



STUDENT HANDBOOK

2018-2019

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INTRODUCTION

Saginaw Covenant Academy is a special place for students. You can learn and obtain employment training while working toward your high school diploma!

You will develop important academic and life skills such as critical thinking, reasoning, problem solving, personal communication, and listening skills which will allow you to be successful on the job and in life.

Upon graduation from Saginaw Covenant Academy, you will be well prepared to live as a productive and responsible citizen in your community. You will leave feeling confident of your abilities, and will have the skills necessary to find a good job, enter a trade, engage in an apprenticeship, or attend Community College or four-year University.

Everyone at Saginaw Covenant Academy is treated with respect. We require a commitment from you, not just in following the school rules, but also in working with us to help you be the best person you can be.

MISSION

Saginaw Covenant Academy provides high school dropouts and at-risk youth in our communities with new opportunities to earn a high school diploma, improve their life skills, and the academic foundation to continue on to higher education or post-secondary skills training. Aided with a compassionate and caring staff, the schools prevent poverty, underachievement and homelessness while offering hope, encouragement, and a better chance for future success.

ADMISSION INFORMATION

A. Admission

Applications are accepted through the year at Saginaw Covenant Academy for students aged 16 - 26 years.

1. Complete a Saginaw Covenant Academy application and return it to the school with the following documents:
 - Driver's License or State ID
 - Birth Certificate
 - Immunization Records
 - Proof of Residency (Gas Bill, Bank Statement, Lease or Rental Agreement)
 - Copy of Transcripts from previous school(s)
 - Drop slip from previous school (if obtainable)

If you do not have a copy of your transcript, you and your parent/guardian must sign a "Request for Records" form which will be sent to the last school that you attended. Your records will be used to verify existing credits only.

2. Students must attend an orientation and assessment testing upon completion of entire application and documentation. At this time, you must bring in a drop slip from your former high school that indicates you are no longer enrolled there (if available).
3. Once you are enrolled, you will sign a Student Contract and be assigned a class lab and session based upon availability.

B. Non-Discrimination Policy

Saginaw Covenant Academy does not discriminate against any person on the basis of religion, national origin, age, race, creed, color, disability, condition, sexual orientation or gender. It is the policy of this school to provide an equal education opportunity for all students.

STUDENT RESPONSIBILITIES

A. Enrollment/Dis-enrollment/Attendance Policy Enrollment Policy

Enrollment and re-enrollment of students will be in accordance with Michigan Law. If there is a waiting list of students who want to attend the School, a student who wishes to enroll will be placed last on the waiting list.

Dis-enrollment

Students are expected to attend during the days and hours that the School is in session (four hours a day, five days a week). A student may dis-enroll by one of two means: (1) providing written notice of withdrawal; (2) choosing not to attend school to the point that either of the following occur:

- Year-to-date attendance below 50%, or
- Three (3) consecutive unexcused absences

Re-enrollment

A student who chooses to voluntarily dis-enroll based on the criteria indicated and wishes to reenroll will be placed last on the waiting list. **If the School does not have a waiting list, students are welcome to re-enroll at any time. However, after a student is withdrawn for the third time, he/she must wait until the end of the academic quarter.**

B. Absences (Excused and Unexcused)

Unexcused absences will be recorded and counted toward the disenrollment requirements.

Excused absences shall be limited to the following nine criteria:

1. Illness with a signed medical statement
2. Recovery from accidents
3. Required court attendance
4. Incarceration or adjudication by court officer, sentenced 30 days or less
5. Professional appointments
6. Death in the immediate family
7. Family vacation - parent/guardian/student must provide a signed, written request to the administrator at least three school days in advance of the absence
8. Observation or celebration of a bona fide religious holiday
9. Suspension

Upon returning to school, students shall provide appropriate documentation for the excused absence(s) to the School's Enrollment Secretary. It should be attached to the applicable daily sign-in sheet that is also maintained with the applicable pupil accounting weekly attendance sheet (as verified and signed by the teacher). An absence for anything other than the above-noted criteria shall be defined as an **unexcused** absence. Phone calls will be made after three (3) unexcused absences.

One letter (Voluntary Dis-enrollment Letter) will be mailed when:

1. A student has been absent for three (3) consecutive school days without excused absences, or
2. A student's year-to-date unexcused absences reach 20% (or higher).

Students will be required to sign in upon arrival and initial upon departure. Teachers/aides will also take attendance and sign in ink as to their accuracy.

Attendance Notification and Intervention Strategies

First Absence:

- Phone call placed to the telephone number of record or to an alternate contact number on file

Second Consecutive Absence:

- Phone call placed to the telephone number of record or to an alternate

- contact number on file
- Home visits conducted by the District's Attendance Officer

Third Consecutive Absence:

- Phone call placed to the telephone number of record or to an alternate contact number on file
- Dis-enrollment letter mailed to the student's residence

Year-to-Date Attendance Falls Below 55%:

- Attendance letter indicating the Intent to Withdraw will be mailed to the student's residence.
- Conference with Administrator or Designee

Year-to-Date Attendance Falls Below 50%:

- Attendance letter of Withdrawal Notification will be mailed to the student's residence.

Students will be required to sign in upon arrival and initial upon departure from each class. The teachers of record for each course will take attendance in PowerSchool to document and verify the accuracy of the attendance data for each student.

Tardiness and Early Release

A tardy (or late arrival) is defined as arriving after the session starting time. Students who are not in attendance for the full four (4) hour session may be recorded as absent.

- Students CANNOT be excused early to go to work, although the Administrator may take an occasional exception based on emergency circumstances.
- Students can only earn elective credit for work-study experience that is completed outside of the four hours they spend daily in the classroom. All students must be enrolled and attending required hours daily until all credits are completed.
- Students may attend an alternative session in order to receive credit if the following criteria are met:
 1. The make-up session occurs on the same day;
 2. A seat is available; and
 3. They have received permission from the School Administrator.

Dress Code

Students are required to wear and display their student ID card in plain sight at all times when on campus. The School Administrator (or designee) will serve as the arbitrator of student dress and grooming in his/her building.

The dress code must promote discipline, maintain order, secure the safety of students and provide a healthy environment conducive to academic purposes. Students shall be prohibited from dressing or grooming practices which:

- Are contrary to the dress expectations outlined below,
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement,
- Present a hazard to the health or safety of the student or to others in the school,
- Cause excessive wear or damage to school property.

Specifically:

- Any clothing determined to be inappropriate for the educational setting.
- No hats, caps or sunglasses may be worn in the school.
- Each student must maintain a neat, clean, professional appearance at all times.
- Pants must be pulled up to the waist.
- The Administrator may make exceptions to the dress code based on physical disability or other conditions.
- Students not conforming to the dress code may be subject to dress code review by the administrator (or designee), which may result in a recommended resolution of the violation; including the possibility of being given alternative clothing. Failure to satisfactorily resolve a dress code violation may also result in a student being denied entry to school or admission to class and will be deemed absent.

Acceptable Attire:

For young men: Neat pants with a belt (no sweat pants, no holes) worn at the waist at all times (no sagging) and a closed-toe shoe.

For young women: Neat pants with a belt (no sweat pants) or skirts; skirts must be no shorter than three (3) inches above the knee; other Saginaw Covenant Academy shirts and a closed-toe shoe (house shoes are not acceptable). During summer months, shorts no shorter than three (3) inches above the knee may be worn at the discretion of the Administrator.

Code of Conduct

The rules of the Code of Conduct apply to all conduct:

1. On school grounds during the school day or immediately before or after school hours;
2. On school grounds at any other time when the school is being used by a school group;
3. On or off school grounds at any school activity, function or event;
4. Traveling to and from school, including actions on any public conveyance.

Under this **Code of Conduct**, the following definitions will apply:

Student - a person, adult or minor, enrolled in Saginaw Covenant Academy

Parent - (a) official care-giver of a minor student, including, but not limited to, mother, father, stepparent, grandparent, or court-appointed guardian, including Department of Human Services workers and/or group home employees as identified at the time of admission or amended in writing thereafter, or an emancipated minor (proof required); (b) Guardian with whom a young adult student, age 18 - 26, lives; (c) Students ages 18-26 who are married and independent.

Married - the legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or sovereign nation.

RULES AND RESPONSIBILITIES

What is expected from Students:

- Attend school regularly.
- Arrive on time to school and to each class.
- Show respect for other students as well as any and all school personnel.
- Use of proper and appropriate language at all times.
- Take on the responsibility of self-discipline and of controlling one's own conduct.
- Behave in a manner that protects the health and safety of themselves and others.

What is Not expected from Students:

Assault-either verbal or physical

Physical Assault Defined: Intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assault Defined: Any statement or act, oral or written, which can

reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. Bomb threats and similar threats directed at a school building, school property, or school-related event are included as verbal assaults.

Bullying and other types of intimidation of students.

SCA follows Public Act 360-366 of 2016, commonly known as the “Rethink Discipline” Law. Every attempt will be made to use restorative practices to remediate offenses such as interpersonal conflicts, theft, damage to property, assault, class disruption, disrespect, harassment, and cyberbullying.

CODE OF CONDUCT

The rights and responsibilities of students in the school district should be clearly stated. Administering the rules of the schools must include procedures which afford students due process of law. It is the objective of Saginaw Covenant Academy to provide a safe environment in which the major attention of the school is directed to the learning process. The rules of student conduct and discipline are intended to help nurture this environment.

The written rules of conduct and disciplinary procedures which are given students are established for the purpose of:

1. Recognizing the rights of students as citizens of the United States and the State of Michigan.
2. Providing a uniform code of conduct.
3. Providing due process procedures in the administration of discipline.

Teaching and learning proper conduct is a constructive process with emphasis on the development of self-discipline.

Maintaining proper conduct in the schools involves establishing guidelines and limitations for student behavior. Students are expected to cooperate in this process and in general:

1. Develop self-discipline.
2. Demonstrate responsible social behaviors.
3. Show consideration for others.
4. Demonstrate honesty toward teachers and fellow students.
5. Respect school and personal property.
6. Follow the rules of conduct established by the school district, school, and co-curricular programs.

The Student Code of Conduct applies when a student:

1. Attends school or school-sponsored curricular and co-curricular

- programs.
2. Is on school property or in school facilities.
 3. Travels to and from school.
 4. Travels with a school-sponsored organization.
 5. Is under the supervision of school staff.

Categories of Misconduct

The following categories are not necessarily all-inclusive for high school students. We at Saginaw Covenant Academy yearly update and disseminate student handbooks that provide consistent behavioral guidelines within each of the educational levels. The following are fundamental areas of misconduct for which students may be disciplined.

Citizenship:

- Acts of civil disobedience, violating the civil rights of others,
- Interfering with the educational process, or disrupting the order of the school.
- Verbal attacks against students, school officials, school personnel, and/or school guests.
- Persistent disobedience and/or breaking school rules and regulations.
- Using profane and/or obscene language and/or gestures.
- Defying the lawful instruction and/or supervision of school district personnel.
- Cheating in connection with scholastic and school activities.
- Refusal to furnish proper identification when requested to do so by school authorities.
- Dress, adornment, or grooming which disrupts the educational process, violates reasonable standards of safety, health, hygiene or decency.
- Adornment which can be used as a weapon.
- Visiting another school during the school day without permission from the home school and the receiving school.
- Causing disruption at another school.
- Improper displays of affection.

Health and Safety:

1. Possession or storage on school property of weapons, explosives, or items which

endanger health or safety. Public Act 211 (December 1987) prohibits the possession of dangerous weapons by the students in Michigan schools. The Act also provides procedures to be followed if a dangerous weapon is found in the possession of a student.

2. Fighting or provoking a fight.
3. Physical attacks or verbal threats to school personnel, school officials, other students, or visitors to the school.
4. Extortion or issuing threats to another for the purpose of obtaining money, favors, or the possession of another person.
5. Continual or persistent annoyance, disrespect or harassment of a student or school employee.
6. Causing a false fire alarm or bomb threat.
7. Violating the bus conduct rules established by the city's transportation department.
8. Unsafe or reckless driving on school property.

Illicit Drugs and Chemical Substances:

The use of illicit drugs and the misuse of chemical substances or prescription drugs are wrong and harmful to the health of students. Disciplinary sanctions up to and including suspension, a recommendation for expulsion, and referral for prosecution will be imposed on students who violate applicable laws, school drug policies and rules. The following are prohibited:

1. Manufacturing, possessing, using, selling, or distributing illegal drugs, marijuana drug paraphernalia, alcoholic beverages, or illicit chemical substances.
2. Being under the influence of alcohol, illicit drugs, or chemicals not intended by the manufacturer for ingestion.
3. The possession, sale, distribution, misuse, and/or use of tobacco, look-alike drugs, steroid drugs, or performance enhancing drugs.
4. Distributing, selling, or improperly using over-the-counter medicines, prescription drugs, or substances not intended for improper body absorption or ingestion.
5. Behavior which jeopardizes personal safety, or the health and safety of others.

Property:

1. Theft of property from students, school staff, or the school.

2. Possession of stolen property.
3. Misuse of books, materials, facilities, and/or equipment.
4. Defacing, damaging, vandalizing, or destroying school or personal property.
5. Trespassing or unauthorized entering or presence in a school building or facility.
6. Misuse of driving and parking privileges.
7. Gambling while under the jurisdiction of the school.
8. Loitering on or around school property.

Attendance:

1. Violating compulsory attendance laws and regulations.
2. Persistent tardiness.
3. Skipping school, a class, or classes.
4. Leaving school without prior arrangements with the school and parent/legal guardian.
5. Failure to report to a class or classes, required assemblies, and scheduled areas for study.
6. Failure to attend school on a continuous and consecutive basis. Violating the attendance policy and the rules of the school district and attendance rules of the school.

Other:

1. Disruptive behavior in the classrooms or school facilities.
2. The use of electronic entertainment devices other than prescribed by the school.
3. Insolent or defiant behavior toward faculty and/or support staff.
4. The commission of participation in unlawful activities defined by the State of Michigan; or the violation of local laws and ordinances while in a school building, on school property, at or on the way to or from school-sponsored events.

ANTI-BULLYING POLICY

The Saginaw Covenant Academy Board of Directors recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all

students and groups for a safe and secure learning environment, the Board of Directors prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All Administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. cyber bullying, through the use of internet, cell phone, personal digital assistant [PDA], computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy.

Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a student's imminent safety or overall well-being may be at issue.

"Bullying" is conduct that meets all of the following criteria:

- Is reasonably perceived as being dehumanizing, intimidating hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- Is directed at one or more pupils;
- Is conveyed through physical, verbal, technological or emotional means;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and
- Is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Harassment" is conduct that meets all of the following criteria:

- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- Is directed at one or more pupils;
- Is conveyed through physical, verbal, technological or emotional means;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably

perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and

- Is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress
- Having an actual and substantial detrimental effect on a pupil's physical or mental health
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises.

Bullying or harassment, including cyberbullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

The Saginaw Covenant Academy Board of Directors expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Saginaw Covenant Academy Board of Directors believes that a comprehensive health education curriculum with a coordinated school health framework helps students attain knowledge and skills vital to school success, a productive workforce and good citizenship. Critical skills include anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency.

The Saginaw Covenant Academy Board of Directors recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school personnel and volunteers who have significant contact with pupils on school policies and procedures regarding bullying and harassment. Training will provide school personnel with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Saginaw Covenant Academy Board of Directors believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this

atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members.

The Saginaw Covenant Academy Board of Directors believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and to solve the problems that motivate aggressive behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students not to be part of the problem; not to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

The Saginaw Covenant Academy Board of Directors requires its school Administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of bullying and harassment.

The following factors, at a minimum, shall be given full consideration by school Administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidents of past or continuing patterns(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Note: In order to ensure students' perception of fair and impartial treatment, a student's academic status is not a legitimate factor for determining consequences. Consequences must be perceived as fair and impartial.

Factors/or Determining Remedial Measures Personal:

- Life skill competencies
- Experiential deficiencies
- Social relationship
- Strengths
- Talents
- Traits

- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental:

- School culture
- School climate and lack of connectedness
- Student-staff relationships and staff behavior toward the student
- Level of consistency in staff responses to bullying or harassing behaviors
- Level of consistency in application or severity of consequence given to students
- Staff-to-staff relationships witnessed by students
- General staff management of classrooms and other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationship
- Community activities
- Neighborhood culture
- Family situation
- Range and number of opportunities for student engagement, involvement, and recognition for achievement (beyond academics and athletics)

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Board of Directors' approved code of student conduct or staff handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school staff, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the development age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Directors' approved code of student conduct.

Remedial measures shall be designed to: correct the problem behavior, prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below.

Examples of Consequences -

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to administration
- Out-of-school suspension
- Legal action
- Expulsion or termination of enrollment

Examples of Remedial Measures –

Strategies for Individual Behavioral Change:

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice practices
- Supervised peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Student Study Team, as appropriate.
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Strategies for Environmental Change (Classroom, School Building, or School District):

- Activities or strategies designed to help the student who engaged in bullying or harassment reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- Change process to improve school culture
- School climate improvement in conditions for learning and instructional pedagogy (incorporation of brain compatible strategies)
- Adoption of research-based, systemic bullying prevention programs
- Modification of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Increased supervision and targeted use of monitoring personnel
- General professional development programs for certificated and non-certificated staff
- Professional development plans for staff in key disciplinary roles
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to family counseling
- Increased involvement of parent-teacher organizations
- Increased involvement of community-based organizations
- Increased opportunities for parent input and engagement in school initiatives and activities
- Development of a general bullying/harassment response plan
- Peer support groups
- Increase communication with and involvement of law enforcement (e.g. school resource officer, juvenile officer)

- Engage in community awareness events and planning sessions

The Saginaw Covenant Academy Board of Directors requires the Administrator and/or the Administrator's designee to be responsible for receiving complaints alleging violations of this policy. All school staff are required to report alleged violations of this policy to the Administrator or the Administrator's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Saginaw Covenant Academy Board of Directors prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Administrator after consideration of the nature, severity, and circumstances of the act.

The Saginaw Covenant Academy Board of Directors prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school staff member found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Saginaw Covenant Academy Board of Directors will assure the confidentiality of an individual who reports an act of bullying, including cyber bullying. The Saginaw Covenant Academy Administrator, or his or her designee, will ensure that the name of an individual who reports an act of bullying is withheld from the alleged perpetrator and his or her parents or legal guardians and is redacted from any report of bullying that is publicly disclosed. In order to safeguard confidentiality, information will only be shared with designated individuals.

The Saginaw Covenant Academy Board of Directors requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The school Administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school staff training program and handbook.

DISCIPLINE - RULES AND REGULATIONS

DEFINITION OF THE SUPPORT AND DISCIPLINE PROCESS

- Students have the responsibility to comply with all of the rules of the Code of Conduct and Discipline established by the school and the school district. No student has the right to disobey rules established for responsible conduct and a safe and effective learning environment.

- School faculty members have the responsibility to understand and enforce student rules of conduct, school regulation, and assist students in achieving responsible behaviors in the classroom and in the school.
- Parents have the responsibility and opportunity to work together with the school staff and administration during the support and discipline process. This parental involvement is essential to the educational and emotional development and success of the student.

DEFINITION OF THE SUPPORT AND DISCIPLINE GUIDELINES

Discipline should be progressive in attempts to change the improper behavior of students.

Progressive discipline means that constructive assistance and progressive consequences should be established for those students who continue to violate the same school rule, as well as those students who continue to demonstrate disruptive behaviors in the classroom and in the school. Progressive penalties stated for specific infractions in the high school Code of Conduct are for the purpose of changing improper behavior.

CLASSROOM BEHAVIOR

Generally, standards throughout the schools should be the same. However, each teacher is expected to specify particular rules and procedures suited to the specific needs of the class. Teachers have the responsibility and authority to maintain order anywhere in the school, particularly in the classroom. When a student repeatedly disrupts the class or refuses to accept the teachers' authority, the student will be referred to the Administrator for appropriate action. If the student is instructed by the teacher to leave the classroom, he/she must immediately report to the Administrator's office.

The following behaviors are considered OFFENSES at Saginaw Covenant Academy and will result in corrective action, up to and including suspension or recommended expulsion, at the discretion of the Administrator:

- Truancy - absent without permission
- Dress Code Violation - not dressed according to Saginaw Covenant Academy's dress code
- Disruption - interfering with school policies or classroom routine
- Cheating - copying someone else's work, providing answers to another student without the teacher's permission, or in any way trying to take credit for work not done by the student. (Please refer to the Academic Honesty Guidelines p.35.)
- Profane Language – use of profane or unacceptable language
- Sexual Misconduct - including, but not limited to, improper public display of

affection in the school building or at any school-related activity, including, but not limited to, kissing, notes, etc. The prominent display of "hickies" or passion marks is prohibited.

- Smoking - smoking in the school building and on school property is strictly prohibited and is a violation of Michigan law.
- Sleeping - activity which results in student non-performance.
- Disobedience to Lawful Instructions of a Teacher - no student will disobey the lawful instructions of an Administrator, Teacher, Teacher's Aide, or other staff member of Saginaw Covenant Academy.
- Out-of-Bounds - no student may be in any part of the building or grounds, including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from inappropriate authority. Any student found in an unauthorized area of the building without permission is subject to removal from the school.
- Possession of Prohibited Items – students may not use cellular phones, compact discs or other personal music devices unrelated to schoolwork unless provided specific permission by the Administrator. Food or beverages are not allowed in unauthorized areas.
- Non-Completion of Assigned Activities -failure to finish academic work.
- Failure to Provide Name or Identification to School Employees - a student's refusal to provide Saginaw Covenant Academy's staff with identification or other necessary information, including but not limited to: current phone number, address, etc.
- Theft -taking the property of another without right or permission.
- Vandalism - purposeful destruction of school or student property.
- Fighting or Violence - participating in physical contact with one or more students or staff.
- Gang Activities -the presence of gangs and/or gang-related activity is contrary to the health, safety, and welfare of the students and staff of the school district and the district as a whole. Gang presence materially disrupts the classroom and involves substantial disorder and/or invasion of the rights of others. Therefore, the presence of, or student involvement in, gangs or gang-related activities on school grounds or

at school-related activities are strictly prohibited.

- False Fire and/or Bomb Alarm- willful intent to cause panic by submitting false information.
- Arson or Attempted Arson - setting fire to or attempting to set fire to any school or building property.
- Use/Possession/Concealment/Sale/Transmission of any Drug, Alcoholic Beverage, or Other Illegally Controlled Substance
- Use/Possession/Concealment/Sale/Transmission of any Dangerous or Illegal Instruments, including, but not limited to, Weapons, Fireworks, Etc.
- Sexual Harassment- Misconduct, Improper Language and/or Inappropriate touching that creates a hostile educational environment.
- Disrespect of the Rights of Others or Others' Property - willful destruction or rudeness toward others (staff or students).
- Conduct That Endangers Others, Disruption of Educational process - any form of behavior that jeopardizes others including behavior that causes disruption of the educational process.

F. Suspension & Expulsion Procedures

Rules of suspension and expulsion follow due process as mandated by the State of Michigan.

SUSPENSION

1. No suspension shall exceed ten (10) school days.
2. The Administrator must give written notice of the intention to suspend and the reason for the suspension to the student.
3. The student shall be given the right to appear at an informal hearing before the Administrator and has the right to challenge the reasons for the intended suspension or otherwise provide his/her explanation. The hearing can happen immediately after the incident and can take place anywhere -hall, office, classroom, etc.
4. The written notice of suspension shall be sent or given within one calendar day to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Administrator/Educational Service Provider (ESP).

EXPULSION

1. The Administrator shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.
2. The student and parent/guardian shall have an opportunity to appear, upon request, before the Board of Directors to challenge the expulsion or otherwise explain the actions that led to the intended expulsion.
3. The written notice shall state the time and place to appear which shall not be less than three (3) days or more than five (5) days after the notice of intent to expel is given.
4. The Board may grant an extension of time. If granted, the Administrator must notify all parties of the new time and place of the meeting.
5. An expelled student will be provided with a date of re-entry and the date of the re-entry conference.
6. The student and parent/guardian of any student will be notified, in writing, in the event the student fails to attend the re-entry conference.

G. Change of Address/Phone Number

It is the student's responsibility to immediately inform Saginaw Covenant Academy of any change of address or phone number. Any other relevant information, such as emergency contact numbers or legal name changes, must also be updated in the office.

H. Student Grievances

A student complaint or grievance shall be any that arises out of actions, procedures, and policies. The staff will hear the complaints and grievances of students, provided that complaints and grievances are made according to the following procedure:

- The grievance must be presented in writing to the Administrator.
- The Administrator has five (5) school days to investigate and respond in writing.
- The student shall have the right to appeal the decision of the Administrator within five (5) school days to the Administrator/ESP.
- The student shall have the right to appeal to the Board within ten (10) days of receipt of the decision of the Administrator/ESP.

I. Student Right of Expression

Students have the right, protected by the First Amendment, to exercise freedom of speech. This includes the right to distribute or display, at

reasonable times and places, written material, petitions, buttons, badges or other insignia, except expressions which:

1. Are obscene;
2. Are libelous;
3. Are pervasively indecent or vulgar;
4. Advertise any product or service;
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people;
6. Present a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations or the commission of an unlawful act.

Procedure

Any student wishing to distribute or display non-school material must first submit a copy of the material to the school Administrator twenty-four (24) hours in advance of the desired distribution/display time, together with the following information:

- Name of the student or organization
- Date(s) and time(s) of day of intended display or distribution
- Location where material will be displayed or distributed

If permission to distribute or to display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Permission to distribute or display material DOES NOT imply that the School, ESP, or the Board necessarily agrees with the content.

ACADEMICS

A. Curriculum

The curriculum is a combination of academics, life skills preparation, and employment training. Each student works on an individualized computer program, participates in small group sessions, and completes independent work in order to earn credits for graduation. Students also have access to the Internet for their academic lessons and employment exploration. One-on-one tutoring is also available, if needed.

B. Academic Sessions

Students attend one academic session per day; subject to availability:

Session I 7:30 A.M. - 11:30 A.M Monday - Friday
Session II 11:30 A.M. - 3:30 P.M. Monday - Friday

C. Grading

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines, and resource materials are available to students when completing off-line assignments. Students must receive a grade of 70% or higher in order to have achieved mastery of any activity. Each student is also required to keep a portfolio or his/her accomplishments. The school's Graduation Committee and Administrator, on behalf of the Board of Directors, will review the portfolio before the student is deemed ready for graduation.

D. Academic Honesty Guidelines

We at Saginaw Covenant Academy believe that an essential element of our intellectual goal of academic excellence is honesty. Academic honesty is based on respect for individual achievement that lies at the heart of any school. This requires that students produce work that is completely their own or that correctly acknowledges the contributions of other people and sources.

Examples of Academic Dishonesty:

- Using notes, aids, or another student's assistance to complete a test, project or other assignment in a way other than what the teacher has allowed
- Looking at another student's test, answer sheet, or other materials during a test period.
- Copying from, or allowing another student to copy from, a test, homework, or course work which is not intended to be group work.
- Use of the internet or other social media to obtain answers and other intellectual property not belonging to the student.

Responsibilities:

- The student is expected to complete his/her own work: tests, quizzes, projects, reports, homework assignments, essays, papers, and in-class assignments. Students shall not participate in another student's academic dishonesty in any way.
- The parent is expected to understand this policy, encourage student's full compliance with it, and have appropriate academic expectations. Parents should support their students while not completing academic work for them.
- The teachers of Saginaw Covenant Academy are expected to review and enforce this policy with students. In an attempt to be proactive, teachers will provide correct citation methods for outside sources and

stress the need for individual thought and productivity. Teachers will also serve on disciplinary action committees if needed.

The administration is expected to support academic honesty with students, staff and parents. Administrators will serve on disciplinary action committees.

Consequences:

- Violating the Academic Honesty Guidelines may result in not being able to participate in our student activities such as dress down days, events, etc. and/or other programs in addition to the following:
 - First Offense: Zero credit for the assignment and a record of the offense in the student's disciplinary file. The parent and student will be notified of possible consequences if violations continue.
 - Second and subsequent offenses: Further record of the offense and, dependent upon a disciplinary action committee decision, possible loss of credit for the entire course. All scores will be released and the work restarted. The committee will be made up of teachers and student support personnel in the school, along with an Administrator.

E. Progress Reports

Progress reports are available upon request in writing to school administration.

F. Grade Levels

A student's actual grade level at Saginaw Covenant Academy is determined by the number of *required* academic credits earned to qualify that student as a Freshman, Sophomore, Junior or Senior, not simply by the total number of credits he/she has earned. Each student completes academic work and progresses toward graduation at his/her own pace.

G. Conferences

Conferences are strongly encouraged throughout the year. If academic or attendance problems arise, conferences may be scheduled accordingly.

H. Transferring Credits

Student credits earned from former high schools transfer to Saginaw Covenant Academy. A "Request for Records" will be sent to the previous school. If a student has an ***official transcript***, it is recommended that he/she attach it to the initial application or submit it to the main office.

Note: An *official transcript* has a raised seal. Saginaw Covenant Academy MUST have an official transcript from a former school on file in order for a student to graduate.

I. Graduation Requirements

Students earn academic credits by demonstrating mastery through computer-based courses and/or off-line assignments. Credits may be earned by: traditional course work, demonstrating mastery of subject area content expectations or guidelines for the credit, related course work in which content standards are embedded, non-traditional course work, independent teacher-guided study, testing out, dual enrollment, advanced placements courses, international baccalaureate or other "early college" programs, or online classes. Due to the Michigan Department of Education's recent adoption of revised graduation requirements, the total number and type of credits necessary for graduation will be determined annually based on the student's year of graduation and year of enrollment. Current requirements can be located in Saginaw Covenant Academy's enrollment packet or by contacting the school directly.

Other requirements for graduation include:

- All students must participate in all State required and District assessments (SAT, PSAT, M-Step, NWEA, WorkKeys, etc.) in order to satisfy their graduation requirements.
- Employment, whether paid or unpaid, for a period of 190 hours prior to graduation.
- Earning all credits of the prescribed academic curriculum.
- Preparation of a portfolio of academic work, resume and EDP .
- Able to demonstrate workplace literacy readiness to successfully transition to the workplace, college or career technical training.

J. Lab/Session Change

Only the Administrator or designee may make Lab/Session changes, when requested prior to the beginning of a semester. If the lab enrollment size can be maintained, the student, parent/guardian, staff members and teachers affected by the change will meet to determine if a change is to take place. Changes will NOT be made because of personal judgments or feelings about instructors or classes. To avoid errors, students are to follow the Lab/Session change process. This process begins by seeing the secretary in the main office and obtaining/completing/returning the Lab/Session change form.

SCHOOL FACILITIES

A. Hours of Operation

Saginaw Covenant Academy opens at 7:30 A.M. and closes at 3:30 P.M. Monday through Friday.

B. Smoking and Eating

Michigan law prohibits smoking in the building or on the grounds of Saginaw Covenant Academy. The use or possession of any tobacco product by students in school buildings, on the Academy property, and at any school-related event, is also strictly prohibited. "Tobacco product" means any preparation of tobacco to be smoked, inhaled, chewed, or placed in a person's mouth. "Use or possession" means the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device; the smoking, inhaling or chewing of a tobacco product; the placing of a tobacco product with in a person's mouth. Any person in violation will be immediately escorted from the premises. E-cigarettes and "vaping" products are also prohibited.

C. Parking

Students who drive to school may park on the street or in designated parking areas near the school.

D. Transportation

The school does not provide transportation; however, it is easily accessible by public transportation. MATS bus tokens are available for students in good standing. Door to door transportation may be available in an emergency situation.

E. Visitors

Parents, graduates and other visitors are always welcome to visit Saginaw Covenant Academy.

All visitors are required to report to the front desk and must sign in upon arrival. Visitors must pre-arrange any meetings or visits with teachers or the Administrator prior to entering the building. Visits should be limited to one half-hour (1/2 hour) unless other arrangements have been made for an extended period of time. When parents are visiting, we ask that they not attempt to have a parent-teacher conference while students are in lab sessions.

A limited amount of child care services are provided at the Saginaw Covenant Academy campus for students who are also parents of young children.

Students who are not enrolled in the program are not permitted on the premises.

F. Public Attendance at School Events

The Academy is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the school. If the performance is of copyrighted material and the necessary license has not been secured in advance by the school, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

G. Emergency Phone Calls

Students may give the school's phone number to relatives for *emergency purposes only*. The main office will take a message and forward it to the student as soon as possible.

Students will be instructed to speak with the teacher or Administrator if they have special circumstances.

H. Cell Phones

The school is not responsible for loss, theft, damage or vandalism to student cell phones, ECDs, or other student property. Using a cell phone or other ECD in an unauthorized manner (recording classrooms or hallways) is a violation of this policy and may result in disciplinary action.

I. Snow Policy

Should it be necessary to close Saginaw Covenant Academy for weather or other unforeseen emergencies, every effort will be made to provide information using local radio and television stations, text messaging, or other social media platforms.

SAFETY

A. Reporting Injuries

If a student is injured at Saginaw Covenant Academy, he/she must immediately report the injury to a teacher or the Administrator who will take appropriate action. The main office will complete an injury report and retain a copy.

B. Harassment

Harassment is any form of hostility, conduct or language that creates an intimidating or offensive school environment. Sexual harassment can consist of unwelcome sexual advances, unwelcome touching, verbal remarks, and requests or demands for sexual favors. No student, parent or guardian shall harass another student or any Saginaw Covenant Academy staff member. Any student who believes he/she has been harassed by another student or staff member employed by Saginaw Covenant Academy should immediately report the incident to an instructor or the Administrator. If the student is uncomfortable in reporting to the Administrator, a parent or guardian should make the report. Reported incidents shall be immediately investigated. The incident and report will be kept as confidential as the circumstances permits. The results of the investigation will be thoroughly discussed with the student and parent/guardian if the student is under the age of 18 years. Corrective action will be taken when necessary.

C. Drug-Free School

In accordance with Federal Law, Saginaw Covenant Academy prohibits the use, possession, concealment, or distribution of drugs by students on school grounds or in the school building. Drugs include alcoholic beverages, steroids, and dangerous controlled substances as defined by State statute or any substance that could be considered a "lookalike" any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Saginaw Covenant Academy. If a student comes to school under the influence of drugs, he/she shall be sent home for the day, and, if the student is under the age of 18, the parent/guardian shall be notified.

D. Lost and Found

Any personal items that have been left at Saginaw Covenant Academy will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. Saginaw Covenant Academy is not responsible for lost money, jewelry, or other personal items.

E. Desk and Storage Areas

Desks and other storage areas provided to students for their use remain the property of Saginaw Covenant Academy. Students, by statute, have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise hamper access to any storage area.

F. Non-Custodial Parents

Student records will be accessible in accordance with the Family Educational Rights and Privacy Act of 1974. Upon request, *non-custodial parents shall be entitled to exercise all parental rights to the extent that such rights are not restricted by legally binding instruments or a Court Order.

*A "non-custodial parent" refers to the parent who does not have physical custody of the student but who does have the right to information about the student's education.

G. Search and Seizure

Students have a right to privacy, and their belongings may not be violated by unreasonable search and seizure. However, if the Administrator has a reasonable suspicion that a serious infraction could result, a reasonable search of the student's property is permitted. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

WORK PERMIT

Pursuant to Michigan Law, any student who is at least 16 years old and desires to work may do so through a validly-issued Work Permit. The Michigan Department of Labor has granted Saginaw Covenant Academy the authority to issue Work Permits for its students. Any student may request a Work Permit when he/she has secured possible employment. It is important to note that **the Work Permit is employment and employer specific**, and, as such, a new Work Permit must be submitted for each new employment opportunity of the student.

INTERNET SAFETY POLICY

The use of technology is a privilege and an important part of the school's overall curriculum. The school does not warrant that technology resources will meet any specific requirements the student or other users may have, or that it will be error-free or uninterrupted. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and to examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user. Students are prohibited from surfing the internet, viewing pornographic websites, downloading music, or any other material, and shopping. Anytime a student logs in they agree to abide by this Internet Safety Policy.

It is the policy of the School to: (a) prevent user access to, or transmission over its computer network of, inappropriate material via Internet, electronic mail, or other forms of direct electronic

communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Child's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

ACCESS TO INAPPROPRIATE MATERIAL:

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to other forms of electronic communications containing inappropriate information. Filtering or blocking is applied to visual depictions of material deemed to be obscene, exhibiting child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act.

The filter serves to block minors from accessing inappropriate matter on the Internet. However, filters are not infallible, and although every effort is made to prevent inappropriate access to the above mentioned material the school is not liable for the unforeseen possibility that, despite the filtering software, a student may gain access to the inappropriate material.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Only designated representatives shall perform disabling protection. It is the responsibility of staff members to monitor usage of the online computer network and access to the Internet to ensure that this policy is not violated. By using the filter program and staff monitoring, the school is attempting to provide a safe and secure means by which students can use the Internet, electronic mail, chat rooms, and other forms of direct electronic communications.

By signing the Agreement Page at the end of this handbook, the parent and student agree:

- To abide by all school policies;
- To release all school employees from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege;
- That the use of technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against him/her for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including, but not limited to, software or hardware
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise

- gaining access to or disclosing materials the school believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable;
- Using technology resources for commercial, political, or other unauthorized purposes since the school technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including, but not limited to, hardware or software;
- Malicious use of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
- Interfering with other's use of technology;
- Installation of software without consent of the school;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in disciplinary action (including, but not limited to, suspension or expulsion, loss of access privileges, and/or appropriate legal action).

The user must also know, and further agrees, that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or down loaded, whether intentional or accidental.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user will be liable for any and all costs.
- Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in scholastic disciplinary action other than those specifically set forth above, including, but not limited to, suspension or expulsion.
- Use of the Internet and any information received from the Internet is at the student's own risk. The Academy is not responsible for any damage a student may suffer, including loss of data resulting from delays, non-deliveries, non-deliveries, or service interruptions.

PARENT INFORMATION

A. Parental Plan

An annual meeting will be held to inform parents of the Saginaw Covenant Academy parent involvement plan. School representatives will take this opportunity to explain the school's commitment and the parents' right to be involved in the educational process of their student.

Parents will be provided with a description and explanation of the curriculum, the form of assessment used to measure student progress, and the proficiency levels students are expected to meet. The school's discipline plan and attendance policies will also be made available for review.

Community involvement in the school is encouraged by continued positive partnerships.

Parents have the ultimate responsibility for their student's behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Academy and its staff recognize the responsibility to monitor students' behavior and the importance of cooperation between the school and the parents in matters relating to student conduct and academic matters.

For the benefit of the student, the Academy believes that parents have a responsibility to encourage their student's career in school by:

- Supporting the school in requiring their student to observe all school rules and regulations, and by accepting their own responsibility for their student's in-school behavior;
- Sending their student to school with proper attention to his/her health, personal cleanliness and dress;
- Maintaining an active interest in their student's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study.

B. Right to Inspect Instructional Material

Parents have the right to inspect any instructional material used as part of the educational curriculum for their student. Instructional material means instructional content, regardless of format, that is provided to the student, including printed or representational material and audiovisual material available in electronic or digital formats (such as material accessible through the Internet). Instructional material does not include academic tests or academic assessments.

C. Right to Know Teacher Qualifications

Parents/legal guardians have the right to request the following regarding their student's teacher(s):

- Licensure and certification information
- Emergency or provisional status
- Educational background
- Qualifications of Instructional Aides

D. Parent-Teacher Conferences

Parents/legal guardians have the right to request a conference with a student's teacher. Parents/legal guardians should request a conference in writing at least three days in advance to the teacher and/or administration.

E. Tips for Parents

- Discuss the school discipline policy with your student. Show your support for the rules and help your student understand the reasons for them.
- Involve your student in setting rules for appropriate behavior at home.
- Keep the lines of communication open with your student.
- Be involved in your student's school life.
- Work with your student's school to make it more responsive to all students and families.

F. Policy and Procedures for Parental Complaints

Any parent or guardian may file a Complaint regarding a violation of school regulations, rules or procedures, and/or Federal, State or local law to the Governing Authority of Saginaw Covenant Academy by filing the same with the Administrator. To file a Complaint with the Administrator, the parent shall deliver the written complaint containing:

- (i) The student and parent's name (anonymous complaints will not be processed);
- (ii) The signature of the complainant;
- (iii) The complainant's name and phone number; and
- (iv) The specific violation of school policy, regulation, rule and procedures, and/or Federal, State or local law. The Complaint may be delivered in person or by U.S mail properly addressed to Saginaw Covenant Academy, c/o the Administrator.

Upon filing of any Complaint, Saginaw Covenant Academy will do the following:

1. Date stamp the Complaint upon receipt.
2. Notify the Board of Directors.
3. Send a letter of acknowledgment to the complainant within 7 - 10 business days with a statement of the general procedures that will be followed.
4. Conduct an investigation as directed by the Board of Directors. This process may include the following:
 - i. Collaborating with other offices, employees and personnel within the school;
 - ii. Conducting a telephone or personal interview and/or conference(s) with complainant and other necessary parties;
 - iii. Sending written correspondence.
5. The investigation will be based on fact and findings specific to the allegation(s) stated in the Complaint. The reason for the decision will be outlined in the letter of findings:

Compliance - findings were unsubstantiated and school has complied;
or

Non-Compliance - noting the areas of non-compliance, recommending possible changes/technical assistance and requesting that the school respond to complainant with a corrective action(s) plan letter within 10 - 15 business days.

All documentation of the Complaint, findings, and any corrective action(s) plan must be placed in the appropriately marked Complaint file for closure.

ACKNOWLEDGMENT OF RECEIPT OF THE STUDENT HANDBOOK

This will acknowledge your receipt and understanding of the information contained in the Saginaw Covenant Academy Student/Parent Handbook. This information has been prepared to give you a better understanding of your responsibilities as a student at the Academy. Although the Student Handbook reflects our current policies and procedures, it may be necessary to make changes from time to time to best serve the needs of the Academy.

I acknowledge that I have received, read, and understand the information contained in the Saginaw Covenant Academy Student Handbook.

Student's Signature

Date

Parent/Guardian Signature (minor student)

Date