



**Kalamazoo Covenant Academy**  
**Student and Family Handbook**  
**2024/25**

400 W. Crosstown Pkwy  
Kalamazoo, MI 49001  
269-888-2700

[www.kcovenantacademy.org](http://www.kcovenantacademy.org)

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## Introduction

This handbook summarizes many of the policies and administrative guidelines of the Kalamazoo Covenant Academy Board of Education. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2024. If any of the policies or administrative guidelines referenced herein are revised after August 2024, the language in the most current policy or administrative guideline prevails. However, these documents do not limit KCA's lawful authority. All students and parents are expected to sign and return a copy of the attached *Student Code of Conduct Acknowledgment of Receipt*. Regardless of signing and acknowledgment of the student handbook, students are still bound by its terms.

## Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School's Title IX Coordinator listed below:

Kares Johnson  
KCA School Leader  
269-888-2700

*Complaints will be investigated in accordance with the procedures as described in Board Policy. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Title IX Coordinator can provide additional information concerning equal access to educational opportunity.*

# **Kalamazoo Covenant Academy Mission**

The Kalamazoo Covenant Academy (KCA) provides disengaged, dropout youth, ages 15-22 years, hope and the opportunity to earn their high school diploma. KCA believes that all students are valuable members of our community. KCA students will be guided by a caring, compassionate staff that will provide students with an academic foundation guiding them to post-secondary careers, training and college. KCA believes providing this foundation for our youth will prevent youth homelessness and incarceration. This will be done with absolute respect and unconditional love while offering hope and encouragement to all students.

# **Kalamazoo Covenant Academy Core Values**

1. We believe all students in our community who have disengaged, and left school deserve a chance at growth opportunities that may lead to a high school diploma and a more secure life.
2. We believe our mission is to take in students as they are and through unconditional love and absolute respect help them grow emotionally and academically.
3. We believe retention, academic achievement, and personal growth along with individual and achievable goals will help our students live more productive lives.
4. We believe our staff provide an environment that manifests growth and breaks down barriers in order to prevent homelessness and incarceration.
5. We believe in collaborating and working in partnership with community agencies and associations to improve the quality of life for our students.
6. We believe in providing year-round educational opportunities that build trust, provide hope, and develop a support system for each individual student.



# The School Day

School Day Schedule		
Morning Session	7:30 - 12:00	Monday - Friday
Afternoon Session	12:30 - 2:30	Monday - Thursday

<p><b>Morning Session -</b></p> <ul style="list-style-type: none"> <li>• Structured</li> <li>• 2 scheduled class</li> <li>• 1 mini-session for reading/math intervention, supplemental help, career preparation</li> </ul>	<p><b>Afternoon Session -</b></p> <ul style="list-style-type: none"> <li>• All teachers in their classrooms teaching and supporting students and classes <i>*please note that 2:30-3:30 is teacher prep time, your teacher may not be available during this time, please communicate with your teacher</i></li> <li>• Available for additional help and supplemental learning</li> <li>• Schedule conflicts that prevent attendance during the morning session</li> <li>• Support when working on additional classes</li> <li>• Reading and math basic skills support</li> <li>• Mirrors morning session</li> </ul>
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Term Calendar	
<b>Term 1</b>	7/15/2024 - 8/29/2024
<b>Term 2</b>	9/3/2024 - 11/1/2024
<b>Term 3</b>	11/4/2024 - 1/24/2025
<b>Term 4</b>	1/27/2024 - 3/27/2025
<b>Term 5</b>	4/7/2025 - 6/19/2025

# KALAMAZOO COVENANT ACADEMY

## 2024-2025 SCHOOL YEAR CALENDER

July 2024						11
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						17
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14*	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						20
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						23
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9*	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						18
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						15
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11*	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						19
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						19
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19*	20	21	22
23	24	25	26	27	28	1

March 2025						19
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						18
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16*	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						20
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						11
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11*	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

15	First Day of School (Staff & Students)
	Regular School Day for Students
	Holidays/No School
	PLCs Afternoon PLCs-students AM only
	Count Day
	NWEA Testing Window
	State Testing
	* Board Meeting @ Noon
	18 Last Day of School for Students
	19 Last Day of School for Staff
	Term Start Date
	Term End Date

Winter Graduation	December 11, 2024
Summer Graduation	June 11, 2025

Total Instructional Days 210 Days	
1st Session (Instructional Day) = 7:30am - 12:00pm (270 mins)	
2nd Session (Afternoons) = 12:30pm - 2:30pm	
Teacher Prep = 2:30pm - 3:30pm	
Total Instructional Hours 945 Hours	

Staff Professional Development 80 Hours	
32 Afternoons 1:00pm - 3:30pm (2.5 hours)	

Term 1: 7/15 - 8/29	
1 Class 28 Days/126 Hours	
Term 2: 9/3 - 11/1	
2 Classes 44 Days/198 Hours	
Term 3: 11/4 - 1/24	
2 Classes 46 Days/207 Hours	
Term 4: 1/27 - 3/27	
2 Classes 43 Days/193.5 Hours	
Term 5: 4/7 - 6/18	
2 Classes 49 Days/220.5 Hours	

# CAF 24/25 Term Calendar

## Term 1: 7/15 - 8/29

1 Class

28 Days/126 Hours

## Term 2: 9/3 - 11/1

2 Classes

44 Days/198 Hours

## Term 3: 11/4- 1/24

2 Classes

46 Days/207 Hours

## Term 4: 1/27 - 3/27

2 Classes

43 Days/193.5 Hours

## Term 5: 4/7 - 6/19

2 Classes

45 Days/220.5 Hours

<b>KCA Daily School Day</b>				
<b>7:30 - 9:30</b>	<b>1st hour (2 hr)</b>			
<b>9:30 - 10:00</b>	<b>Mini-Session</b>	<b>Mini-Session</b>	<b>Mini-Session</b>	<b>Mini-Session</b>
	Reading Recovery	Math Recovery	Open Classroom for Content Area Class Assistance	Career Planning and Work Readiness
<b>10:00 - 12:00</b>	<b>2nd hour (2 hr)</b>			
<b>12:00 - 12:30</b>	<b>Lunch</b>			
<b>12:30 - 1:15</b>	<b>3rd hour (45 mins)</b>			
<b>1:15 - 1:45</b>	<b>Mini-Session</b>	<b>Mini-Session</b>	<b>Mini-Session</b>	<b>Mini-Session</b>
	Reading Recovery	Math Recovery	Open Classroom for Content Area Class Assistance	Career Planning and Work Readiness
<b>1:45 - 2:30</b>	<b>4th hour (45 mins)</b>			
<b>2:30 - 3:30</b>	<b>Teacher Prep/PD/PLC</b>			

# Enrolling in School

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 KCA, a student who wishes to enroll will be placed last on the waiting list.

New students under the age of eighteen (18) must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of all the following:

1. birth certificate or similar document;
2. court papers allocating parental rights and responsibilities, or custody (if appropriate);
3. proof of immunizations.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Enrollment and Data Specialist will assist in obtaining the transcript, if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent/guardian, these students are encouraged to include the parent/guardian in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to KCA during the period of suspension or expulsion. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to KCA during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received had the student committed the offense while enrolled at KCA. However, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant and enrollment at KCA may be established.

## Age Requirements

General Education students ages 15-22 are welcome to enroll, however, students aged 22 must have turned 22 after September 1st in the school year they are attending.

Special Education students ages 15-26 are welcome to enroll, however, students aged 26 must have turned 26 after September 1st in the school year they are attending.

Kalamazoo Covenant Academy may enroll 15 year old students at the approval of the School Leader.

# Attendance

Kalamazoo Covenant Academy believes that regular attendance is required for promotion and success in schoolwork and that excessive absences negatively affect a student's academic performance and the overall classroom environment. Participation in classroom activities, discussions, lab experiences, and certain other interactions are beneficial for everyone in the classroom and are all necessary ingredients of the learning

process. All students that are under the age of 18 are required by law to attend school. Both students and parents share responsibility for regular and prompt attendance.

## **Attendance Policy**

The KCA Board of Education, pursuant to the authority granted by the statutes of the State of Michigan, has adopted the Attendance Policy, which sets forth certain attendance requirements for students of the Kalamazoo Covenant Academy and establishes procedures and sanctions concerning those requirements. In order to facilitate the efficient functioning of that policy, the Board of Education resolves the following:

1. The School Leader is charged with the responsibility and given the authority to interpret and enforce district Attendance Policy.
2. The School Leader shall have the authority to order the suspension or removal from school of a student who is in violation of district Attendance Policy.

**A student must make progress in one class and/or engage in academic conversation with their teacher and/or engage in meaningful conversation with a mission team member or School Leader focused on academic goals and progress to remain an active student at Kalamazoo Covenant Academy.**

**When a student fails to complete any of these actions over the course of twenty (20) consecutive school days, the student may be dropped from Kalamazoo Covenant Academy.**

Kalamazoo Covenant Academy is not a cyber school. Students are requested to come to the school building and attend school every day (Monday - Friday). If there is a temporary situation that may require the student to work remotely, please contact the School Leader to discuss if a temporary Remote Learning Contract is appropriate. Remote Learning Contracts are not a guarantee and, if granted, will include a plan for the students' return to school.

## **Absence Definitions (Excused and Unexcused)**

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 contact the school office 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 Data and Enrollment Specialist. An absence for anything other than the above-noted criteria shall be defined as an unexcused absence.

## **Withdrawal From School**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardian.

## **Transfer Out Of The District**

Parents must notify the School Leader about plans to transfer their student to another school. If a student plans to transfer out of KCA, the parent must notify the School Leader. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the KCA office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

# Health and Safety

## Emergency Procedures

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and lock down drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the KCA Office.

Information sheets stating directions to follow in the event of a tornado, fire drill, lock-down, or evacuation are posted in each classroom. Students will be notified of an emergency by a fire alarm, tornado alarm and/or P.A. announcement. Attention and cooperation are necessary during all drills and emergencies. Teachers will give further instructions about leaving the building during emergencies. In case of an emergency, students must remember to be quiet and follow all instructions of teachers.

## Student Response During Emergency Situations

Students must not obstruct school personnel during a crisis situation such as a medical emergency or a physical altercation. Students are expected to immediately leave the area and not contribute negatively to the situation. Students who interfere with the efforts of school personnel will be subject to disciplinary action.

The state of Michigan requires all public schools to hold 5 fire drills, 2 tornado drills, and 3 lock down drills, one of which must be non-standard.

## Emergency Closings And Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will post this notification on Fox News and KCA Social Media.

## Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the School Leader may remove the student or require compliance with a set deadline. Except as otherwise specifically provided by law, the Board requires that all students be properly immunized, not later than the first day of school. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the KCA office.

## Use of Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours;
- B. The Medication Request and Authorization Form must be filed with the respective School Leader or secretary before the student will be allowed to begin taking any medication during school hours;
- C. All medications must be registered with the School Leaders office;

D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's backpack, purse, lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions;

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year;

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication; and,

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the School Leader and updated annually.

### **Non Prescribed (Over-the-Counter) Medications**

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their student may self-administer the medication and may keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **Communicable Disease**

The school will observe recommendations of the Kalamazoo Health Department regarding communicable diseases.

### **Control Of Non-Casual Contact Communicable Diseases**

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been



exposed to the blood. Any testing is subject to laws protecting confidentiality.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **Injury And Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the students should remain in school or go home. No student will be released from school without proper parental permission. Students should contact parents/guardians from a school phone.

## **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the School Leader. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the School Leader.

## **Personal Deliveries**

Personal items (food, balloons, flowers, gifts, etc) delivered to the school must be left with the receptionist. These items must stay at the receptionist's desk during school hours. A student may pick these items up at the end of the school day.

# **Student Services**

Kalamazoo Covenant Academy understands that students cannot reach their full potential if they face significant barriers in their lives. To support their success in the classroom, KCA provides a range of services, including a clothing closet, mental health support, food and groceries, transportation, baby care, and work placement assistance.

## **Education Records**

KCA maintains records according to the Michigan Department of Education's Record Retention Manual. Building administrators will create and maintain a cumulative file (CA-60) for each student who attends school in KCA. The cumulative file may be created and maintained digitally.

## **Directory Information and Access to Student Education Records**

The Board designates the following student record information as directory information:

- A. A student's name, address, and telephone number;
- B. A student's photograph;

- C. A student's birth date and place of birth;
- D. A student's participation in KCA related programs and extracurricular activities;
- E. A student's academic awards and honors;
- F. A student's height and weight, if a member of an athletic team;
- G. A student's honors and awards; and
- H. A student's dates of attendance and date of graduation.

Such information may be released by KCA, upon request, unless a parent or adult student has made a timely objection, in writing, in accordance with FERPA.

Parents may inspect all materials used for any student survey, analysis, or evaluation conducted by KCA in connection with a program that is funded by the United States Department of Education. KCA will not, without the consent of the parents of a student, require the student to participate in such a survey, analysis, or evaluation that reveals or is intended to reveal information concerning the student or the student's parents':

- Political or religious affiliations, beliefs, or practices;
- Mental or psychological problems;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom the student or the student's parents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; or
- Income, other than when required by law to determine eligibility for programs or financial assistance.

## **Family Educational Rights and Privacy Act (FERPA)**

This regulation has been developed to comply with FERPA and does not, itself, confer enforceable rights to any person.

Parents of minor and dependent students may inspect their children's education record, unless that right has been terminated by a court order.

Adult students may inspect their education record.

Board members and other school officials may access a student's education record if they have a "legitimate educational interest" in doing so, within the meaning of FERPA.

Other persons may inspect student education records to the extent permitted by FERPA.

A person authorized to access a student's education record, other than KCA personnel, must make an appointment to review education records at the student's school with the building administrator or designee, who will remain present during the inspection. An authorized person will be permitted to copy selected education records upon request and fees may be charged as permitted by law.

The building administrator will include an access log in each student's CA-60 and Special Services file that will identify each person who accessed the education record, the date and time the education record was accessed, and the reason the education record was accessed.

Parents and adult students may request the amendment of education records that are inaccurate, misleading, or in violation of the student's rights of privacy or other rights. The following procedure will be used in cases when parents or adult students request the amendment of education records:

1. The Parent will request the amendment in writing, including: identifying the education record(s) in question; and the reason(s) the education record should be amended;
2. The building administrator, after conferring with his or her direct supervisor, may agree to amend the education record and do so. Alternatively, the building administrator, after conferring with his or her direct supervisor, may decline to amend the education record and, if so, notify the parent or adult student of the reason(s) and their right to a hearing.
3. If a hearing is requested, the building administrator will immediately notify his or her direct supervisor and the Superintendent, who will arrange for a hearing consistent with FERPA requirements.

As permitted by FERPA, KCA may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

### **Student-Initiated Clubs**

KCA students may initiate clubs and other activities to be held on KCA premises, subject to such rules and regulations as may be established by the Board, the Superintendent or KCA personnel consistent with the federal Equal Access Act and its Michigan equivalent. KCA will not discriminate among such student-initiated clubs and activities based on the religious, political or philosophical content of their meetings, provided the following conditions are met:

1. Club meetings and events may not take place during instructional time.
2. Club meetings and events must, in fact, be student-initiated and student participation must be Voluntary.
3. Club meetings and events will not be sponsored by KCA or KCA employees or agents.
4. KCA employees and agents may be present in only a supervisory capacity. They may not otherwise participate in club meetings and events.
5. Persons not affiliated with KCA may not direct, conduct, control, or regularly attend club meetings and events.
6. Club meetings and events must not materially or substantially interfere with the orderly conduct of KCA educational programs or activities.

### **McKinney-Vento**

KCA, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems.

- A student may be considered eligible for services if the student is presently living:
- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;

- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

Please contact KCA's MKV Coordinator for questions or assistance.

### **Age of Majority**

High School students who have attained 18 years of age, may when they have so informed the School Leader in writing:

- Have all personal school correspondence mailed directly to them
- Have access to their school records
- May sign excused absence or report cards for themselves
- May sign themselves out of school

If adult students choose to exclude their parents or guardians from any of the above matters, the School Leader should be so informed in writing. Students who have attained the age of 18 are still subject to all school and board policies and regulations.

### **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 Kalamazoo Covenant Academy the authority to issue Work Permits for its actively enrolled 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. If a student is dropped from the rolls at KCA, this Work Permit may be rescinded.

# **STUDENT CODE OF CONDUCT (SCC)**

Kalamazoo Covenant Academy must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to students who engage in misconduct or behaviors that interfere with the safety and the delivery of educational services. The success of KCA's mission and the success of all individuals within the academy community depends on the continuous expression of absolute respect for everyone, including oneself, at all times. As such, the **Student Code of Conduct (SCC)** establishes expectations that create a learning environment conducive to positive development.

The SCC applies to actions of students during academy hours, before and after school while on school property, while traveling in school vehicles funded by the school, while participating in a group representing the school or attending such an activity, at all school-sponsored events, and while using the school network or any computer or IT devices. The SCC also applies to actions of students before or after school and off school property if those actions pose a substantial likelihood of disruption to the learning environment in the school.

Team members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student, while consistently following the policies outlined below. Mitigating circumstances include, but are not limited to the following factors: A student's behavior plan, age, health, maturity, and academic

placement of a student, the student's discipline record, including previous similar incidents, the student's attitude and willingness to change, the cooperation of parents/guardians, seriousness of offense, and willingness to enroll student in a student assistance program.

The administration of KCA reserves the right to establish rules and regulations which are not stated in this handbook but which are necessary and proper for carrying out the educational programs of the school and to ensure the safety of all KCA students. These documents do not limit KCA's lawful authority.

This Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

All students and parents are expected to sign and return a copy of the *Student Code of Conduct Acknowledgment of Receipt*.

## **Student Rights and Responsibilities**

The rules and procedures of KCA are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

## **Expected Behaviors**

Each student shall be expected to:

1. abide by national, State, and local laws as well as the rules of the school;
2. respect the civil rights of others;
3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
6. complete assigned tasks on time and as directed;
7. help maintain a school environment that is safe, respectful and responsible
8. act at all times in a manner that reflects pride in self, family, and in the school.

## **School Transportation**

School transportation is a privilege, not a right. Students transported by KCA or transported to a KCA related event must abide by the driver's direction and the Student Code of Conduct, or similar documents. Violators face the loss of transportation privileges and possible disciplinary action when not followed. Examples of misconduct that may lead to temporary or permanent suspension of transportation privileges or other possible disciplinary action include, but are not limited to: insubordination, smoking, fighting, profane or foul language, and destruction of property.

## **Student Dress and Appearance**

KCA maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to KCA's mission and/or the health, safety, or welfare of the student or other students with whom the student attends school.

The building administrator will make the final decision on the appropriateness of dress and what actions will be taken in each individual case depending upon specific circumstances. If a staff member feels a student's attire is inappropriate, the student will be referred to a school administrator. Decisions will be made by the administrator based on health, safety, and whether the attire is disruptive to school routine. The student may be sent home with parental contact to change his/her clothes before returning to class, asked to modify his/her attire in some way in school, or be excluded from classes for the day if a change of attire is not possible.

## **Police Investigations and Arrests**

KCA cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. Except as required by law, KCA retains discretion to report crimes/events, including, but not limited to the following, to local law enforcement:

- Armed student or hostage or suspected armed student;
- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of Students;
- Vandalism/destruction of property; and
- Weapons on KCA property.

## **Search And Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

When students are provided lockers, desks, and other equipment in which to store materials, it should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

The Board also authorizes the use of canines trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, or unless a warrant or parental permission has been obtained.

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing KCA's Student Code of Conduct. Within the discharge of their responsibilities, KCA personnel may search students, student property, and school property in the manner permitted by law.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the

law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, offices of KCA, and those provided for virtual learning, are KCA's property and are to be used by students, where appropriate, solely for educational purposes. KCA retains the right to access and review all electronic, computer files, databases and any other electronic transmissions contained in or used in conjunction with the school's computer system, and electronic mail. Students should have no expectation that any information contained on such systems are confidential or private. Review of such information may be done by KCA with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and KCA retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

Searches may be conducted on any of the following:

1. Student lockers, technology, cubbies, desks or other school provided student storage. Students are expected to assume full responsibility for the security of their lockers, technology, cubbies, desks or other school provided student storage. Students should not expect privacy regarding items placed on school property because it could be subject to search at any time by school officials.
2. Automobiles. A student's automobile that is parked on school property may be searched with the student present if there is a reasonable suspicion that the automobile contains any illegal substance/material.
3. Student and/or personal effects. If, upon reasonable suspicion, a student and/or his/her personal effects (purse, diaper bag, backpack, athletic bag, or any other area where an illegal substance substance/material.

## **Student Bullying and Cyberbullying**

*"Bullying"* means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more KCA students, either directly or indirectly, by doing any of the following:

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

*"At school"* means in a classroom, anywhere else on school premises, on a school bus or other school related vehicle, and at a school-sponsored activity or event, whether or not it is held on school premises.

*"At school"* includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of KCA.

*"Cyberbullying"* means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

Substantially interfering with educational opportunities, benefits, or programs;

1. Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
2. Having an actual and substantial detrimental effect on a student's physical or mental health; or
3. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

### **Accountability**

Each student in KCA is accountable for their own behavior, based on age appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

### **Retaliation**

Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

### **Complaint Procedure**

In order to implement the bullying policy, KCA has developed the following complaint procedure:

A student who believes they have been the victim of bullying or cyberbullying must immediately report the incident(s) to the School Leader. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the School Leader or designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex, national origin, or disability, the School Leader will notify KCA's designated Compliance Officer or Coordinator pursuant to Board of Education Policy.

#### **Step 1**

##### **Formal Investigation**

The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce their response to writing and to produce any documents or other things supporting their response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses



In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

## **Step 2**

### **Decision**

*Complaint Found Valid.* If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of KCA policy has occurred), the following actions will be taken:

1. The parent of both the complainant and the accused will be notified of the results of the investigation;
2. The results of the investigation will be reported to the Superintendent;
3. The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
4. The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
5. The Superintendent will determine whether relief to the complainant is feasible and available.

*Complaint Found Not Valid.* If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of KCA policy has occurred or can be substantiated), the following actions will be taken:

1. The parent of both the complainant and the accused will be notified of the results of the investigation;
2. The complainant and the accused will be reminded KCA prohibits retaliation or threats of retaliatory action;
3. The results of the investigation will be reported to the Superintendent; and
4. Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three (3) years

## **Definitions of Discipline**

*Administrative Intervention* Disciplinary action which does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

*Snap Suspension* If, during a class, subject, or activity, a teacher has good reason to believe: a student has engaged in conduct which unquestionably interferes with the education of that student or other students, or a student has engaged in conduct which poses a clear and present danger to that student or other students, the teacher may suspend the student from that class, subject, or activity for up to one full school day.

*Suspension* Exclusion of a student from school for fewer than 60 school days or exclusion from school which will terminate upon the fulfillment of a specific set of conditions.

*Expulsion* Exclusion of the student from KCA for 60 school days or more or permanent exclusion.

## Range of Discipline

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. KCA will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in KCA or was enrolled in another KCA, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in KCA.

## Restorative Practices

Consistent with Michigan law and in every case, KCA will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and KCA community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a different manner, depending on the circumstances as a whole.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

## Prohibited Acts

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

## **Assaults Committed Against School Personnel**

Physical Assaults: The board will permanently expel a student in sixth grade or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B), against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a bus or other school-related vehicle, or at a school-sponsored event. A lesser offense may result in suspension from school for up to ten days.

Verbal Assaults: Any student who commits a verbal assault on school property, on a school bus, or other related vehicle, or at a school-sponsored event against a district employee or a person engaged as a volunteer or contractor for the district may be expelled by the board for up to 180 days. The board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, "verbal assault" will be defined as any willful verbal threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

## **Alcohol, Marijuana, and Chemical Substances**

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

## **Arson**

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.

## **Bullying and Hazing**

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing.

"Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

## **Cell Phones**

KCA 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. Cell phone usage is not permitted in the classroom. If there is an emergency, a student can request to step out of the classroom to receive or make a call.

## **Coercion, Extortion, and Blackmail**

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

## **Criminal Sexual Conduct**

*Description* - A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g.

*Penalty* - Administrative intervention to permanent expulsion, in accordance with MCL380.1311.

## **Discriminatory Harassment**

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

## **Disruption of School**

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the School Leader;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

## **Damage of Property or Theft/Possession**

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

## **Dangerous Weapons**

A student shall not possess a dangerous weapon in a weapon free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, or stiletto.

## **Dress**

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission.

## **Drugs, Narcotic Drugs, and Counterfeit Substances**

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

## **Electronic Communication Devices and Laser Pointers**

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

**Failure to Comply with Directions of School Personnel**

A student shall not be insubordinate or fail to comply with instructions and directions of KCA employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

**Failure to Cooperate**

A student shall not refuse to cooperate with KCA administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to KCA administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with KCA personnel in any disciplinary proceeding.

**False Alarms**

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

**False Allegations**

A student shall not libel or slander, or make false allegations against another student, KCA employee (including substitute and student teachers), Board of Education members, or volunteers.

**Falsification of Records**

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on KCA forms or records. A student shall not provide false, misleading, or inaccurate statements or information on KCA forms or records.

**Fighting, Assault, and Battery**

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person.

**Fireworks, Explosives, and Chemical Substances**

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

**Gang Insignia/Activity**

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of KCA rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, KCA rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

**Improper Communications**

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to KCA employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

### **Indecency**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

### **Lookalike Weapons**

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

### **Personal Protection Devices**

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

### **Recording**

A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school related events, unless the student is given express consent by that person.

### **Scholastic Dishonesty**

A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

### **Smoking/Tobacco**

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

### **Supervision of Students**

Students are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a school team member.

### **Suspended Student on School Property or Attending School Activities**

A student, while suspended, shall not enter onto KCA property without the prior permission of a building administrator.

A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

### **Trespassing/Loitering**

A student shall not be on school property or in a school building except to participate in the educational process of KCA, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

### **Violation of Acceptable Use Policy**

A student shall not violate or attempt to violate KCA policies, administrative regulations, and directives concerning KCA or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

### **Violations of Building's Rules and Regulations**

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

## **Weapons and Dangerous Instruments**

A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, airsoft gun, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

## **Due Process - Procedures for Discipline**

These procedures govern the suspension, expulsion, or permanent expulsion of a student from KCA's regular educational program.

If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a KCA administrator, the reinstatement does not limit or prejudice KCA's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

## **Short-Term Suspension (i.e., 10 School Days or Fewer)**

As a general rule, prior to any out-of-school suspension, the building administrator will:

1. Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses;
2. Provide the student an opportunity to explain their version of the facts; and
3. Consider each individual factor listed under Consideration of Individual Factors in this Student Code of Conduct.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with their due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, the administrator may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The School Leader or designee shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension and, thereafter, in writing. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

## **Long-Term Suspension (i.e., 11 School Days or More), Expulsion (60 School Days or More), and Permanent Expulsion**

### **Step 1**

If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent shall be notified in writing of:

1. The charges against the student;
2. The recommended disciplinary action;
3. The fact that a hearing will be held before the Superintendent; and
4. The time, place, location, and procedures to be followed at the hearing.

The written notice will also document the building administrator's consideration of the individual factors listed under Consideration of Individual Factors in this Student Code of Conduct and consideration of restorative practices.

If the building administrator decides the student's presence in school would present a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the School Leader's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

### **Step 2**

A hearing before the Superintendent will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors listed under Consideration of Individual Factors in this Student Code of Conduct, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed.

The student and/or the student's parent may notify KCA that they waive their right to a hearing. In such cases, the School Leader's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision.

The Superintendent may amend the School Leader's charges upon motion of the building administrator, student, or parent, or amend the charges upon the Superintendent's own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

### **Step 3**

The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision will be mailed at that same time. These timelines, however, may be enlarged by the Superintendent due to extenuating circumstances.

### **Step 4**

A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent.

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at the Superintendent's level and make a recommendation to the Board of Education. The student, parent or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, or the student and will render a written decision on the appeal within fifteen (15) school days.

## **Presumption Against Long-Term Suspension or Expulsion and Consideration of Individual Factors**

Consistent with Michigan law, KCA adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., 60 or more school days) unless KCA has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- A. The student's age;



- B. The student's disciplinary history;
- C. Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- D. The seriousness of the student's misconduct or behavior;
- E. Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- F. Whether restorative practices will be used to address the student's misconduct or behavior; and
- G. Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all long-term suspensions and expulsions, KCA administrator implementing the discipline will consider and document consideration of the seven factors listed above

## Students' Rights

The right of students to freedom of expression shall not be abridged, **provided that such right shall not cause any disruption or disorder within the school.** Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the School Leader (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by students.

### Freedom of Speech

Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No students may be obscene.
- Students may not say (slander) or write things about (libel) another person that damages that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.
- Students may not use fighting words, that is, words which when spoken are likely to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

### Freedom of Press

Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." KCA reserves the right to regulate the content of "school sponsored express activities." A sign posted must be signed by the person who put it up and must be posted in the designated area in the school.

## **Freedom of Religion**

Students have the right to be absent from school for observance of the holy days of their religion.

## **Right to Equal Education**

KCA students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

## **Student Grievances**

1. The grievance must be presented in writing to the School Leader.
2. The School Leader has five (5) school days to investigate and respond in writing.
3. The student shall have the right to appeal the decision of the School Leader within five (5) school days to the School Leader.
4. The student shall have the right to appeal to the Board within ten (10) days of receipt of the decision of the School Leader.

## **What to do if rights are violated**

Students are encouraged to talk to their teachers, School Leader, or another adult staff member in the school. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with the School Leader. The School Leader will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the Superintendent or Director of Academic Progress by submitting a request in writing to the school office.

# **ACADEMICS**

## **Instructional Delivery Method**

Kalamazoo Covenant Academy serves students 15-22 years of age and offers a high school diploma upon meeting the academy's graduation requirements. Typically, all the students have entered the ninth grade at a previous school or schools and have since dropped out. The profiles of the students entering Kalamazoo Covenant Academy range from students with 9th grade through 12th grade credits and a variety of ability levels. Students will earn credits toward a high school diploma by meeting the requirements of the Michigan Merit Curriculum (MMC).

Kalamazoo Covenant Academy uses a blended learning model of instruction to address the individualized learning needs of our students. The flexible school schedule is designed for students to pursue their high school diploma and their need for strong communication and relationship skills necessary for the world of work and a successful life. Kalamazoo Covenant Academy uses the Canvas Platform which is a Learning Management System (LMS) that allows students to work at their own pace and, potentially, at a time that fits their schedule. The most important part of our education model is teaching, learning and engagement through teacher instruction, lessons and activities in the classroom. These lessons may be in addition to, or instead of, the lessons in Canvas. All instruction is delivered by certified, content area teachers who individualize and customize instruction according to the needs of the student. Research shows that students engage more and learn best through in-person instruction designed to meet students' needs, address gaps in learning, is hands-on, and is stimulating. Whenever possible, instruction will also address post-secondary training and employability skills, including Career/Technical training facilities in the local community. In addition to

instruction, all staff members, not just teachers, are trained to support the social, emotional, safety, and well-being of each student. Learning cannot happen if basic needs are not being met.

With the instructional model that Kalamazoo Covenant Academy utilizes, which is in line with the Mission of our school, students who are eligible under the McKinney-Vento Act are not penalized for times in which they are not in attendance or enrolled at Kalamazoo Covenant Academy during the school year. Incoming transcripts for eligible students are audited and, when possible, credits are awarded based on partial credits earned at other schools. Eligible students also have the opportunity to earn credits by testing out of a class.

## **Reading and Math Proficiency**

Research shows that students who are not proficient in reading by the end of 3rd grade are more likely to experience attendance, behavior, and course completion challenges. These challenges are predictors of grade retention and dropping out in later years. Kalamazoo Covenant Academy recognizes the immense impact reading and math proficiency have on a student's future success. Kalamazoo Covenant Academy provides both math and reading intervention for students who need additional assistance or need to improve their basic skills. Kalamazoo Covenant Academy has a goal that, upon graduation, each student will successfully demonstrate 9th grade reading and 7th grade math proficiency. Reaching this goal will help to ensure students have the necessary skills to transition successfully to post-secondary opportunities, career training or the workforce. While reading and math intervention are available to all students at the academy, Kalamazoo Covenant Academy specifically schedules students for Recovery classes, based on proficiency levels determined through a skills assessment at enrollment, which will provide additional reading and/or math support and intervention.

## **Exams**

Students will take exams in the classroom with the teacher present.

- All exams for each class will be locked.
  - *Exams are at the end of each module and the end of the class.*
- Students will come into the building to take all exams.
- All exams will be taken in the classroom with the teacher present.
- If you have a student on an official Virtual Contract they should also be encouraged to come to the building. However, arrangements can be made for the student to take it on a virtual session with the teacher. This can be done through GoGuardian.

## **Completion Of A Class & Assigning Of A New Class**

Students will meet in-person with the School Leader or Lead Teacher at the completion of a class. New class/es will be assigned at this meeting.

- When a student finishes a class, that student will meet with the SL or LT to review progress, discuss goals, and decide on the next class.
- New classes will not be assigned until this meeting takes place.
- If you have a student on an official Virtual Contract they should be encouraged to come to the building to have this sit-down. However, these students can meet virtually with the SL or LT.

## **Graduation from Kalamazoo Covenant Academy**

1. Graduation from Kalamazoo Covenant Academy implies that students have satisfactorily completed an approved course of study, have met the requirements laid forth via the Michigan Merit Curriculum and have passed any examinations and/or other requirements established by KCA.

2. It is the responsibility of the Director of Academic Progress and School Leader to maintain a record system that will adequately provide the information necessary to assure that the above policy is enforced.
3. Students are grouped into grades 9-12 by the amount of credits they have earned. The movement of students through the curriculum will be based strictly on their individual progress through the earning of credits.
4. The Career Planning and Work Readiness Class is a required class for graduation. Any other similar course that is taken through a community agency in partnership with KCA, must be successfully completed to fulfill this requirement. Students will be expected to successfully complete the course work as well as the Final Portfolio. If a student has successfully completed a similar course, based on their transcript, they will only be required to complete the Final Portfolio (as determined by school administration).
5. Kalamazoo Covenant Academy requires 19 credits to graduate. Of those, 18 credits are courses set forth from MDE through completion of the Michigan Merit Curriculum. The remaining 1.0 credit is earned from successful completion of a reading and math proficiency course. *(see below for more information)*

## **Kalamazoo Covenant Academy Graduation Requirements**

### **19 Credits are required to earn a Kalamazoo Covenant Academy Diploma**

*One credit is the equivalent of two semesters (0.5 credits for each semester)*

SUBJECT AREA	DESCRIPTION	PERSONAL CURRICULUM (PC) MODIFICATIONS*
<b>English Language Arts (4 credits)</b>	1 credit in each grade (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> )	No modification
<b>Mathematics (4 credits)</b>	1 credit in Algebra 1 credit in Geometry 1 credit in Advanced Algebra (Alg.II) 1 credit in a math or math-related course <i>(The below .5 credit in Personal Finance can also be used to fulfill .5 of this 1 credit)</i>  .5 credit in Personal Finance <i>(beginning with the 8th grade class starting fall 2023)</i> ★ A math or math-related course is required in the final year of high school	Complete 3.5 math credits  Complete a math or math-related course in final 2 years of HS  Modify Advanced Algebra credit if: <ul style="list-style-type: none"> <li>❖ Complete just ½ credit of Advanced Algebra</li> <li>❖ Complete a CTE program with same content as Advance Algebra</li> <li>❖ Complete ½ credit of statistics, functions and data analysis, or technical math</li> </ul>
<b>Science (3 credits)</b>	1 credit in Biology 1 credit in Physics or Chemistry 1 credit in any science, computer science or Career & Technical Program (CTE) (regardless of content)	No modification

<p><b>Social Studies (3 credits)</b></p>	<p>1 credit in U.S. History 1 credit in World History .5 credit in Government .5 credit in Economics</p>	<p>No modification until 2 credits of Social Studies completed</p> <p>No modification of Civics</p> <p>Exchange 1 credit of social studies (not Civics) for an additional credit in English, math, science, or world language</p> <p>Exchange 1 credit of social studies (not Civics) for a CTE program</p>
<p><b>Physical Education and Health (1 credit)</b></p>	<p>.5 credit in Physical Education .5 credit in Health</p>	<p>Exchange ½ credit of Physical Education for additional credit in English, math, science, or world language</p> <p>Exchange ½ credit of Physical Education for a CTE program</p> <p>No modification of Health</p>
<p><b>Visual, Performing, Applied Arts (1 credit)</b></p>	<p>1 credit in Visual, Performing, and Applied Arts (VPA)</p>	<p>Exchange 1 credit of VPA for additional credit in English, math, science or world language</p> <p>Exchange 1 credit of VPA for a CTE program</p>
<p><b>World Language (2 credits)</b></p>	<p>2 credits in a World Language</p> <ul style="list-style-type: none"> <li>❖ 1 of the 2 credits may be earned through a CTE Program.</li> <li>❖ 1 of the 2 credits may be earned through an additional VPA credit.</li> </ul>	<p>No modification</p>
<p><b>Online Learning Experience</b></p>	<p>One experience or multiple experiences incorporated into one</p>	<p>No modification</p>
<p><b>Reading Proficiency</b></p>	<p>.5 credit in reading proficiency</p>	<p>Modifications may apply to transfer students coming in during their 12th grade year or students receiving special education or EL services.</p>
<p><b>Math Proficiency</b></p>	<p>.5 credit in math proficiency course</p>	<p>Modifications may apply to transfer students coming in during their 12th grade year or students receiving special education or EL services.</p>

\*Additional modifications may apply to transfer students who have completed two years of high school.

## Classification of Students

Class Standing	Grade Level	Credits Earned Range
Freshman	Ninth (9)	0-4.5
Sophomore	Tenth (10)	5.0-9.5
Junior	Eleventh (11)	10-14.5
Senior	Twelfth (12)	15-19

## Grading Scale

Grading Scale	
A 100 - 94	C 76 - 74
A- 93 - 90	C- 73 - 70
B+ 89 - 87	D+ 69 - 67
B 86 - 84	D 66 - 64
B- 83 - 80	D- 63 - 60
C+ 79 - 77	F 59 & Below

## Academic Dishonesty

Students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious offense. Students must always be responsible for their own work and not engage in any manner of cheating.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher.

### **Deliberate plagiarism:**

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own. Obtaining a term paper and handing it in as one's own.
- Use of AI programs, such as, but not limited to, ChatGPT

### **Accidental Plagiarism:**

- Forgetting to place quotation marks around another writer's words
- Use of AI programs, such as, but not limited to, ChatGPT
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea

### **Cheating:**

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, actual test questions.
- Having or using non-permitted materials during tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
- Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test.
- Representing as one's own work the product of someone else's creativity.
- Use of AI programs, such as, but not limited to, ChatGPT

## **Testing Out Procedure**

In compliance with the Michigan School Code, Kalamazoo Covenant Academy will allow students to "test out" of a subject area for credit. To test out, a student must exhibit mastery of course content by attaining a score of 75% or better on a comprehensive final examination. Because some end of the course exams do not serve as comprehensive measures of mastery of skill and/or content, the student may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to, portfolios, performance, papers, projects, and/or presentations.

The following requirements will apply to the testing out procedure:

- Credit earned will be based on successful mastery of the required assessment and recorded as "CREDIT" (CR)
- The grade will not be included in the computation of the grade point average
- Credit will be accepted as fulfillment of a requirement in a course sequence
- Once credit is granted by "testing out", a student may not receive credit for a lower course in that course sequence
- Credit towards fulfillment of graduation requirements will be granted for successful achievement of 75% or better on the final examination and/or completion of additional assessments mentioned above.

It is the discretion of the academy to determine if test out requests are given on specific dates throughout the school year or are completed on an as needed basis. Specific dates for "testing out" will be published in advance. Students may request a course syllabus and course outcomes to prepare for the examination and/or additional assessments.

NCAA eligibility may be affected by choosing the Testing Out option.

## **Dual Enrollment**

Dual enrollment is an opportunity for students to take college level classes and earn both high school and college credit for them. A majority of these classes will be paid for by KCA. The Michigan Department of Education has set forth the following guidelines regarding dual enrollment.

- A course must either be academic in nature or applicable to career preparation.
- Courses chosen must also apply toward the satisfaction of degree requirements.

- Classes may not be in the subject matter of hobby-craft, recreation, physical education, theology, divinity, or religious education.

Students must work with the School Leader, who in turn will work with the academic advisor(s) at the Community Colleges, to determine if there is space available in classes the student may be interested in, AND to see if the class will fit into the student's high school schedule.

There are required scores necessary to be considered for dual enrollment. Please see your School Leader for information regarding these required scores.

If a student meets all of the above conditions, is approved to register at the post-secondary institution, registers for a course and then later decides to drop the course, the student will be responsible for the tuition.

After KCA pays their portion of the dual enrollment fee, be aware that the family's financial obligation to the post-secondary institution might be considerable. Therefore, parents are advised to consult with the post-secondary institution for the actual cost before making a final decision concerning Dual Enrollment.

Students must provide their own transportation to and from dual enrollment classes.

## **Title 1 Schoolwide Programming**

Kalamazoo Covenant Academy receives Title I funding. In accordance with law, the Board of Education has adopted a parent involvement policy (also known as a parental and family engagement policy). KCA recognizes the importance of parental involvement in the educational process. Parents and students are invaluable partners in our mission to prepare students for high school graduation and are committed to establishing and maintaining positive relationships with families and the community. To that end, KCA will provide a variety of opportunities for families and other members of the community to become involved in children's education. Parents may request information regarding the professional qualifications of the student's classroom teachers in writing submitted to the Director of Academic Progress. The request may include:

- A. Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- B. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- C. The teacher's baccalaureate degree(s), major, any other graduate certification or degree(s) held, and the field of discipline of the certification or degree; and
- D. Whether the student is provided services by a paraprofessional and, if so, the paraprofessional's qualifications.

## **Multi-tiered Support System (MTSS) Team**

The Multi-tiered Support System (MTSS) team is a committee of school personnel set up by the school to ensure ongoing and effective support for classroom teachers and students. The team provides a forum to discuss students' academic and behavior needs and to generate, initiate and monitor solutions that marshal the resources of the school, the family and the community. This process creates an awareness and understanding of the issues affecting the student.

## **Education of Students with Disabilities**

KCA is required, by law, to locate, identify and evaluate all children with disabilities. The process of locating, identifying, and evaluating children with disabilities is known as child find. Child find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504). If you believe your child may qualify under either the IDEA or Section 504, please contact the CAF Director of Academic Progress.



## **Special Education**

Kalamazoo Covenant Academy meets the individual needs of students by using specially-designed instruction with a standards-based curriculum. Frequent assessment of student progress is necessary. We deliver special education programming and related services to KCA students with disabilities at no cost to the parent, guardian, or student. Students with disabilities needing special education must receive a free appropriate public education (FAPE). These services conform to the student's Individual Education Program (IEP).

Under the Individuals with Disabilities Act (IDEA), Michigan outlines the legal guidelines for procedures involving programs and services for eligible students from birth to 26 years of age. Child Find is a component of IDEA that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 26, who need early intervention or special education services. In addition, KCA makes the assurance that students with disabilities, as well as their parents/guardians, shall be provided with safeguards as required by law, throughout the identification, evaluation, and placement process and to provide these students with a free, appropriate, public education. If you have questions about your students IEP please contact Kalamazoo Covenant Academy's School Leader.

## **504 Service Plan**

Under Section 504 of the Federal Rehabilitation Act of 1973, and under the Federal Americans with Disabilities Amendment Act, some school-age children with disabilities who do not meet the eligibility criteria for special education may nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Students are entitled to such protections, adaptations, and accommodations if they have a documented mental or physical disability that substantially limits or prohibits participation in, or access to, an aspect of the school program. If you have questions about your students 504 Plan please contact Kalamazoo Covenant Academy's School Leader.

## **English Learners (EL)**

Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student's instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

In compliance with state and federal law, any student identified as English Learner will be identified by Kalamazoo Covenant Academy and will be supported accordingly. Students who qualify for EL services are required to take the state mandated WIDA testing at a designated testing site. If you have questions about EL services please contact Kalamazoo Covenant Academy's School Leader.

## **Student Assessment**

The state of Michigan requires all high school juniors to take a statewide assessment which will include the SAT. It is a KCA graduation expectation that students receive a valid score on all mandatory state assessments. This means that all 11th graders will take this state assessment test in the spring of each year.

It will provide students with a regular SAT score report that they can use to apply to a college or university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Three times each school year, Kalamazoo Covenant Academy administers the NWEA Reading and Math MAP assessment. All students are required to take each test during each testing window. The scores from these assessments assist in determining student progress, proficiency and planning for individualized instruction and intervention. All new students enrolling at KCA are also required to participate in the NWEA Screener assessment. This assists staff in initial individualization of academic programming for the student.

## **Personal Curriculum**

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements.

# TECHNOLOGY

## **Acceptable Use of Technology**

KCA encourages and promotes the use of technology in our schools and for school operations. To ensure students, staff, and parents take full advantage of the technologies available, but in compliance with applicable law, all uses of technology in KCA must have proper authorization and adhere to KCA policies. The use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of KCA. There are no inherent warranties for technological resources that KCA is providing. KCA will monitor all network activity by, for example, ensuring the presence of a teacher or other appropriate KCA staff personnel when students are accessing the internet at school, installing filtering or blocking software on KCA computers to restrict unauthorized websites, and monitoring access logs to keep track of websites visited by students in order to restrict access to newly-created or previously unknown websites harmful to minors.

Students will use technology as authorized by appropriate school personnel. Only software legally owned and/or authorized by KCA may be put on KCA computers. All network activities will be legal and of an appropriate use. Prior approval of the building principal is needed to place anything on the building or KCA web pages.

## **Technology Users Will:**

- Comply with KCA policies, rules, and regulations.
- Use networks and technology in support of KCA's educational goals.
- Obey all KCA, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use KCA equipment responsibly.
- Respect individual work, files, programs, and security.
- Hold harmless KCA from any and all claims or damages of any nature arising from access, use, or inability to access or use the technology or network system.

## Technology Users Will Not:

- Access, vandalize, or modify anyone else's account, data, files, and/or passwords without authorization of the network administrator or building principal.
- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
- Use KCA technology for commercial or "for profit" purposes.
- Use KCA technology to impersonate another, or to obtain illegal copies of software or audio, text, or video materials for which KCA does not have ownership.
- Use KCA technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist, or otherwise inappropriate.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.
- Use KCA technology to distribute and/or access materials that:
  1. Violate FERPA, or any other law which affords students certain rights with respect to their education records;
  2. Jeopardize the health and safety of students;
  3. Are obscene, pornographic, or libelous;
  4. Cause disruption of school activities;
  5. Plagiarize the work of others;
  6. Are commercial advertisements; or
  7. Have not been approved by the building administrator, network administrator.

Any attempt at performing one of the aforementioned prohibited acts is also prohibited.

## Web Accessibility

KCA is committed to ensuring accessibility of its website for students, parents, and members of the public. All pages on KCA's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of those guidelines. KCA will continue to test future releases/updates of its web site and remains committed to maintaining its compliance and serving the widest possible audience. To this end, KCA will perform periodic accessibility audits of its web site.

If any individual has difficulty accessing the information on any page of KCA's website, they are encouraged to contact the School Leader and advise accordingly. Upon notification, KCA will provide the requested information in an alternate format and, as soon as reasonably practicable, make the necessary improvements to make the information accessible online.

Consistent with established KCA procedures, students, parents, and members of the public may present a formal complaint regarding a violation of the Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) related to the accessibility of KCA's web presence. Such complaints should be made to KCA's 504/ADA Compliance Officer.

Section 504/ADA Compliance Officer: Director of Academic Progress

## Digital Communications

Digital communication (including Social Media networking) between staff and students should always be professional and of the same content, tone and demeanor as in-school communications. This applies to direct communication between staff and students and to communication to which students reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate digital communication include, but are not limited to:

- Communication that violates Board Policy, such as: communication that discloses personally identifiable information about students; communication that violates Board Policy against illegal harassment; etc.
- Communication that is false or misleading.
- Communication that attributes the staff member's personal views to others, including KCA, school administration, or other staff members.
- Communication that defames or personally insults staff members or students, or otherwise undermines any staff member's ability to fulfill their responsibilities to KCA or its students.
- Communication that defames or personally insults Board members, parents, or other community members.
- Communication stating or suggesting the desirability of confidentiality vis-à-vis students' parents or other staff members.
- Communication that has as its purpose or effect the development of a romantic or sexual relationship between a staff member and a student, or that reasonably may be interpreted as having that purpose.

KCA encourages staff to use KCA equipment and sites for all digital communication with students. School staff may not communicate with students through personal social media and other similar platforms, like Snapchat, that promptly delete evidence of those communications with students. Use of messaging apps which send general communications and alerts to parents and students are not prohibited.

KCA does not have the resources or ability to police digital communication between and among students. However, students may be subject to school-imposed disciplinary sanctions when their digital communication violates the Student Code of Conduct, interferes with the rights of others or is reasonably anticipated to result in the disruption of school or school activities. Separately, KCA reserves the right to report suspected criminal misconduct to police authorities.

# DISCRIMINATION AND HARASSMENT

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment based on a legally prohibited characteristic. There will be no tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity or expression), marital status, genetic information, disability, age, or any other basis prohibited by law.

## **Discrimination and Harassment (Non-Title IX)**

Any person who believes that a student has been subjected to discrimination or harassment (or retaliated against for opposing discrimination or harassment) should report it to KCA's Compliance Officer. That report will be resolved through the informal or formal procedures described in this Administrative Regulation.

*"Discrimination"* means unequal treatment based, in whole or part, on Complainant's race, color, national origin, religion, sex, marital status, genetic information, disability, or other legally protected characteristic, which adversely affects Complainant's educational opportunities or participation in KCA's educational program or activities.

*"Harassment"* means behavior based, in whole or in part, on Complainant's race, color, national origin, religion, sex, marital status, genetic information, disability or other legally protected characteristic, which is sufficiently severe and pervasive that it:

- A. Affects Complainant's ability to benefit from KCA's educational programs or activities;
- B. Creates an intimidating, threatening, or hostile educational environment;
- C. Has the effect of substantially or unreasonably interfering with Complainant's academic performance; or,
- D. Otherwise adversely affects Complainant's educational opportunities.

### **Informal Complaint Resolution Procedure**

The informal complaint resolution procedure is a less formal option for Complainants who believe they were subjected to discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints against KCA employees and other KCA-affiliated adults.

#### **Step 1**

A student, or any other person, may report discrimination or harassment to any KCA employee whose primary responsibility includes supervision or discipline, including a teacher, counselor, building administrator or other central-office administrator, including the Compliance Officer.

If not reported directly to the Compliance Officer, all informal complaints received by KCA employees must be reported to the Compliance Officer within two (2) days. The Compliance Officer will either facilitate an informal resolution, as described below, or appoint another person to facilitate an informal resolution.

#### **Step 2**

Depending upon the facts, circumstances, and wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Counseling Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
- B. Distributing a copy of KCA's anti-discrimination and anti-harassment policy and this Administrative Regulation as a reminder to Respondent and other individuals.
- C. If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and Respondent to work out a mutual resolution. Such a meeting may include some or all of the features of the restorative practices process described in the Revised School Code, MCL 380.1310c.

### **Step 3**

The Compliance Officer will endeavor to complete the informal complaint resolution procedure within ten (10) days of receiving the informal complaint. If Complainant is dissatisfied with the process at any time prior to agreeing on a mutual resolution, the Complainant may file a formal complaint. All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer in accordance with the Board of Education's records retention and/or Student Records policies.

## **Formal Complaint Resolution Procedure**

### **Step 1**

A student, or any other person, may file a formal complaint of discrimination or harassment with any building-level or central-office administrator, including the Compliance Officer. If not reported directly to the Compliance Officer, all such complaints must be forwarded to the Compliance Officer within two (2) days.

All formal complaints must include the following information, to the extent it is available:

1. The name of Complainant and, if different, the name of the person reporting the allegation;
2. The allegation, including a description of relevant incident(s), date(s), and time(s) (if known);
3. The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
4. The name(s) or description/identifying information of all known witnesses.

If a Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer will ask for the information in an interview. Thereafter, the Compliance Officer will prepare a written summary of the interview and ask Complainant to verify the accuracy of the summary by signing it.

### **Step 2**

Typically, within two (2) days of receiving the formal complaint, the Compliance Officer or designee (the Investigator), will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

*NOTE: Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken during the investigation to protect Complainant and Respondent from discrimination or harassment, including, but not limited to, a no-contact order or a change of schedule for Complainant or Respondent. In making such a determination, the Compliance Officer will consult the parties to assess their reaction to the proposed action.*

*If Complainant or Respondent disagree with the proposed action, the Compliance Officer may nevertheless, following consultation with the Superintendent, take whatever actions deemed appropriate and in the best interests of Complainant, Respondent, and the integrity of the investigation.*

The Compliance Officer will inform the Respondent that a complaint has been received. Respondent will be informed of the nature of the allegations and provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be provided an opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer and/or Investigator will keep both parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within thirty (30) days of receiving the formal complaint. The investigation will include:

1. Interviews with Complainant and Respondent;
2. Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;
3. Interviews with other witnesses who may have information relevant to the allegations; and,
4. Consideration of any relevant documents or other information presented by Complainant, Respondent, or other witnesses.

### **Step 3**

At the conclusion of the investigation, the Compliance Officer and/or Investigator will prepare and deliver a written report to the Superintendent summarizing the information gathered during the investigation and, if applicable, the date of any report to the police. The report will also provide recommendations based on the evidence, including whether the complaint should be substantiated based on a preponderance of the evidence ("more likely than not") standard. The recommendations should consider the totality of the circumstances, including the ages and maturity levels of those involved. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent the recurrence of discrimination or harassment and should consider the factors set forth in Section 1310d of the Revised School Code. Disciplinary recommendations may range from counseling to permanent expulsion, in the case of a student; counseling to discharge, in the case of an employee; and, recommendation for censure or a complaint to the Governor, in the case of a Board member. The report will be provided to the Superintendent within sixty (60) days after the formal complaint was made, unless there is good reason for the process to take longer.

### **Step 4**

Absent extenuating circumstances, within ten (10) days of receiving the Compliance Officer and/or Investigator's report, the Superintendent will issue a final written decision or request further investigation. A copy of the Superintendent's final written decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent will specify the additional information that is to be gathered, and absent extenuating circumstances, the additional investigation will be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

Filing a Complaint with the Office for Civil Rights Complainant, or any other person, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

U.S. Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970

In certain instances, an allegation of discrimination and harassment may be investigated as a criminal matter. To the extent permitted by law, the District will comply with law enforcement requests for cooperation.

Retaliation against a Complainant, a person who filed a complaint alleging discrimination or harassment, or a person who participates in an investigation under this Administrative Regulation is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

All materials generated as a part of the formal complaint process will be retained in a single location under the control of the Compliance Officer in accordance with the Board of Education's records retention and/or Student Records policy.

## Sexual Harassment Under Title IX

“*Sexual Harassment*” means, with respect to KCA’s programs and services:

- Conditioning an aid, benefit, or service on Complainant’s participation in unwelcome sexual conduct;
- Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies Complainant equal access to KCA’s programs or activities; or,
- “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).

### Duty to Respond to Known or Reported Sexual Harassment

KCA has a duty to respond to alleged sexual harassment any time a KCA employee has notice of sexual harassment or receives a report of alleged sexual harassment. All KCA employees are required to promptly report all incidents and/or allegations of suspected sexual harassment to the Title IX Coordinator.

Absent extenuating circumstances, within two (2) days, the Title IX Coordinator will contact Complainant (and/or Complainant’s parent/guardian(s), as appropriate) to discuss how to resolve their concerns, including the option and process for filing a formal complaint. If, as an initial matter, it is clear that the reported sexual harassment is not covered by Title IX because (1) the allegations, even if true, do not rise to the level of sexual harassment; (2) the alleged sexual harassment occurred outside of KCA’s program or activities; or (3) the alleged sexual harassment occurred outside of the United States, the Title IX Coordinator will explain how that could impact disposition of a formal complaint as well as how other KCA policies, administrative guidelines or codes of conduct may apply.

### Supportive Measures

The Title IX Coordinator, upon receiving a report of sexual harassment, will promptly contact Complainant to offer supportive measures, regardless of whether a formal complaint is filed. Supportive measures are non-punitive individualized services, at no cost to Complainant, intended to restore or preserve Complainant’s access to KCA’s programs and activities without unreasonably burdening Respondent. Supportive measures may include, but are not limited to: no-contact orders, counseling, course modifications, schedule changes, transfers, or increased security and monitoring. The Title IX Coordinator will consider the Complainant’s wishes before implementing supportive measures. The Title IX Coordinator will also consider whether supportive measures are necessary and appropriate to preserve Respondent’s access to KCA’s programs and activities without unreasonably burdening Complainant.

Action to remove Respondent from KCA prior to a final decision is not a supportive measure. However, the Title IX Coordinator may, after an individualized risk assessment of Respondent takes place, temporarily remove Respondent from KCA if the Respondent poses an immediate threat to the physical health or safety of Complainant or any other person. In such cases, upon removal, the Title IX Coordinator will provide Respondent with notice and an opportunity to challenge the temporary removal at the earliest possible date. The Title IX Coordinator may, after consulting with KCA’s chief human resources officer, place a Respondent-employee on temporary administrative leave. A temporary removal or administrative leave will end when a final decision is reached.

### Formal Complaint

A Complainant (or parent/guardian of a student-Complainant) may file a formal complaint. The Title IX Coordinator may file a formal complaint even if the Complainant declines to do so. The formal complaint will include: the names of Complainant and Respondent, or identifying information if Respondent’s name is unknown; as complete a description of the alleged sexual harassment as is available, including dates, times, and places; actual and potential witnesses; actual and potential relevant documents, data, and other items; and, the signature of the student or the Title IX Coordinator.



## **Response to Formal Complaint and Grievance Procedure.**

The Title IX Coordinator will ensure that, at every step of the Grievance Procedure, the parties are treated equitably, all information and evidence is evaluated objectively, and there are no conflicts of interest affecting the Title IX Coordinator or any informal resolution facilitator, Investigator, Decision-Maker, or any individual resolving an appeal.

Upon receiving or filing a formal complaint, the Title IX Coordinator will issue a notice to Complainant and Respondent. The notice will include: a statement of the allegations, in sufficient detail to permit Respondent to prepare a response; a statement Respondent is presumed not responsible unless a final decision is rendered against Respondent; the parties' right to inspect the formal complaint and all evidence gathered during any investigation; the parties' right to be represented by an advisor or advocate, who may be an attorney; and, any provision in KCA's Student Code of Conduct prohibiting knowingly making a false statement or providing false evidence or information. If, during the investigation, KCA decides to investigate allegations that were not included in the original notice, the Title IX Coordinator will notify Complainant and Respondent of the additional allegations.

The Title IX Coordinator must dismiss a formal complaint if the allegations: do not establish sexual harassment under Title IX even if they are true; did not occur in connection with KCA's programs and services; or, did not occur in the United States. The Title IX Coordinator may dismiss a formal complaint, in whole or in part, if: Complainant withdraws some or all of the allegations; Respondent's employment or enrollment in KCA ends; or, specific circumstances prevent KCA from gathering sufficient relevant evidence to reach a decision disposing of the formal complaint. KCA's Title IX Coordinator will notify Complainant and Respondent, in writing, if a formal complaint is dismissed, including an explanation for the dismissal. The Complainant may appeal the dismissal.

## **Informal Resolution**

At any point between the filing of the formal complaint and the decision-maker reaching a determination of responsibility, the parties may voluntarily agree to participate in an informal resolution process. The informal resolution process must be completely voluntary, and may not be initiated until:

1. the parties have been provided notice of their rights by delivery of the applicable anti-harassment policy and 8007.3-AR;
2. the parties have been informed of the consequences of informal resolution, including that it may preclude the resumption of a formal complaint investigation arising from the same allegations and that records may be maintained and shared; and
3. the parties have voluntarily consented to informal resolution, in writing.

Informal resolution may consist of a voluntary agreement between Claimant and Respondent, facilitated and documented by the Title IX Coordinator (or designee); restorative practices, such as described at MCL 380.1310c; or, facilitative mediation by an experienced mediator. Informal resolution may also be reached through other conflict resolution strategies, including arbitration. Informal resolution may not be used to resolve an allegation that a KCA employee sexually harassed a student.

## **Investigation**

The Title IX Coordinator, or designee (the Investigator), will investigate a formal complaint. The burden of undertaking and completing the investigation rests on KCA. The Investigator will presume Respondent is not responsible unless a final decision against Respondent is reached. The Investigator will not require, seek, or rely on privileged information without consent of the privilege-holder.

Within five (5) days after the Investigator provides Respondent with notice of the formal complaint, Respondent may file a written response. The Investigator will provide a copy of any written response to the Complainant. Regardless of whether Respondent files a written response, the Investigator will undertake an investigation that will include, but not be limited to:

1. interviewing Complainant and Respondent, unless they refuse to be interviewed or fail to timely respond to the Investigator's interview request;
2. interviewing relevant witnesses and other potentially relevant witnesses who Complainant and Respondent request, unless the witness refuses to be interviewed or fails to timely respond to the Investigator's interview request;
3. obtaining, to the extent they are available, all relevant documents, data, and other items identified by Claimant, Respondent, and witnesses;
4. preparing an investigative report that fairly summarizes the interviews and relevant evidence; and,
5. providing the investigative report to the parties simultaneously.

Neither Complainant or Respondent are required to participate in the investigation process, including interviews. The Investigator will not draw any negative inferences based solely on a Complainant's or Respondent's lack of participation, but participation is encouraged so that the Investigator has the benefit of hearing the perspective of all parties. KCA will not interfere with the parties' ability to discuss the allegations or gather and present evidence, except to the extent a no-contact or similar order has been issued by the Title IX Coordinator.

Prior to finalizing the investigative report, the Title IX Coordinator or Investigator will send each party and their advisor(s) a copy of all of the evidence directly related to the allegations of sexual harassment in the formal complaint. The parties will have up to ten (10) days to review the evidence and submit a written response, which the Investigator will consider prior to completing the investigation report. Absent good cause, the investigation report will be completed within sixty (60) days.

The Title IX Coordinator will, upon completing or receiving the Investigator's Report, simultaneously send a copy to Complainant, Respondent and their advisors, if any. The Title IX Coordinator will also notify the parties of their right, within ten (10) days to: submit relevant written questions to parties and witnesses, receive answers, and submit limited follow-up questions; and file a written response to the Investigator's Report. Any questions or evidence about Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they are offered to prove that someone other than Respondent committed the conduct alleged by Complainant; or they concern specific incidents of Complainant's prior sexual behavior with respect to Respondent and are offered to prove consent. If the Investigator declines to submit a question, s/he will provide a written explanation to the party who posed it.

The Title IX Coordinator may permit an adjournment of the investigative timelines for good cause and, in the event of an adjournment, so notify Complainant and Respondent. Separately, if Respondent is a KCA employee, the Title IX Coordinator will review any applicable collective bargaining agreement and grant any required adjournment of the investigative timelines.

## **Decision**

The Title IX Coordinator will appoint a Decision-Maker, who is not the Title IX Coordinator or Investigator. The Decision-Maker will objectively review the investigation report and relevant evidence gathered during the investigation process. Credibility determinations, if any, will not be based on an individual's status as Complainant, Respondent, or witness. The Decision-Maker will not hold Respondent responsible unless a preponderance of the evidence establishes Respondent sexually harassed Complainant. Absent extenuating circumstances, the Decision-Maker will issue a decision within ten (10) days of receiving the investigation report and evidence and will provide the decision to Complainant and Respondent simultaneously. The decision will include: Complainant's allegations; procedural steps taken with respect to the allegations; findings of fact; the application of the applicable anti-harassment policy, and KCA's Student Code of Conduct to the facts; and, a statement of all rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, whether Complainant will be provided remedies to restore or preserve their equal access to KCA's education programs and activities, and the procedure and bases for appeal. Upon

a finding of responsibility, sanctions for Respondent-students may range from administrative intervention to permanent expulsion. Sanctions for Respondent-employees may range from counseling to discharge. Sanctions for Respondent-Board members may range from censure to a petition to the Governor for removal from the Board of Education.

## **Appeal**

Within five (5) days of the Decision-Maker sending the decision to the parties and any advisors, Complainant or Respondent may appeal the Decision-Maker's decision by filing an appeal with the Superintendent on one or more of the following bases:

- A. Procedural irregularity that affected the outcome;
- B. New evidence being discovered that was not reasonably available at the time of the determination or dismissal; or
- C. A conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent by the Investigator, Title IX Coordinator or Decision-Maker that affected the outcome of the grievance process.

The Superintendent will provide notice to the opposite party if an appeal is filed, including a copy of the appeal and an opportunity to respond. The appeal must include all of the reasons the appealing party disagrees with the decision. The Superintendent will review the appeal and, after considering the appeal, the decision, and any other relevant evidence or information relevant to the appeal, may either: (1) affirm the decision, in whole or in part, or (2) reverse the decision, in whole or in part. The Superintendent may also remand the decision, in whole or in part, for additional investigation by the original or a different Investigator and/or further consideration by the original or a different Decision-Maker. Absent extenuating circumstances, the Superintendent will issue the appeal decision within ten (10) days of receiving the appeal or response, if any, and provide the decision to the parties simultaneously. The grievance process is complete and a final decision is reached when no timely appeal is taken or after the appeal process is completed.

## **Training**

The Title IX Coordinator will ensure that they and all informal resolution facilitators, Investigators, and Decision-Makers (including those who resolve appeals) receive the following training: the definition of sexual harassment; the scope of KCA's programs and activities; how to determine whether information and evidence is relevant, including the application of Title IX's "rape-shield" provision; the grievance process, including how to conduct an investigation, how to prepare a fair summary of evidence gathered during an investigation, how to prepare a decision, and how to resolve an appeal; and, how to serve impartially, including avoiding prejudgment of facts, conflicts of interest, and bias. The Title IX Coordinator is responsible for ensuring the KCA's training and training materials are posted on the KCA website.

## **Confidentiality and Retaliation**

Except as required or permitted by law, KCA will keep confidential the identity of any individual who makes a report or complaint of sexual harassment, any individual who is identified as a potential or actual Complainant or Respondent, and any witness. Neither KCA nor any other person may retaliate against an individual who has made a report or a formal complaint or participated or refused to participate in an investigation or other proceeding under this Administrative Regulation.

## **Filing with OCR or EEOC**

An employee or student alleging harassment may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115

(216) 522-4970  
FAX: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>

In certain instances, an allegation of sexual harassment may be investigated as a criminal matter. To the extent permitted by law, KCA will comply with law enforcement requests for cooperation.

KCA will retain, for at least seven (7) years: all training materials; all reports received by the Title IX Coordinator and actions taken in response to such reports, including why any decision not to provide supportive services was not clearly unreasonable; and, all formal complaints, documents, and other items (including data) arising from formal complaints or investigations conducted pursuant to this Administrative Regulation, including investigative reports and related documents, decisions, appeals and appeal decisions, and informal resolutions.

V.2 8/22/24 - AA

**APPENDIX 1:  
KCA 2024/2025 FORMS**

## STUDENT CODE OF CONDUCT ACKNOWLEDGMENT OF RECEIPT

Kalamazoo Covenant Academy  
2024 -2025 School Year

By signing and returning this form to my building principal, I acknowledge that I have received a copy of the *Student Code of Conduct*, have read it, and understand I am bound by the expectations, rules, and guidelines set forth therein. I also understand I am still bound by the *Student Code of Conduct* even if I have not read it or did not return a signed copy of this form to my School Leader.

The Student Code of Conduct may be amended throughout the year and, if so, I understand I am also bound by any amendments.

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Student Name (print)

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Student Name (signature)

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Date

Kalamazoo Covenant Academy requires that each student (and each student's parent/guardian) sign and return a copy of this form to the student's School Leader. Failure to return this form does not relieve the student of their obligation to act in accordance with the expectations, rules, and guidelines set forth in the *Student Code of Conduct*.

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Parent Name (print)

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Parent Name (signature)

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Date

# FERPA OPT-OUT FORM

Kalamazoo Covenant Academy  
2024 -2025 School Year

Pursuant to the Federal Educational Rights and Privacy Act of 1974 (FERPA) and Section 1136 of the Revised School Code, MCL 380.1136, a student’s education records and the personally identifiable information contained therein are maintained as confidential. Except for a limited number of circumstances permitted by law, a student’s education records will not be released to a third party without the parent’s or student’s (if the student is over the age of 18) prior written consent.

One of these exceptions allows schools to release a student’s “directory information” without obtaining the prior consent of the parent or student. “Directory information” is defined as:

- A student’s name, address, and telephone number;
- A student’s photograph;
- A student’s birth date and place of birth;
- A student’s participation in KCA related programs and extracurricular activities;
- A student’s academic awards and honors;
- A student’s height and weight, if a member of an athletic team;
- A student’s honors and awards; and
- A student’s dates of attendance and date of graduation.

If you do not want KCA to release directory information, you may choose to “opt-out” you or your student from this FERPA exception by filling out and submitting this form to the School Leader where you or your students attends school.

*I request KCA withhold the above-referenced “directory information.” I understand that by submitting this form, this information cannot be released to third parties without my written consent or unless the KCA is required by law or permitted under FERPA to release such information without my prior written consent. I further understand that if directory information is released prior to KCA receiving this opt-out request, KCA may not be able to stop the disclosure.*

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Parent/Student Signing Form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# PHYSICAL EXAMINATIONS AND SCREENINGS OPT-OUT FORM

Kalamazoo Covenant Academy  
2024 -2025 School Year

At this time, KCA does not provide physical examinations and screenings, including nonemergency, invasive physical examinations or screenings that are not necessary to protect the immediate health and safety of a student or the school community, to KCA students as a condition of attendance or for any other reason.

In the event KCA does require such examinations or screenings and you do not want your student to participate, please sign and submit this form to the student's building principal.

*I understand that by signing this, I am requesting the student named below not undergo any physical examinations or screenings by KCA and/or its employees, agents, or third-party contractors.*

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Parent/Student Signing Form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## MEDICATION AUTHORIZATION FORM

This form should be signed and submitted to the student's School Leader when a student is required to administer prescription medication while at school. Parents are responsible for administering their student's medication, unless they fill out and submit a Student Self-Medication Authorization Form.

### Student Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Information to be Completed by the Student's Physician

*(Please include additional sheets as necessary)*

Physician Name: \_\_\_\_\_

Office Name and Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Medication Name(s) and Dosage(s): \_\_\_\_\_

\_\_\_\_\_

Dosage Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Medication(s): \_\_\_\_\_

Diagnosis Requiring Medication(s): \_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand that I am primarily responsible for the administration of my student's medication while my student is at school. In the event that I am unable to administer my child's medication, or in the event of an emergency, I authorize KCA, including its employees, agents, and third-party contractors, to administer or attempt to administer the student's medication in the manner described above. If I have completed and submitted a Student Self-Medication Authorization Form, I also authorize KCA to permit the student to self-administer their medication.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# EPINEPHRINE AUTO-INJECTOR/ASTHMA INHALER PERMISSION FORM

Kalamazoo Covenant Academy  
2024 -2025 School Year

This form should be signed and submitted to the student’s School Leader when a student is prescribed an epinephrine auto-injector or asthma inhaler that the student may carry or use while at school.

### Student Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Information to be Completed by the Student’s Physician *(Please include additional sheets as necessary)*

Physician Name: \_\_\_\_\_

Office Name and Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Will the student carry the medication or leave it in the front office: \_\_\_\_\_

Will the front office hold an additional set of medication for the student: \_\_\_\_\_

*By signing this form, I certify that the student listed herein has been instructed in the proper administration of an epinephrine auto-injector and/or asthma inhaler. The student understands when the epinephrine auto-injector and/or asthma inhaler should be administered and that the student should report the incident to school officials as soon as possible. The student is capable of carrying and administering this medication without assistance.*

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing and submitting this form, I authorize KCA to permit the student to carry and administer the student’s epinephrine auto-injector and/or asthma inhaler while at school, on school grounds, or at any KCA-related event or function.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# STUDENT SELF-MEDICATION AUTHORIZATION FORM

Kalamazoo Covenant Academy  
2024 -2025 School Year

This form should be signed and submitted to the building principal when a student is prescribed medication that the student is authorized to administer to themselves.

## Student Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Information to be Completed by the Student's Physician

*(Please include additional sheets as necessary)*

Physician Name: \_\_\_\_\_

Office Name and Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Medication Name(s) and Dosage(s): \_\_\_\_\_

Diagnosis Requiring Medication(s): \_\_\_\_\_

*By signing this form, I certify that the student listed herein has been instructed in the proper use and administration of the medication(s) listed above. The student understands when the medication(s) should be administered and that the student should report to school personnel immediately if the student does not feel well. The student is capable of carrying and administering the medication(s) without assistance.*

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing and submitting this form, I authorize KCA to permit the student to carry and administer the medication(s) listed above while at school, on school grounds, or at any KCA-related event or function.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX 2:  
KCA 2024/2025 NOTICES**

## Family Educational Rights and Privacy Act (FERPA)

### Rights Under FERPA

The federal law known as the Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 30 days after the day KCA receives a request for access.

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask KCA to amend their child’s or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If KCA decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.

3. The right to provide written consent before KCA discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A designated school official with a legitimate educational interest includes a person employed by KCA as an administrator, teacher, or other person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by KCA, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by KCA, performs an institutional service or function (such as design and maintenance of KCA’s security camera system) for which the school would otherwise use its own employees and who is under the direct control of KCA with respect to the use and maintenance of personally identifiable information from student education records.

4. The right to refuse to allow the disclosure of “directory information.”

“Directory information” regarding a student may be released to any requesting person or party, in addition to the eligible student or the student’s parent, without written consent. The Board of Education has defined “directory information” to include a student’s:

- ❖ Name;
- ❖ Address and telephone number;
- ❖ Photograph;
- ❖ Birth date and place of birth;
- ❖ Participation in KCA related programs and extracurricular activities;

- ❖ Academic awards and honors;
- ❖ Height and weight, if a member of an athletic team;
- ❖ Honors and awards; and
- ❖ Dates of attendance and date of graduation.

In the event inconsistency exists between the Board of Education policy defining “directory information” and this annual notification, the policy prevails.

Each year, the Superintendent or designee will provide public notice to students and parents of KCA its intent to make directory information available to students and parents.

Eligible students and parents may refuse to allow KCA to disclose any or all of such directory information upon written notification to KCA within thirty (30) days after receipt of KCA’s public notice. Parents may submit written notification to the School Leader of their child’s school and/or fill out the attached FERPA Opt-Out Form.

5. The right to file a complaint with the United States Department of Education concerning alleged failures by KCA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington DC 20202-5280

## **United States Armed Forces**

KCA is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed, written direction to KCA that the student’s directory information not be accessible to United States Armed Forces recruiters. In such a case, the information will not be disclosed.

## **Other Agencies or Institutions**

As permitted by FERPA, KCA may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer and upon receipt of a request for a student’s school or education records.

## **Compliance**

KCA will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

## **Notice of Asbestos in School Buildings**

KCA has been inspected for the presence of asbestos-containing materials as required by the Asbestos Hazard Emergency Response Act (AHERA). A copy of the Building Inspection and Management Plan for the building is available in the main office. The plans may be inspected by members of the public and by KCA

employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

## **Pesticides**

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

## **Drug-Free Environment/Protection**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug related paraphernalia, including alcohol and marijuana, at any time on KCA property, with the Drug-Free Zone or at any KCA-related event. Further, the Superintendent or designee will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

## **Discrimination and Harassment**

No person may be denied admission to any school in the KCA, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other KCA program or activity based on the person’s sex (including sexual orientation, gender identity, and gender expression), religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of harassment and discrimination within KCA. Any person who believes they have been the victim of discrimination may seek resolution of their complaint through the procedures that have been established by KCA. A person wishing to pursue a complaint may also contact KCA’s Civil Rights Compliance Officer/Title IX Coordinator, School Leader Kares Johnson.

## **McKinney-Vento Homeless Assistance Act**

KCA, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if the student is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the School Leader as KCA’s Coordinator under the Homeless Assistance Act.

## **Parental Inspection of Instructional Materials**

Parents have the right to inspect, upon request, any instructional material used as part of KCA’s educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.



## **School Property**

When provided in-school storage for student possessions by KCA, students may lock them against incursion by other students, but lockers remain KCA property. Students do not have a reasonable expectation of privacy with respect to KCA personnel or their designees in lockers or other in-school storage places provided by KCA.

## **Search and Seizure**

The Board authorizes the use of canines trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, or unless a warrant or parental permission has been obtained.

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing KCA's Student Code of Conduct. Within the discharge of their responsibilities, KCA personnel may search students, student property, and school property in the manner permitted by law.

## **Special Education and Section 504**

KCA is required, by law, to locate, identify and evaluate all children with disabilities, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. Child find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the CAF Director of Academic Progress.

## **Personal Curriculum**

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements.

## **Student Privacy and Parental Access to Information**

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or KCA's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for

receiving financial assistance under such a program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical examinations and screenings.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the School Leader.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

### **Title I Funds: Parent Involvement**

KCA receives Title I funding. In accordance with law, the Board of Education has adopted a parent involvement policy (also known as a parental and family engagement policy). KCA is committed to establishing and maintaining positive relationships with families and the community. To that end, KCA will provide a variety of opportunities for families and other members of the community to become involved in children’s education.

Parents may request information regarding the professional qualifications of the student’s classroom teachers in writing submitted to the School Leader. The request may include:

- Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The teacher’s baccalaureate degree(s), major, any other graduate certification or degree(s) held, and the field of discipline of the certification or degree; and
- Whether the student is provided services by a paraprofessional and, if so, the paraprofessional’s qualifications

### **Programs for English Language Learner Students**

Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student’s academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student’s instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent’s right to enroll or remove a child from the

language instruction program.

### Child Nutrition Program

KCA participates in the National School Lunch Program, School Breakfast Program, and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in KCA's main office.

To apply for reduced-price or full-price meals at any time during the school year, please contact KCA School Leader or KCA Enrollment & Data Specialist to fill out an application. Please be sure to include all required information as KCA cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR, and TANF may submit an application which contains only each Student's name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

Students are eligible for reduced-price or full-priced meals during the 2024-25 school year if their households receive SNAP, FDPIR, or TANF, or if the total household income falls at or below the following:

#### Reduced-Price Meals

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
For each add'l family member, add . . .	\$9,953	\$830	\$415	\$383	\$192

Students whose parents become unemployed during the school year are eligible for reduced-price or full price meals during the period of unemployment, provided the household income during that period is within the income eligibility range. Students in households participating in WIC may be eligible for reduced-price or full-price meals. Please fill out an application for eligibility determination. Head Start enrollees and foster, homeless, migrant, and runaway children are categorically eligible for free meals. Please contact your student's school for additional information. Any information included on the application may be verified by KCA at any time.

If you disagree with KCA's decision about your application, you may ask for a hearing by contacting the

CAF Superintendent.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

### **Wellness Policy**

KCA is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed.

### **Physical Examinations and Screenings**

In the absence of an emergency or an IEP or Section 504 plan, KCA does not provide physical examinations and screenings on school premises. In the event KCA does provide physical examinations and screenings, parents may opt-out their student from participation by sending the request, in writing, to the School Leader, or by submitting the *Physical Examinations and Screening Opt-Out Form*.