

Ubah Medical Academy



Charter High School
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2019-2020 Student Handbook

CULTURE AND CLIMATE OF UBAH MEDICAL ACADEMY

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

The following policies align with our culture and climate expectations and were created to limit distractions, hold students accountable and ensure students are in class and prepared to learn.

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 diverse students and their families have in a culturally sensitive environment.

ACADEMIC INTEGRITY

- Students are held to the highest standards of academic learning. A student may only submit for credit original work that 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, talking is not allowed.

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 7:30-9:00 am or afterschool until 5:30pm.
- All students in the before school program must have arranged their transportation two days in advance of their time after school.
- Students must stay with their teacher/coach until they are dismissed by their teacher/coach.
- 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 after school time may result in consequences.

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 Medical Academy High School. will result in the following consequences:
 - Immediate police notification, 5 day suspension, conference with parent/guardian, recommendation for community-based evaluation.

- 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, recommendation for community-based evaluation. The administration may recommend expulsion to the UMA board.

ALL PERSONAL ELECTRONIC DEVICES

We expect that all students who use an electronic device while on UMA school grounds use it responsibly. Personal Electronic Devices are not allowed to be used in class from 9:00am-4:00pm Monday-Thursday and 9:00am-12:15pm on Fridays. Students may use electronic devices during lunch and breakfast times. ***It also means that students are not allowed to charge their personal electronic device using an UMA electrical outlet at any time during the day.*** When the student's personal electronic device has been used irresponsibly, an UMA staff member may take the device away.

First Offense: Device is taken for one week and returned to a parent.

Second Offense: Device is confiscated for the remainder of the semester. However, the device may be returned to the parent with the agreement that the student will never bring it back to this school. If it is brought back, Ubah Medical Academy will keep the device for the rest of the school year.

Failure to turn over a personal electronic device to a UMA staff member is not acceptable. If a student refuses to hand over his/her electronic device, he/she will be suspended for 1 day and come back the next school day with his/her parent.

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 or disturb others or provoke an assault or 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 will result in immediate 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, HE/SHE IS 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 Medical Academy by **12:00pm** the day of the absence.
- ❑ Additionally on the day the student returns, s/he **must** bring a written note 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 12:00pm 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.
- ❑ For every class period that you miss due to an excused absence, the teacher will allow for 1.5 times the amount of time you were absent to make up the 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, the student's responsibility (choice) to make up any assignment, project, quiz, test, etc. that was missed due to their absence.*

CHANGE IN GRADE AND LOSS OF CREDIT DUE TO ABSENCES

- ❑ Any student who has more than 5 unexcused absences and less than 10 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 with more than 10 unexcused absences during a quarter, will receive **no credit** for that class for that quarter.

TARDINESS

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

- ❑ **1-3 Tardies** = Consequence from teacher. Examples of possible consequences include: No bathroom privileges, phone call home, written assignment, last to leave the classroom, loss of daily points, and others as appropriate
- ❑ **4 Tardies** = Teacher notifies Dean of Students 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 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 Late "L". This includes a student who has arrived late to school (more than 3 minutes) for missing the bus.

BATHROOM AND HALLWAY

- ❑ 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 27 minutes. In case of emergencies, students should be sent to the office with a note from the teacher.
- ❑ Students who are in the hallway during class will be checked by UMA 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 UMA 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.

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 UMA.

UMA 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 UMA has the right to feel safe and respected.

Harassment, Intimidation, and Bullying is prohibited at Ubah Medical 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 foments 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 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, 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 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 or 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. If you leave campus unauthorized, you will not be allowed to come the next day, **possibly longer**.

There is only one entrance into the building that is allowed for student access and that is the main entrance in the front of the building. All other doors are being watched by UMA staff and cameras during school hours. If you are attempting to enter one of the other entrances, you may be approached by a UMA staff member that will redirect you 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 in the name of student safety. In order to ensure student safety, students are not allowed to open a classroom door for anyone. Only a UMA staff member is allowed to open a classroom door for a student, parent, or other UMA 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.

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.

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 2017-2018 school year, Mr. Eric Brandt, Assistant Director, will handle 9th and 11th grade discipline issues and Mr. Musa Farah, Director will handle 10th and 12th grade 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 the school administration.
- ❑ 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

- ❑ Anything that is not directly related to the learning environment may be considered a distraction or nuisance item. A distracting item will be thrown away by administration.

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 drug or alcohol references on any pieces of clothing
No tied or banded pants
No sweatbands,
No bandanas
No dew rags.
No visible underwear
No sweatshirt hoods on heads indoors
No coats, hats with logos or gloves 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 the following:
 - Students will be asked to change
 - Students who are not appropriately dressed will not be allowed to attend classes.

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.

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 in a clear container, 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 UMA staff member.

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.

LOCKERS AND LOCKS

Every student is issued a locker assignment. **Lockers are not meant to be shared with another student.** Students are encouraged to put their belongings in their locker while at school. Safeguarding your clothing, books, 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. 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. **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 you find your lost device. We will not authorize you to miss class time to look for it, nor will we necessarily use UMA staff to help you look for it. If we run across it, we will notify you and return it to your parents.

MEDICATION

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 or the dosage or time has changed. A new physician's order/guardian signature and permission will be required at that time.
- 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 or 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.

PLEDGE OF ALLEGIANCE

Minn Statute 121A.11

Per UMA 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.

REQUIRED/FULL YEAR 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/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 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.

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.

THEFT

Any theft of school property by any student, parents will be notified and consequences will follow.

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.

TRUANCY

Daily school attendance is important and continued unexcused absences will be dealt in the application of compulsory attendance and other applicable laws.

VISITORS

All visitors must register in the office and wear a visitor's pass.

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 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.

Ubah Medical Academy Grading system

Ubah Medical Academy's grading system is divided into four categories. These categories have been set up and are weighed accordingly in Power-School.

- **Homework:** 20% (Classwork, daily assignment, participation.....)
- **Class Assessments:** 60% (Projects, quizzes, notebooks, labs, essays, presentations.....)
- **Final Exam:** 20%

Grading Scale

A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	0 – 59

All UMA 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 they must satisfactorily complete prior to retaking the test or quiz. There is only a one week window for students to complete review work and retake the test or quiz. After one week past the initial test or quiz date, there will be no more opportunity for retaking that particular test or quiz. The maximum test/quiz grade that has been retaken can be a C. This policy does not count for Final tests.

Ubah Medical Academy Credit Requirements for Graduation

Course Category # of Required Credits

Language Arts 8

Mathematics 8

Science 8

Social Studies 7

Health 3

Business/Careers 2

Fine Arts 2

Physical Education 2

World Language 4

Electives 2

Total Credits needed for Graduation = 46 Credits

- Students can earn 13 credits per year at Ubah Medical Academy.
- Every time you pass a class for the quarter, you earn a .5 credit.
(Advisory= .25 credits/quarter)

REMEMBER:

It's also important to note that to be eligible to graduate you need 46 credits AND enough credits per course category. Refer to the requirements above or the Credit Check sheet in your Student Handbook.

ATTENDANCE:

Attendance can affect your grades and credits! If you have more than 5 unexcused absences per quarter your grade will decrease by one partial letter grade. (*Ex. An "A" would decrease down to an "A-"*)

College Admission Requirements-Review

University of Minnesota and Minnesota State Universities

The following requirements are generally accepted as universal requirements for college entrance. Please check specific colleges for specific requirements.

- Four years of English (8 semester credits), with emphasis on writing, including instruction in reading and speaking skills, plus American Literature & World Literature
- Four years of Mathematics (8 semester credits), including one year each of Algebra I, Geometry, and Algebra II
- Three years of Science (6 semester credits), including one year each of biological and physical science and including laboratory experience
- Three to four years of social studies (7 semester credits), including Geography, Government, U.S. History, World History, and Economics
- Two years (4 semester credits) of a single second language
- One year (2 semester credits) of visual and/or performing arts, including instruction in the history and interpretation of the art form (e.g. theater arts, music, band, chorus, orchestra, drawing, painting, photography, graphic design)

ADMISSION TESTS

The two tests that may be required for college admission are the ACT and the SAT, although the ACT is most commonly used.

Students may take the ACT and SAT as juniors or seniors. ACT tests are given in October, April, and June. Juniors should wait until the 2nd semester to take the ACT.

COMMUNITY COLLEGES (2 YEAR COLLEGES)

Community colleges require no tests for admission except for specific fields of study (example: Nursing). These colleges generally use a placement test for all incoming freshmen.

Vocational-Technical School Information

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 Medical Academy offers concurrent enrollment courses where students can get college credit along with high school credit. The table below shows UMA's requirements for enrollment in these courses for seniors. If you are an underclassman, make note of the prerequisites and set your goals!

College Course	College Credit	Available To	Prerequisites
College Calculus	5 (Year Long)	Seniors	B average in HS math; 1 yr of <u>Alg 2 & Pre-Calc</u> ; Pass MCA-M & Rdg
College Pre-Calc	5 (Year Long)	Seniors	B average in HS Math classes; 1 yr of <u>Alg 2</u> ; Pass MCA-M & Rdg
CIS-Writing	4/Sem	Seniors	B average in HS English classes; Pass MCA-Rdg
CIS-Literature	4/Sem	Seniors	B average in HS English classes; Pass MCA-Rdg;
CIS-Microeconomics	4/Sem	Seniors	B average in HS Math; Pass MCA-Rdg & Math
CIS-Anatomy	4 (Year Long)	Seniors	B average in HS Math & Sci classes; Pass MCA-Sci & Rdg
CIS-Education	4 (Year Long)	Seniors	Top 50% of HS Class

**Ubah Medical Academy
Technology Acceptable Use Policy**

UMA Technology Acceptable Use and Conduct Guidelines

Important! : Use of any form of UMA technology is prohibited without the proper signing of the UMA Technology Acceptable Use Policy.

1. Students are to respect school property.
 - a. No food or drink (water included) in labs or when using Chromebooks. It can damage equipment.
 - b. No unplugging mice, keyboard, monitors, or power sources. Ask a teacher or the media specialist for assistance if a part is not working.
 - i. Ex. Do not swap mice, keyboards, etc.
2. Students are to be on educational websites only.
 - a. Websites that are used for research, assignments, or writing only.
 - b. The teacher, not the student, determines whether a website is helpful to the student's completion of an assignment.
 - c. No tampering with software on computer.
3. Once a Chromebook is issued to a student, it becomes the responsibility of the student. If it becomes damaged for any reason it is your responsibility. Teachers keep record of the students who use which Chromebook in each of their classes. Depending on the condition of the Chromebook, there may be charges for repair or replacement.
4. Students are required to check their ubahstudents.org account every school day for important information. Students are responsible for the information that is disseminated to them via email. Information from teachers, admin, and support staff will be sent to students on an as needed basis, which could be daily for some students.
5. Chromebook usage is not permitted in the cafeteria or outside the classroom learning environment. This excludes hallways in the building.
6. UMA Academic Integrity rules apply while using Chromebooks no matter where or when the Chromebook is being used.

If any of the technology policies are not followed, appropriate consequences will follow.

Acknowledgement of Receipt of Student Handbook

This form must be signed by at least one parent or guardian to acknowledge that they have looked over the policies of Ubah Medical Academy that are located in the Student Handbook. If the parent/guardian has questions, we welcome them to call, email, write or even visit the school to answer their question(s). We expect that all students will do their best academically and behaviorally while attending Ubah Medical Academy.

Student signature

Print name

Date

Parent Signature

Print Name

Date

Enforcement of Technology Policy:

Violations of the technology acceptable use policy shall result in discipline up to and including discharge, suspension and expulsion. The school reserves the right to limit or remove any user's access to the school's internet access at any time for any reason.

Student signature

Print name

Date

Parent Signature

Print Name

Date