



MITCHENER UNIVERISTY  
ACADEMY

Student Handbook  
2022-23

## MISSION

Mitchener University Academy is a private non-public educational institution offering sound secondary education for low-income students and students with disabilities. Mitchener University Academy is a program designed with a primary focus to help students cope with developmental disabilities through therapeutic interventions, social skills training, being exposed to a productive and supportive environment, and taking a proactive approach to helping each individual student with reaching their individualized goals. Mitchener University Academy shall provide such education by giving all students an opportunity to learn, be expressive and creative, build a real-world outlook and ensure character, social skills and comprehension development is demonstrated in each student.

## THE ACADEMY

### SCHOOL ADDRESS

115 East Oak St. Selma, North Carolina 27530

### NON- DISCRIMINATION STATEMENT OF COMPLIANCE

Mitchener University Academy does not discriminate regardless to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. Mitchener University Academy will ensure those minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are protected under applicable law.

### PURPOSE FOR THE STUDENT HANDBOOK

The general purpose of The Mitchener University Academy Student Handbook is to provide an overview of general processes and procedures that are pertinent for student success.

## GENERAL ADMINISTRATIVE POLICES

### TARDY POLICY

Tardy slips are required to enter class. Students are considered tardy if they 20 minutes late. School begins at 8:30. Students are tardy if they arrive at 8:50 or later. Students that are tardy must have a tardy slip from the office in order to enter their classes. After **three** times tardy, students will receive **one** absence. Breakfast will not be served after 9am (conditional if late by the bus).

### ABSENCES

If a student is absent, he or she must bring in a doctor's note to be excused. An unexcused absence is not having a doctor's note for the absence. If a student has four or more unexcused absences, he or she will receive a 69 (failing) for each subject in that quarter.

Online K-8 students cannot not miss 25% of the class. The 25% is equal to 2 weeks of not posting an assignment. If a student misses 2 weeks, they will receive a 69 (failing) for the quarter. Students will not have access to that quarter's work for that subject.

Online 9-12 students cannot miss 20% of the five-week class. The 20% is equal to 1 week of not posting an assignment. If a student misses 1 week, they will receive a 69 (failing) and must retake the course for credit.

**If any student has excessive absences, 10 per quarter, MUA will contact DSS.**

## IMMUNIZATION RECORDS

Mitchener University Academy will comply with all State and Federal health and safety standards. All students who enroll in Mitchener University Academy shall provide proof of all required immunizations before they attend classes

## WITHDRAWALS

Student's withdrawals or administrative withdrawals means the student is no longer enrolled at the Academy. The student should contact Administration to discuss their withdrawal options. Upon withdrawal, the student will receive the following grades depending on the withdrawal circumstances:

- The student receives a "W" if the withdrawal happens before 85% of the course is completed
- The student will receive a "WP" if the student is absent 15% or more per semester
- The student will receive a "WF" if the student withdraws or is administratively withdrawn after the withdrawal deadline, hence not academic penalty.

## LEARNING ENVIRONMENT

Mitchener University Academy will provide a learning environment that is comparable for each student. Students will be prompted to participate in project-based learning. Project Based Learning is a teaching methodology designed help the student explore real-world problems and challenges and gain a deeper knowledge and greater understanding of the subjects of which they are learning.

## DIVERSITY: STUDENT DIFFERENTIATION

Mitchener University Academy is fully committed to empowering all students to interact with one another, learn diverse cultures and become well-rounded scholars. Mitchener University Academy encourages students with diverse backgrounds to engage peers to build student friendly relationships.

## STUDENT HONORS CLASSIFICATION

### Honor Roll

- Student must be full time
- Student must have a minimum of a 3.3 Grade Point Average (GPA) per Academic Semester
- Only A's and B's
- Grades of a C (77-84) are not allowed or accepted in the Honor Roll distinction

### Dean's List

- Student must be full time
- Student must have a minimum of a 3.5 Grade Point Average (GPA) per Academic Semester
- Only A's
- Grades of a B (85-92) and/or C (77-84) are not allowed or accepted in the Honor Roll distinction

## STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to but not limited to the following:

- Right to fair treatment
- Right to a world class education at affordable prices
- Right to earn a higher level of education
- Right to express themselves verbally, socially and in written form
- Right to assemble

- Right to refuse or deny services
- Right to give input in the Educational Planning Process;
- Right to freedom of speech
- Right to have student records confidential
- Right to request to view student records
- Right to withdraw from the University without fear of retaliation
- Right to have transfer credits applied to educational plan
- Right to treated with respect

## SUSPENSION AND EXPULSION

Students at Mitchener University Academy are expected to conduct themselves in a professional and respectable manner at times. The following are some but not limited to behaviors will be deemed permissible for immediate suspension and/or other disciplinary action. *The Campus Director/Administrator or designee is responsible for the implementation of the suspension and expulsion policy;*

- Fighting
- Disruption of academic learning for themselves or others
- Property damage of their personal property, to Mitchener University’s property and the property of others
- Assault to a Mitchener University employee, student or any other individual on campus
- In subornation to a school employee:
  - Talking back
  - Cursing
  - Not following applicable directives
- Threatening, degrading, intimidating, bullying disgracing any University employee, the University itself, or any other person on campus.
- Illegal use of the internet
- Sexual harassment
- Academic dishonesty
- Drug use, selling, or distribution of any kind
- Drinking on campus/ coming to class drunken
- Gambling
- Exposing oneself to others
- Bring weapons or what could be considered a weapon of any kind on campus
- Forgery, altering or misusing University documents

**\*\*Four suspensions of the duration of an academic program will result in expulsion /being placed online.**

### Suspensions Duration

1 <sup>st</sup>	3 days home
2 <sup>nd</sup>	5 days home
3 <sup>rd</sup>	10 days home
4 <sup>th</sup>	Placed online/physical assignments

## EXPULSION

Expulsion will occur after three suspensions have been authorized and served by the student. Expulsion will be for a time minimum of 12 months; the length greater than 12 months will be at the discretion of the Campus Director or designee. The Campus Director/Administrator is responsible for the implementation of the suspension and expulsion policy;

## INTERNET EQUIPMENT DEVICE POLICY

Mitchener University Academy will allow for students to use internet services and computers. Students are responsible for going to sites only approved by the Academy. Should the student go to inappropriate sites, he or she will be disciplined accordingly, by loss of internet time and a disciplinary write up. If an electronic device is administered and the student doesn't handle it appropriately, we will adhere to the following:

- a. Should the device be damaged:
  - i. The student will be charged an additional \$50 damage fee
- b. Should the device be reported lost/stolen
  - i. The student will be charged an additional \$50 lost/stolen fee
- c. Should the student not return the device:
  - i. Student will be assessed an inconvenience fee of \$350
    1. Shall not be eligible for future enrollment at Mitchener University

## CLASS SIZE AND ENVIRONMENT

Mitchener University Academy will strive to have a low teacher to student ration. We will work diligently to coordinate the instructor with a maximum of 1:25 students per grade level.

## LIBRARY

### MISSION

The Mitchener University Library is an academic entity dedicated to providing easy access to and the delivery of academic information for students and staff with through online and tangible resources needed to enhance, educate and facilitate the learning outcomes of its users. The library will organize, facilitate and develop data collections, books and other literary works for its optimal usage by students and staff.

Mitchener University library shall accomplish its mission by having strong minded, educated, highly skilled and passionate staff to nurture the learning environment. The mechanisms will foster a flame of learning to capitalizes on the use of information technology, innovation and a seamless flow of accessibility to knowledge and understanding a 21st century higher education academic institution.

### OBJECTIVES

- Ensure that each student has access to library resources
- Provide students with a nurturing learning environment that promotes growth
- Enhance student's ability to adequately research, gather and analyze data

### ACADEMIC INTEGRITY

Each student is expected to have academic integrity. Academic integrity is defined as plagiarism and cheating. Cheating is engaging in unethical methods to achieve a level of academic performance. Plagiarism is copying another person's work without permission and without citing their work within that person's writings.

- Levels of Plagiarism
  - Level One
    - ✦ Copying someone's work or writings word for word without giving them appropriate credit
  - **Consequences:** Suspension for one Academic Year from the Academy
- Level Two
  - ✦ Verbatim copying of a large portion 50% of a written work.
    - **Consequences:** Suspension for one Academic Year from the Academy

- Level Three
  - ✦ Verbatim copying of individual elements such as sentences, paragraphs, or illustrations.
    - **Consequences:** Suspension for one Academic Year from the Academy
- Level Four
  - ✦ Rewording or paraphrasing a written work without giving appropriate credit to the original author
    - **Consequences:** Suspension for one Academic Year from the Academy
- Level Five
  - ✦ Copying of greater than 50% of a written work.
    - **Consequences:** Expulsion for two Academic Years from the Academy
  - Cheating ○ 1<sup>st</sup> Offense: Recorded zero on the work ○ 2<sup>nd</sup> Offense: Recorded “F” for the course
  - 3<sup>rd</sup> Offense: Student Suspension for One Academic Semester

### GRADING SYSTEM

<u>Letter Grade</u>	<u>Meaning</u>	<u>Number Sequence of Equivalence</u>	<u>Quality Worth per Letter Grade</u>
A	Mastered	(93-100)	4 B
	Proficient (77-84)	(85-92)	3 C Average
	1 F	Failure	2 D Below Average (70-76) 0
I	Incomplete		
	<i>I.</i>	<i>Recorded when student hasn't completed the course</i> ○	<i>Calculated in GPA as an F until course work is completed</i>
W	Withdrawal		
	<i>I.</i>	<i>Recorded when student has completed 30% of the course</i> ○	<i>Not calculated in GPA</i>
WF	Withdrawal Failure		
	<i>I.</i>	<i>Recorded when student has withdrawn before 60% completion of the course</i> ○	<i>Calculated in GPA as an F</i>
WP	Withdrew Passing		
	<i>I.</i>	<i>Student has completed 60% or more of the course with a minimum avg. of C-</i> ○	<i>Not calculated in GPA</i>
AU	Audit		
	<i>I.</i>	<i>Recorded meaning to grade or no credit allowance.</i>	
NS	No-Show		
	<i>I.</i>	<i>Student did not attend class on the first class</i>	
R	Repeated Course		
	<i>I.</i>	<i>Student did not pass the course the first time.</i> ○	<i>Students may retake a course of which they scored a B or below one time within their academic degree program.</i>
		○	<i>Developmental classes may be repeated one time with recommendation from the Academic Department.</i>
T	Transfer Credit		
	<i>I.</i>	<i>Representative of credits transferred from another educational institution</i> ○	<i>Calculated in Cumulative GPA</i>

## IEP TEAM MEETINGS

IEP meetings are to be requested by the parent at the student's base school in the public school system.

## CELL PHONE & ALL OTHER ELECTRONIC DEVICES

Cell phones etc. are not permitted in the facility. Students may use the facility phone for emergencies. Students may not bring cell phones during school outings.

## MEDICATION

Parents and or legal guardians must bring a doctor's note for the administration of the medication and the medication in its original form from the pharmacy. MUA staff will be trained to administer medication.

## MEALS

MUA will provide meals. Students can bring meals from home.

## REPORT CARDS

MUA will administer report cards every eight weeks.  
MUA will administer progress reports every four weeks.

## PROMOTION OR RETENTION

For students to be promoted to the next grade level, they must meet the following requirements:

1. 91% full time attendance
2. Satisfactory behavior
3. Passed 75% of the courses (must include Reading/English and Math)
4. Homework

## TEXTBOOKS

MUA will use a mixture of textbooks and online resources

## PICK UP

Parents must have designated individuals to pick up their students. IDs of individuals picking up children will be check before students are permitted to leave.

## THERAPEUTIC SOCIAL SKILLS

Mitchener University Academy shall provide therapeutic social skills within the regular calendar school day. The therapeutic social skills will be based on the Cognitive Behavioral Model.

## DRESS CODE

Students are required to wear the following:

### Females

- Shirts that cover the chest
- Skirts that come below the knee
- No tank tops (unless under the shirt)
- Shirts must cover stomach area and come below the waist (no underwear or stomach showing)

### Males

- No sagging
- Belts or have pants fit on the waist
- Do not show underwear
- No tank tops (unless under the shirt)

## HYGIENE

Students are required to bathe/shower before coming to school

## HOMEWORK

Students are required to complete their homework to pass their grade. Not completing homework could cause the student to fail their grade.

## BULLYING

Bullying is prohibited. If a student engages in name calling, harassing or other wise bothering other students he or she will be expelled from Mitchener University Academy. The student will have the option to have classes online.

## BUS RIDING

Students are to be on their best behavior on the bus. The bus system at MUA is not required by the State. MUA provides busing to students as a good gesture and a reasonable accommodation. The following are basic bus rules (the bus driver may incorporate additional rules as they deem necessary):

- Remain in your seat at all times
- Keep you hand and feet and objects to yourself
- Do not throw items to or from anyone
- No fighting
- Not name calling
- No eating, drinking/ chewing gum
- Do not throw items out the windows

If a student is written up on the bus four or more times, he or she will be suspended off the bus as follows:

- 1<sup>st</sup> 3 days off the bus
- 2<sup>nd</sup> 5 days off the bus
- 3<sup>rd</sup> 10 days off the bus
- 4<sup>th</sup> Suspended off the bus for the remainder of the year (if the student cannot get to school, he or she will be placed online or physical assignments)



## SICKNESS

If your child is coughing, sneezing or showing other cold like symptoms, keep them home. If they do this at school, the parent will be contacted to pick the child up. The child will not be able to return without a doctor's note clearing them to return to school. There is no exception to this rule. It is the responsibility of the Administration at Mitchener University Academy to keep all students safe and free from harm.

Returning without a doctor's note is not allowed.