Weighted Classes

Weighted classes are worth 0.3 more GPA points for the grade you earn. Honors classes, Advanced Placement (AP) classes, concurrent enrollment classes and Post-Secondary Enrollment Options (PSEO) are weighted.

## Examples of Weighted Classes at UBAH

<b>Honors and AP classes:</b> Honors English 9 Honors English 10 Honors Chemistry AP World History AP Language and Composition	<b>College in the Schools (CIS) concurrent enrollment classes:</b> CIS Anatomy & Physiology CIS Education CIS Literature CIS Microeconomics CIS Writing	<b>Normandale College Math concurrent enrollment classes:</b> College Algebra College Trigonometry College Pre-Calculus College Calculus
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Look for more information on concurrent enrollment classes on the next page.

## Concurrent Enrollment Classes at UBAH

UBAH teachers offer concurrent enrollment classes where students can earn college credit along with high school credit. The table below shows UBAH's requirements for enrollment in these courses. If you are an underclassman, make note of the prerequisites and set your goals!

College Course	College Credit + Length	Available To	Prerequisites
CIS Anatomy & Physiology	<b>4 (1 Year)</b>	<b>Seniors</b>	B average in HS Math & Science classes; Pass MCA-Science & Reading
CIS Education	<b>4 (1 Year)</b>	<b>Seniors</b>	Top 50% of HS Class
CIS Literature	<b>4 (1 Semester)</b>	<b>Seniors</b>	B average in HS English classes; Pass MCA-Reading
CIS Microeconomics	<b>4 (1 Semester)</b>	<b>Seniors</b>	B average in HS Math; Pass MCA-Reading & Math
CIS Writing	<b>4 (1 Semester)</b>	<b>Seniors</b>	B average in HS English classes; Pass MCA-Reading
College Algebra	<b>4 (1 Semester)</b>	<b>Juniors &amp; Seniors</b>	B average in HS Math classes; 1 yr of <b><u>Algebra 2</u></b> ; Pass MCA-Math & Reading
College Trigonometry	<b>4 (1 Semester)</b>	<b>Juniors &amp; Seniors</b>	B average in HS Math classes; 1 yr of <b><u>Algebra 2</u></b> ; Pass MCA-Math & Reading
College Pre-Calculus	<b>5 (1 Year)</b>	<b>Juniors &amp; Seniors</b>	B average in HS Math classes; 1 yr of <b><u>Algebra 2</u></b> ; Pass MCA-Math & Reading
College Calculus	<b>5 (1 Year)</b>	<b>Seniors</b>	B average in HS math classes; 1 yr. of <b><u>Algebra 2 &amp; Pre-Calc</u></b> ; Pass MCA-Math & Reading
College Computer Programming	<b>4 (1 Semester)</b>	<b>Sophomores Juniors &amp; Seniors</b>	Prerequisites vary based on grade level



## UBAH Credit Requirements for Graduation

Course Category	# of Required Credits	Credits per Year = Total Years
Language Arts	8	2 credits per yr = 4 years
Mathematics	8	2 credits per yr = 4 years
Science	6-8*	2 credits per yr = 3-4 years
Social Studies	7	2 credits per yr = 3.5 years
Health	2	2 credits per yr = 1 year
Business/Careers	2	2 credits per yr = 1 year
Fine Arts	2	2 credits per yr = 1 year
Physical Education	2	2 credits per yr = 1 year
World Language	2-4**	2 credits per yr = 1-2 years
Electives	3-6	2 credits per yr = 1.5-3 years

\* 8 credits of science recommended if you plan to attend a 4-year college.

\*\* 4 credits of the same World Language recommended if you plan to attend a 4-year college.

*(Some colleges like the University of Minnesota require this if your native language is English.)*

### How to Earn Credits

- Every time you pass a class for the **quarter** you earn a 0.5 credit.
  - *Exception:* Advisory is worth 0.25 credits per quarter.
- Therefore, every **semester** you can earn up to 6.5 credits if you pass all of your classes.
- Students can earn up to 13 credits per **year** at UBAH.
- **The total number of credits needed for graduation is 46 credits.**
- *Important Reminder:* to be eligible to graduate you need 46 credits AND enough credits per course category. Refer to the chart above or this [Credit Check sheet](#).

### Required Classes to Graduate in Minnesota

- Algebra II
- Biology
- Chemistry or Physics
- Economics
- English
- Geography
- Geometry
- Government
- World History
- US History

## Your Transcript: What Credits are Colleges Looking for?

A **transcript** is a record of all courses taken in high school, the level of the courses, and the final grade earned in each course. Usually, colleges and even employers want to review a student transcript before accepting a student into a college or a job. You can request a copy of your transcript from UBAH using this [link](#).

The following high school credit counts are generally accepted as universal requirements for college entrance and are examples of admissions requirements for the University of Minnesota and Minnesota State Universities. Please check specific colleges for their detailed requirements.

Years and course	High school credit requirement	Notes
<b>4 years of Language Arts</b>	8 semester credits	with an emphasis on writing, reading and speaking skills, along with a study of American and World Literature
<b>4 years of Mathematics</b>	8 semester credits	including one year of the following courses: Algebra I, Geometry, and Algebra II
<b>3 years of Science</b>	6 semester credits	including one year of biological science and one year of physical science that involves laboratory experience
<b>3.5 years of Social Studies</b>	7 semester credits	including Geography, Government, U.S. History, World History, and Economics
<b>2 years of a single second language</b>	4 semester credits	some colleges require 2 years of the same world language if your native language is English
<b>1 year of visual and/or performing arts</b>	2 semester credits	including, instruction in the history and interpretation of the art form (e.g. theater arts, music, band, chorus, orchestra, drawing, painting, photography, or graphic design)

## Other College Requirements

### College Admissions Tests

The two tests that may be required for college admission are the ACT and the SAT, although the ACT is most commonly used in the Midwest. Students may take the ACT and SAT as juniors or seniors. ACT tests are given in October, April and June. Juniors should wait until second semester to take the ACT.

### Community Colleges (2-year colleges) and Vocational-Technical Schools

Community colleges require no tests for admission except for specific fields of study (e.g. Nursing). These colleges generally use a placement test for all incoming freshmen such as the ACCUPLACER.

If you plan to attend a Vocational-Technical College, the following suggestions may be helpful:

- Select high school courses that will give you a basic background in your area of interest.
- Maintain good grades and attendance in high school.
- Entrance requirements may be based on achievement, aptitude, interest and attendance.

## UBAH Course Changes and Withdrawals

### First Semester Policy

Once the school year begins, course changes will be limited to placement issues or schedule conflicts. All student-initiated changes must occur within the first five days of the course for semester one. **All class change, add and drop requests must be submitted through the online form on the UBAH website or via a paper schedule change request form.** The deadline to submit this form is the first five days of semester one. Students may not stop by the counselor or an administrator's office to request schedule changes.

No changes after the first week will be considered without extenuating circumstances and the approval of the teacher of that course, parent, administrator and counselor. Students will need to turn in a permission form signed by each of the four people listed above in order to receive permission. New students will have a three-day period to add or drop a course after their first day and they will also need to turn in a signed form. A student that gains permission to drop a course after the allowed period may have the following listed on their transcript for Semester 1: "as withdraw failing," "withdraw passing," or "withdraw." These terms on your transcript will be seen by the colleges you apply to, and can indicate that you were not doing well in the course and dropped after the allowed period. Individual circumstances will determine which of the above terminology is listed on the transcript. **Seniors should check with the college(s) they plan to attend before changing or dropping classes.** Colleges may adjust admissions decisions based on courses taken in senior year.

### Second Semester Policy

Second Semester courses may only be changed during the three-day add and drop period at the beginning of the second semester. Please note that this is the only time students are able to have three days to add or drop second semester courses. All class change requests must be submitted through the online form on the UBAH

website. No changes will be considered without extenuating circumstances and with the approval of the teacher of the course, parent, administrator and counselor. A student that gains permission to drop a course after the allowed period may have the following listed on their transcript for Semester 1: “as withdraw failing,” “withdraw passing,” or “withdraw.” These terms on your transcript will be seen by the colleges you apply to, and can indicate that you were not doing well in the course and dropped after the allowed period.

## Senior Early Release

Seniors who have earned at least **40 credits** at the end of quarter 1 may qualify for early release in semester 2. Early release is considered a privilege and is meant only for responsible students who need the time for work or other outside responsibilities. **The Administrative team reserves the right to revoke privileges at any time.**

Students can drop up to two consecutive periods at the end of the day (5th and 6th period) if they qualify. However, students cannot have a free period in the middle of the day (ex.g. a student could not drop 5th hour only) and **UBAH will not be moving courses around on students’ schedules**. Students are only eligible if they are scheduled for semester-long courses that aren’t needed for graduation in periods 5-6. Yearlong courses cannot be dropped.

Early release students must have their own transportation and cannot stay at school longer than 15 minutes after their last class of the day.

### Requirements for Senior Early Release

1. A parent/guardian application form signed and submitted by the deadline
2. Caregiver permission (parent/guardian meeting with the school counselor, or Student Dean, or by phone call, **AND** a signature on the application form)
3. 40 credits at the end of quarter one
4. Flexibility in schedule (semester-long courses not needed for graduation in periods 5-6)
5. Students need to have their own form of reliable transportation to and from school

### Losing Senior Early Release Privileges

Students are subject to lose early release privileges if they:

- Are failing one or more classes
- Are violating the basic UBAH behavior expectations.
- Bring food or drinks to other students in the building from outside.
- Aren’t attending their classes consistently/are truant (more than 3 unexcused absences in a quarter)
- Are on the Ubah campus more than 15 minutes after their last class on their schedule.
- Return to Ubah at the end of the day to take the bus home (Students must have their own transportation to qualify!)

## Options for Life After UBAH

### Military

The military can be a good option for young adults who thrive on structure and physical activity. Training involves a lot of practice and repetition. Service in the armed forces can lead to a job or to college-level education. You can learn about your chances for success in the military by taking the [Armed Services Vocational Aptitude Battery](#) (ASVAB) exam. This test is given at local high schools free of charge.

Men and women may enlist in all branches of the military. Enlistment procedures are similar, but the services differ in length of enlistment and opportunities for specific training. Active military enlistments are available in the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.

### Apprenticeship Program

An apprentice is a person who is being trained in a particular trade by a skilled worker under a planned program on the job. Typically the apprenticeship involves classroom instruction through adult education, at a community college, or in regular school if in a part-time job. The training can last anywhere from one to six years depending upon the trade—averaging three to four years.

### Trade and Technical Schools

Trade or vocational programs offer a direct path toward specific jobs. Many young people prefer this type of hands-on learning. There are programs in a wide range of areas, including careers in robotics, web design, construction, electronics, automotives, and medical assistance. Many colleges offer certificate programs, too.

Programs tend to provide more supervision to help students keep up with their work. Many also offer internships or apprenticeships that help young people move into the workforce.

### College or University

There are several types of colleges and universities. The career center at your school and your counselors have additional resources to help you choose the right school to pursue your career interests.

### 2-Year College, with potential to Transfer to a 4-Year College or University

A two-year college can be a great option if you are unsure about your career path or aren't ready for a four-year college. Two-year colleges can also be a way to save money on tuition for your first two years of college. These programs give students the option to move on to a four-year school and transfer in the credits you have completed at the two-year program. They can also strengthen skills and prepare you for careers.

Two-year colleges may offer tutoring and training to help students move into adult life. They can help students build time management and study skills and get used to college life while still living at home.

## 4-Year College or University

A traditional four-year college or university can prepare you for a wide range of professional careers. College can be a challenge for any student. It requires hard work without a lot of structure or support.

Before high school graduation, make sure to discuss what type of college is the right choice. Students, families, and school staff should be part of this conversation. Smaller schools may offer more attention. Larger ones may have more resources. Some colleges have special programs that offer extra services and support to students with learning differences.

## Gap Year

Some teens don't feel ready for college directly after high school. One option is a "gap year." A gap year is the term for when students take time off between high school and college. Though it's typically called a gap year, some students take more or less time off in between high school and college. Some students just take a semester before starting college, while others take a couple of years before starting their higher education journey.

A gap year can be planned and on purpose—students may want to travel or do internships—or it can be unplanned, if a student has an unexpected health issue or family emergency they need to deal with that makes them unable to attend college right away. Some gap years will involve religious, volunteer, or military service while others involve a job or internship. Some students will spend time traveling to learn a language or work in a foreign country, while other students may opt to stay at home and work to earn money during their gap year. A gap year is becoming more common among American students and many colleges will now allow students to defer enrollment for a year.

## Starting a Job

If you decide to get a job immediately after high school, you should:

- develop some job-finding and job-keeping skills,
- talk to a counselor or a career information coordinator about job possibilities and/or visit the Minnesota State Department of Employment and Economic Development [website](#),
- visit your career and media centers,
- talk with employers about combining work and a part-time college program, and
- investigate career education courses that match your interests.

## What type of education would you like to pursue?

**Doctorate Degree:** 10+ years after high school

**Master's Degree:** 5-7 years after high school, on average a 180-credit program

**Bachelor's Degree:** 4 years after high school, on average a 120-credit program

**Associate's Degree:** 2 years after high school, on average a 60-credit program

**Apprenticeship:** On-the-job training + classes for 1-2 years

**Certificate:** Educational program for a job

**High School Diploma or GED:** 12th grade

## Colleges and Universities UBAH Students Attend

Anoka-Ramsey Community College  
Augsburg University  
College of Saint Benedict  
Concordia University, St. Paul  
Dougherty Family College  
The George Washington University, Washington DC  
Gustavus Adolphus College  
Hamline University  
Hennepin Technical College  
Macalester College  
Metropolitan State University  
Minneapolis College (Minneapolis Community and Technical College)  
Minnesota State University, Mankato  
Normandale College  
North Dakota State University  
North Hennepin Community College  
Rasmussen University  
South Dakota State University  
St. Paul College  
St. Catherine University  
St. Cloud State University  
University of Chicago  
University of Minnesota, Twin Cities  
University of St. Thomas  
University of Wisconsin, Madison

## Scholarships

### Lists of Scholarships

Going Merry—app with thousands of scholarships [link](#)

Ms. Elisha's scholarship list [link](#)

### Specific Scholarship Links

Act Six [link](#)

Horatio Alger [link](#)

Page Grant [link](#)

Wallin Partners [link](#)

## College & Career Planning

### Freshmen

Explore Careers	Get Involved	Look Ahead
Meet with your counselor Explore your <a href="#">interests</a> and strengths, and how they could turn into <a href="#">careers</a>	Participate in extracurriculars Volunteer Get a job Apply to summer programs or internships	Take Pre-ACT Explore post-high school options Save for <a href="#">college</a>

### Sophomores

Explore Careers	Get Involved	Look Ahead
Meet with your counselor Explore your <a href="#">interests</a> and strengths, and how they could turn into <a href="#">careers</a> Research college <a href="#">majors</a>	Participate in extracurriculars Volunteer Get a job Apply to summer programs or internships	Take ACT and/or SAT Explore post-high school options Save for <a href="#">college</a> Research financial <a href="#">aid</a> Go on campus visits Explore the Scoir and Going Merry apps

### Juniors

Explore Careers	Get Involved	Look Ahead
Meet with your counselor Explore your <a href="#">interests</a> and strengths, and how they could turn into <a href="#">careers</a> Research college <a href="#">majors</a>	Participate in extracurriculars Volunteer Get a job Apply to summer programs or internships	Take ACT and/or SAT Complete profile on Scoir and Going Merry apps Save for <a href="#">college</a> Research financial <a href="#">aid</a> Go on campus visits Apply for scholarships

### Seniors

Explore Careers	Get Involved	Look Ahead
Meet with your counselor Explore your <a href="#">interests</a> and strengths, and how they could turn into <a href="#">careers</a> Research college <a href="#">majors</a>	Participate in extracurriculars Volunteer Get a job Apply to summer programs or internships	Take ACT and/or SAT Update Scoir and Going Merry apps Save for <a href="#">college</a> Research financial <a href="#">aid</a> Go on campus visits Apply for scholarships Apply to colleges





## Extracurricular Activities at UBAH

### Details on After School Programming

UBAH after school programs are held twice a week on Tuesdays and Thursdays from 2:25pm to 3:30pm. Students can get homework help with a UBAH staff member, join a club or try out for a sports team. Students will follow the expectations of the UBAH staff member running their activity or sport in order to continue attending the after school program. Bus transportation will be provided and drop off sites will be pre-determined in relation to the proximity of the students who are riding the bus. Students will have to arrange details from the bus drop off site with their family member(s). Students who do not notify the office of their transportation needs will be responsible for their own transportation. Students waiting for rides after 4pm will have to wait outside of the school for pickup.

### Previous After School Programs

ACT Prep	Cooking Club	Math Club
Art Club	Chess Club	Reading Club
Boys Basketball	Girls Wellness Club	Soccer Club
Girls Basketball	Homework Help	Ukulele-making Club

### Starting Your Own Club or Organization

Looking to start your own club? Have an idea for a club that is not on this list? Connect with a UBAH staff member to sponsor the club!

## Enrichment and Internship Opportunities

Make sure to ask your school counselor for opportunities or internships you may be interested in that are not on this list! More Summer Academic Enrichment programs in this [link](#).

Opportunity	Grades & Time of Year	Description	Application due date	Link
<b>Abbott Northwestern Hospital High School Volunteer</b>	Ages 15-18 All year round	<b>Healthcare</b> Minimum 60 hours of volunteering at a hospital.	Anytime	<a href="#">Link</a>
<b>Carleton College Summer Camps</b>	Entering 11-12 Summer program	<b>Many Different Courses</b> So many different options! You will need to commute, but they do offer financial aid for classes.	March	<a href="#">Link</a>
<b>College Dollars and Sense</b>	9-12 Summer program	<b>Finance</b> You earn \$100! Learn personal finance and college preparation skills.	May	<a href="#">Link 1</a> <a href="#">Link 2</a>
<b>College Possible</b>	Apply in 10 grade After school at Ubah 11-12 grades	<b>College Prep Mentoring</b> Meet with a college prep coach who will support you in high school and beyond.	May	<a href="#">Link</a>
<b>Discover STEM</b>	Entering 11-12 Summer program	<b>Science, Technology, Engineering and Math</b> Women only. Explore the fields of STEM.	April	<a href="#">Link</a>
<b>Expand Your Mind</b>	9-12 Summer programs	<b>Many Different Courses</b> Summer learning options at Macalester College.	January	<a href="#">Link</a>
<b>Fashion Summer Workshop (St. Kate's)</b>	Entering 10-12 Summer program	<b>Fashion</b> Women only. Explore the world of fashion from designing and styling to merchandising.	April	<a href="#">Link</a>
<b>First Step (St. Kate's)</b>	9-11	<b>College Prep Mentoring</b> Women only. Summer college immersion experience at St. Kate's.	May	<a href="#">Link</a>
<b>Genesys Works</b>	Apply in 11 grade During school year in 12 grade	<b>Internships</b> Gain experience by working for local businesses during school hours.	March	<a href="#">Link</a>

<b>Minnesota Business Venture</b>	9-12 Summer program	<b>Business</b> Like watching Shark Tank? Go compete in a real life competition where money will be given to the winner to start a business! Learn business, leadership, and financial literacy skills.	April	<a href="#">Link</a>
<b>M-ASCEND High School Program</b>	9-11 During the school year	<b>Science &amp; Healthcare</b> Get paid to gain experience in the science of cancer, career development opportunities.	May	<a href="#">Link</a>
<b>Prepare2Nspire</b>	9-12 After school at UMN campus	<b>Math</b> Math tutoring and ACT prep from the UMN tutors.	Anytime	<a href="#">Link</a>
<b>Right Track (St. Paul residents)</b>	9-12 Summer internships	<b>Internships</b> Summer; work at many places in St. Paul—very popular and well run.	February	<a href="#">Link</a>
<b>Scrubs Camp</b>	9-12 Summer programs	<b>Healthcare</b> Experience what life would be like in the healthcare field.	Check in January	<a href="#">Link</a>
<b>Step Up (Minneapolis residents)</b>	9-12 Summer internships	<b>Internships</b> Summer; work at many places in Minneapolis—very popular and well run.	February	<a href="#">Link</a>
<b>ThreeSixty Journalism</b>	Entering 10-12 Summer programs	<b>Writing and Journalism</b> Gain writing skills while learning from professionals in a college setting.	March	<a href="#">Link</a>
<b>Tusaalo Mentoring Program</b>	9-10 During the school year	<b>College Prep Mentoring</b> Connects students with mentors and leaders in the community.	October	<a href="#">Link</a>
<b>Women Learning to Lead and Influence (St. Kate's School of Business)</b>	Entering 11-12 Summer program	<b>Business</b> Learn about careers in marketing, management, sales, accounting and finance.	May	
<b>Young Women's Wellness and Leadership Initiative</b>	9-12 During the school year	<b>Wellness &amp; Leadership</b> Teaches women about wellness topics, provides mentorship and leadership opportunities.	February	<a href="#">Link</a>

## Student Writing Center



### Become a Writing Coach!

- It looks great on your transcript for college or resume for a future job
- Excellent experience if you are thinking of a career where you work with people (healthcare, education, social worker, tech help, service industry, etc.)
- Coaches earn a 0.5 credit during Advisory (rather than the 0.25 for "normal" Advisory)
- If a coach is also enrolled in CIS Education, hours in the writing center count towards service hours required for course credit
- Writing coaches will get a certificate for volunteer hours; volunteer hours can turn into earning a scholarship, and some colleges require volunteer hours for admission

## UBAH Culture and Climate

Creating a culture and climate of learning is our top priority at UBAH. Our school culture focuses on engaging students in academic learning to fully prepare them for college. Ubah creates a culture that limits distractions, provides resources for learning, and holds students accountable in a culturally sensitive environment.

The following policies align with the culture and climate expectations at UBAH. These policies were created to limit distractions, ensure accountability, and foster an environment where students are prepared to learn in class on a daily basis.

## UBAH Policies

### Academic Integrity

- Students are held to the highest standards of academic learning. A student may only submit for credit the original work he/she personally created. Any student who violates this principle of academic honesty will be given a zero for their work.
- In a test-taking environment, dishonesty and cheating are not allowed.
- Cheating on a test, project, or any assessments will result in a consequence.
- During a test of any kind (Final, standardized-NWEA, ACT, MCA, chapter, etc.), talking is not allowed. Talking violations may result in a consequence and will be dealt with at the discretion of the teacher or proctor.

### Alcohol, Tobacco and Other Drugs

- Knowing that they are harmful; possession and/or use of alcohol, tobacco, electronic smoking devices, or any illegal substances is prohibited at Ubah Academy High School. Use of these will result in the following consequences:
  - Immediate police notification, 5 day suspension, conference with parent/guardian, and recommendation for community-based evaluation.
  - A vaping e-cigarettes violation consequence may include completion of a drug and alcohol prevention course and/or suspension
- Sale or buying of alcohol, tobacco, electronic smoking devices, 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, and recommendation for community-based evaluation. The administration may recommend expulsion to the UBAH board.

### Assault, Aggravated Assault, Disorderly Conduct, Terroristic Threats

- Assault is committing an act, verbal or physical, with the intent of causing fear in another person 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 use of 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, disturb others, provoke an assault, or result in a breach of peace. Stalking a school official to get a personal electronic device could possibly qualify as disorderly conduct as well. Disorderly Conduct can result in a misdemeanor ticket from a law enforcement official. Being charged with Disorderly Conduct can mean a fine of \$175 and taking a 10-week class with your parent(s) in order to clear your name.
- 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 may result in police notification, an initial suspension of at least 5 days and referral for expulsion.**

### Attendance

A student's primary job is to be present in school and to learn. If a student is not in school, they are not able to fulfill this primary responsibility. A student who does not attend class will be marked absent. Absences are classified as either "excused" or "unexcused."

### Excused Absences

- Examples of excused absences
  - Illness
  - USCIS, court, or any mandatory appointments
  - Family Emergency
- In order for an absence to be considered excused for any of the above reasons, the parent/guardian **must call** Ubah Academy by **12:00pm** on the day of the absence.
- Additionally on the day a student returns to school, s/he **must** bring a written note or documentation from the parent/guardian 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 and the student does not provide a written excuse or documentation within 24 hours after their return to school, the absence will be considered unexcused.
- For every class period that a student misses due to an excused absence, the teacher will allow for 1.5 times the amount of time the student was absent to make up any missed work.

### 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 note 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 is unsure if an absence will be considered excused or unexcused, check with the administration prior to the absence.
- *If a student has an unexcused absence for a class, it is the student's responsibility (choice) to make up any assignment, project, quiz, test, etc. that was missed due to their absence.*

### Truancy

In accordance with the State Department of Education and the Minnesota Mandatory Attendance Law, students must attend school each and every day school is in session. It is the responsibility of the students, parents/guardians, and the school to assure that students attend school.

Truancy defined: an absence without lawful excuse from attendance at school when required to attend. MN Statute 260A.02 subd. (3) and subd. (19).

### Required Reporting

A habitual truant is a child under the age of 18 years who is absent from school without lawful excuse for **one or more class periods on seven school days** if the child is in high school. A school district official shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures under Minnesota Statute Chapter 260A.

### Tardiness

Students are expected to be in class on time. Students arriving late will be marked tardy.

- **1-3 Tardies** = Consequence from the teacher. Examples of possible consequences include: No bathroom privileges, phone call home, written assignment, last to leave the classroom, physical activity, loss of daily points, and others as appropriate
- **4 Tardies** = Teacher notifies Dean of Students and phone call to parents/guardians is made
- **5+ Tardies** = "No Pass List", parent conference and possible suspension (A new "No-Pass List" will begin each quarter.)
- A "T" tardy is given when a student is late without a pass. If a student is more than 3 minutes late, the student is marked with an "L" for late. This includes a student who has arrived late to school (more than 3 minutes) for missing the bus.

### Bathroom and Hallway Passes

- Students are not allowed to leave class for the first 15 minutes and last 15 minutes of each class period. Only one student at-a-time may leave the classroom to use the restroom during the remaining time. In the case of emergencies, students should be sent to the office with a note from their teacher.
- In accordance with the Personal Electronic Device Policy, students are not permitted to use a personal electronic device in route to and from the bathroom during class time.
- Students who are in the hallway during class will be checked by UBAH staff for a hallway pass. Only students with valid passes are allowed to be in the hallways during classes. Violation of this rule will lead to disciplinary consequences.
- The staff bathrooms are off limits to UBAH students at all times unless a staff person has granted special permission in the case of an emergency. Unauthorized use of a staff bathroom is subject to a consequence.
- Students are not allowed to spend an excessive amount of time in the restroom.

### Before and After School Program

- Students who wish to stay before school for academic reasons, or participate in a school-led extracurricular activity, may do so only on the designated days.
- Students must have written approval from a teacher or coach to stay before school from 7:00am-7:15 am or afterschool until 4:00pm.
- All students in the before and after school program must have arranged their transportation two days in advance of their scheduled extracurricular activity.
- Students must stay with their teacher/coach until they are dismissed.
- No student may be in the building later than 4:00pm.
- Students who stay in the building after 4:00pm or engage in unacceptable behavior during an after school activity may be subject to consequences including disciplinary action.

### Behavior Expectations

We expect that all students are coming to school to learn as much as they can without unnecessary distractions from their learning. We expect to see all students exhibiting positive behavior towards staff and students while at UBAH.

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

#### Acceptable Behavior

- |                 |                       |                       |
|-----------------|-----------------------|-----------------------|
| *Respectful     | * Hard-working        | *On time              |
| *Cooperative    | * Polite              | *On task              |
| *Responsible    | * Appropriate Conduct | *Appropriate Language |
| *Ready to Learn | *Safe                 |                       |

#### Unacceptable Behavior

\* Any behavior demonstrated that is not on the list of acceptable behaviors is unacceptable.

### Bullying, Harassment, Intimidation, Sexual Harassment

Everyone at UBAH has the right to feel safe and respected. Harassment, intimidation, and bullying are prohibited at Ubah Academy. Harassment, intimidation or bullying means any intentional written, verbal, or physical act, when the intentional written, verbal, physical, or online act that:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive and creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school
- Includes **playfighting. With playfighting, both offenders may be subject to a consequence.**
- Incites, encourages, or foment others to fight.
- Causes online harm to a student.
- 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, rumors slurs, demeaning comments, innuendos
- b. Gestures
- c. Pranks
- d. Physical attacks, threats (written or oral)
- e. Graffiti
- f. Notes or cartoons
- g. Unwelcome touching of a person or clothing
- h. Offensive or graphic posters, book covers
- i. Any words or actions that make someone feel uncomfortable, embarrassed, have hurt feelings or feel bad

- If any words or actions make a student feel uncomfortable or fearful, a student can tell a teacher, administrator or any other school staff.
- Students may also make a written report to an administrator, teacher or any other school staff.
- A students' right to privacy will be respected as much as possible.
- UBAH considers all reports of harassment or violence as a serious matter and will take appropriate actions based on reports received.
- UBAH administrators will also take action if anyone tries to intimidate a student or take action to harm them because a report was made.

Harassment, intimidation or bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendo's, demeaning comments, threatening text messages, drawing cartoons, pranks, gestures, physical attacks, threats, or damage to someone's property.

Violation of this rule will lead to disciplinary action with possible expulsion.

## Bus Discipline

- Riding the bus to and from school is considered an extension of the school day and all provisions of UBAH'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, drinking or defacing the bus or the bus stop in any way.
- Students should be at the bus stop prior to the arrival of their bus. Bus drivers will not wait for more than one minute and UBAH staff will not pick up late students.
- At the bus stop, students must treat others respectfully, use appropriate language, and stay away from the street, road or highway while waiting. Students must also wait until the bus completely stops before approaching the door to board.
- 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

Ubah Academy has a Closed Campus Policy for all students. We are concerned about student safety and providing appropriate supervision of students during the school day. School administrators cannot supervise students when they are off campus during lunch, or school hours. "Closed Campus" which means that students are not allowed to leave the school grounds once they have arrived unless they have written or verbal parent permission that show a student has a previously



arranged (doctor's, immigration, and other family related appointments). The office will verify the dismissal with a parent/guardian for authenticity.

Students who need to leave school during the day must have a parent or guardian call the attendance office at 952-540-2942, before the time the student needs to leave campus. A pass will be written and ready for the student to pick up in the office before leaving campus.

If a student becomes ill during the day, he/she must check out through the health office (also in the front office).

Leaving campus without prior parental permission or without checking out through the front office will result in a disciplinary action.

There is only one entrance into the building that is allowed for student access and that is the main entrance in the front. All other doors are being watched by UBAH staff and cameras during school hours. If a student is attempting to enter one of the other entrances, s/he may be approached by an UBAH staff member that will redirect them to the main entrance. Students who assist other students or visitors in entering the building through doors B-F may be subject to a consequence. Students who arrive late must come through the main entrance and visit the office prior to going to other areas of the building.

"Closed Campus" also extends to the classroom. Teachers lock their doors for student safety. In order to ensure student safety, students are not allowed to open a classroom door for anyone. Only an UBAH staff member is allowed to open a classroom door for a student, parent, or other UBAH staff member.

During lunch time hours, students may use doors B & C on the east side of the building to access the campus grounds. If a student is late returning from lunch, they must use the main entrance to enter the building.

The UBAH gymnasium will be open during breakfast and lunch times with a UBAH staff member. Otherwise, only students who are in a physical education class with a teacher will be allowed in the gymnasium during the school day. The gymnasium may be used by UBAH staff or students for an assembly arranged by the UBAH school administration.

PSEO students who are entering or leaving the building must do so out Door A at any time during the school day. PSEO students must check in/out with the front office. Use of door B or door C is not permitted.

## Computers and Internet Acceptable Use Policy

- All students are required to sign and follow UBAH's Internet Acceptable Use Policy.
- Inappropriate or irresponsible use of computers and/or the Internet will result in appropriate disciplinary action.

## 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. Students are also responsible 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 Academy 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 the 2022-23 school year, Mr. Ismail Haji, Dean of Students, will handle discipline issues with support from the administrative team.

## Disclosure of Student Information and Records

- The records that UBAH maintains in its files which identify a student or discuss his/her needs as a student or accomplishments 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 UBAH employees whose duties do not require that they have access to this information may not see these records unless a student or a student's parents/guardians gives consent or a law or a court order authorizes access.
- Certain kinds of information have been categorized by UBAH as directory information. Directory information, even though it identifies a student, can be released to the public. At UBAH, 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 UBAH as the result of positive accomplishments for academic achievement, good citizenship, and adherence to the standards of conduct of UBAH, as well as a description of the accomplishment, grade, achievement, and/or award.
- If a student and their parents do not want information to be made public that falls into one or more of the categories above regarded as directory information, the student's parents should notify the school administration.
- If an emergency occurs and knowledge of the information is necessary to protect a student's health and safety or that of other individuals, UBAH can release information about a student to appropriate parties such as a hospital, police department, or emergency squad.
- In the even that a student transfers to or applies for admission to another school, including postsecondary schools, UBAH will transfer a student's records if it receives a request to do so.

## Dress Code

- The goal of the UBAH 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 drug or alcohol references on any pieces of clothing
  - No sunglasses without a prescription.
  - No hoods worn in the building.
  - No visible underwear
  - No shirt that leaves the stomach/midriff/chest area exposed
  - No shorts
  - No large chains or other distracting jewelry
  - No "sagging" pants
- Consequences for violating dress code will include the following:
  - Students will be asked to change
  - Students who are not appropriately dressed will not be allowed to attend classes.

## Drills

UBAH 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 in each scenario.

## 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

**FOOD DELIVERIES TO THE UBAH CAMPUS ARE NOT ALLOWED BY STUDENTS, INCLUDING UBEREATS, GRUBHUB, DOORDASH, PIZZA DELIVERIES, ETC.** Food Delivery drivers will be refused by UBAH staff. Consumption of food and beverages, excluding water in a water bottle, is confined to the cafeteria. **NO FOOD IS ALLOWED IN THE HALLWAY OR CLASSROOMS.**

Those caught breaking this rule are subject to having the food or drink confiscated and thrown away immediately by a UBAH staff member.

## Hazing

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

## Lockers and Locks

Every student is assigned a locker. **Lockers are not meant to be shared with another student.** Students must only use their lockers to hold their belongings before or after school. **Students must put their personal electronic device(s) in their locker prior to attending class.** Students are not allowed to access their locker between classes for health reasons. Students are responsible for safeguarding their clothing, books, supplies and equipment. A locker and combination lock provides safety for students, but students are also an important part of providing that safety for their items. **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 before giving the handle a test pull to ensure it is locked before leaving your locker. For security reasons, only school issued combination locks are allowed to be used on school lockers. **Students are not to share a locker with anyone else for health reasons.**

A student's rights to privacy for their 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 a student's responsibility to keep their locker clean.

If a locker becomes broken, students need to remove their valuables and either carry them to their classes, or bring them to the office for safekeeping. Any damage or trouble with a lock or locker should be reported to the office as soon as possible.

## Lost Items

**Schools cannot be responsible for lost or stolen items.** Students should leave cash and expensive items at home. **This includes expensive cell phones or electronic devices.** If an electronic device is lost or stolen, the school does not have to make accommodations to help a student find their lost device. We will not authorize a student to miss class time to look for it, nor will we necessarily use UBAH staff to help a student look for it. If we run across it, we will notify the student and return it to their parents.

## Medications

**ANY** medication administered to a student during the school day will require:

- A current school year written physician order and written parent/guardian permission (“Administration of Medication in the School” form). This includes permission for both over-the-counter or non-prescription medications **and** prescription medications.
- Prescription medication must be brought to school in its original bottle or container with the student’s name, medication name and dose, and physician’s name printed on the label. The container or medication must be unopened. Upon request, the pharmacy will divide the medication in two bottles – one for home and one for school.
- Parents must notify school administration when a medication is discontinued, if the dosage amount has changed, or if there is a new time to administer. A new physician’s order/guardian signature, and completed permission form will be required at that time of change.
- Over-the-counter medication must come to school in its original container, unopened.
- Medication will be kept in a locked cabinet in the specified medicine area and will be administered by designated school staff.

**ANY** medication your student carries and self-administers (including, but not limited to inhalers for asthma, epi-pens, Tylenol, Advil) will require:

**A written physician order/signature and parent/guardian permission/signature (“Administration of Medication” form).**

### 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. Students are expected to follow school rules and act appropriately on outside activities or field trips.

### 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 at least one hour prior to leaving and a pass will be issued. Students are required to sign out before they leave and sign back in, if they return to school.

### Personal Electronic Devices(PED)-Cell phones, Headphones, Earbuds, SmartWatches, Electronic Games, etc.

Ubah Academy is committed to providing its students with a high-quality education along with ensuring the health and safety of our students. Personal electronic devices and earphone\* use during school days has made this goal more difficult. Therefore, beginning August 29, 2022, Ubah students will NOT be allowed to USE any personal electronic device or earphones\* on campus. This restriction begins upon arrival for the school day, through departure at 3:00 pm. The school provides chrome books and other technology that enhances student learning and makes the personal cell phones unnecessary. All the tools needed for scholastic success at UBAH are included in a Chromebook. If a student needs to contact someone outside of the school or if family members want to contact their student, the main office is the primary contact point.

Chromebooks are provided to each student; however, they may not be used for the following activities during the school day:

- Engaging in social media
- Videos or pictures of other students unless permission is given
- Any type of calling (Phone Calls, Facetime, etc.)
- Games and gambling
- Tik Tok and other entertainment platforms
- Spread rumors, bully, make fun of, exclude, put down or create a hostile environment
- Academic Dishonesty

When a student arrives at school, they will be expected to put their cell phone and other devices in a safe and secure place and leave it there until the end of the day. Students who are found to be in violation of this policy and are using a cell phone, PED and or earphones\* during school hours will receive the following consequence:

1st offense – Cell phone\* will be confiscated by the teacher or staff member, turned into the main office. The device will be returned to the student at the end of the day

2nd offense – Cell phone\* will be confiscated by the teacher or staff member, turned into the main office and a parent/guardian will be notified. The student can pick up the cell phone at the end of the day.

3rd offense – Cell phone\* will be confiscated by the teacher or staff member, turned into the main office and a parents/guardian conference with UBAH Administration. Students will also be required to sign a behavioral expectations contract. After this is fulfilled ONLY the parent/guardian can pick up the device.

4<sup>th</sup> offense- Students who continually violate the cell phone policy and the signed contract will be dealt with on a case-by-case basis by the Dean of Students.

If a student refuses to turn over the device, they will be removed from the learning environment and will not return to class until he or she meets with an administrator.

Students found misusing their Chromebooks during the day will be required to have their Chromebook scrutinized daily. Earphones\* will not be allowed to be used with a Chromebook during the school day.

\*Also includes earbuds, headphones, beats, pods, or chargers.

All confiscated cell phones will be kept in a safe and secure location in the main office. Students or parents will need to sign for the device before receiving it. Please be advised that Ubah Academy IS NOT LIABLE for any item that has been confiscated by a Ubah staff member or has been lost or stolen. The school will not be liable to pay to replace any lost, damaged, or stolen items.

## Pledge of Allegiance

Minn Statute 121A.11

Per UBAH approved policy, in lieu of the requirement for reciting the Pledge of Allegiance weekly, students receive instruction regarding the Pledge of Allegiance in Social Studies courses.

## Retake Policy

All UBAH classes allow students to retake a test or quiz when they receive a D or an F. In order to retake a test or quiz, a student must ask the teacher to assign them review material that needs to be completed satisfactorily prior to retaking the assessment. There is a 10 school day window for students to complete review work and retake the assessment. After 10 school days past the initial assessment date, there will no longer be an opportunity for retaking that particular assessment. The maximum assessment grade that has been retaken is 80%.

## Required and Year-Long Classes

Students will not be allowed to drop required classes. In addition, students who are registered in a year-long class must complete the full year.

## School or Personal Property Damage, Theft, Arson

- Students will be suspended for at least 3 days.

- The student will be referred to appropriate authorities and will be held responsible for payment of damages as determined by the administration and/or a court of law.
- 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. This is in accordance with the New Jersey vs. TLO 1985 Supreme Court decision.

## 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 and may not be used to extend the current suspension.
- UBAH 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. An exception will also be made when UBAH 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, meaning not more than 10 school days after the date on which the decision to remove the student from their current educational 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 to 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 their current educational placement for 5 or more consecutive days.
  - The student's total days of removal from their current educational placement exceeds 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 an academic year.

## Textbooks—Lost or Damaged

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.

## Theft

Any theft of school property by any student will result in parents/guardians being notified and consequences.

## Title IX

UBAH 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.



## Visitors

All visitors must make an appointment with the office and observe social distancing guidelines. They must also wear a visitor's pass in the building.

## 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. This includes water guns.
- A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the director's or assistant 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 days
  - notification of the police
  - a recommendation to the UBAH school 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.

