Saginaw Covenant Academy

Student and Family Handbook

2026-2027

508 S. Washington Ave
Saginaw, MI 48607
989-596-1100
https://covenantacademies.org/saginaw/

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Introduction

This handbook gives an overview of the policies and guidelines of the Saginaw Covenant Academy Board of Education. If anything in this handbook is unclear or conflicts with the official policies and guidelines, the official policies and guidelines will be followed. This handbook takes effect right away and replaces any previous versions or written materials on the same topics.

This handbook is not a contract, but it explains the current policies of the Board and the rules of the School as of August 2026. If any policies or guidelines change after August 2026, the most up-to-date version will apply. Please note, these documents do not limit SCA's legal authority.

All students and parents are asked to sign and return the attached Student Code of Conduct Acknowledgment of Receipt. Even if the form is not signed, students are still expected to follow the rules in this handbook.

Equal Education Opportunity

It is the policy of this District to provide equal educational opportunities for all students. If any person believes they have been discriminated against based on race, color, disability, religion, gender, or national origin while at school or during a school activity, they should immediately contact the School's Title IX Coordinator:

Mr. Matt Hyatt
School Leader
Saginaw Covenant Academy
989-596-1100

All complaints will be reviewed and investigated according to Board policy. Students who make a complaint or take part in an investigation will be protected from threats or retaliation. The Title IX Coordinator can also provide more information about equal access to educational opportunities.

Saginaw Covenant Academy Mission

The Saginaw Covenant Academy (SCA) provides disengaged, dropout youth, ages 15-22 years, hope and the opportunity to earn their high school diploma. SCA believes that all students are valuable members of our community. SCA 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. SCA 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.

Saginaw 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		
First Period	7:30 AM - 10:25 AM	Monday - Friday
Second Period	10:30 AM - 1:30 PM	Monday - Friday
After School Help	1:30 PM - 3:30 PM	Monday - Thursday
After school help is by appointment only and needs to be pre-arranged with a staff member.		

Term Calendar	
Term 1	7/20/2026 - 9/7/2026
Term 2	9/8/2026 - 11/6/2026
Term 3	11/09/2026 - 1/29/2027
Term 4	2/1/2027 - 4/12/2027
Term 5	4/13/2027 - 6/16/2027

Saginaw Covenant Academy
2026-2027 School Calendar

Jul-26				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Aug-26				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Sep-26				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Oct-26				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Nov-26				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Dec-26				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jan-27				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Feb-27				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Mar-27				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Apr-27				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May-27				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Jun-27				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

	Students 1st day	7/20/2026
	Students last day	6/16/2027
	School Closed	
	PD/Teacher Work-Day: No School for students	
	Fall Count Day	10/7/2026
	Spring Count Day	2/10/2027
	Graduation	12/16 & 6/16

Total Instructional Days	200
Total Instructional hours	1200
Total PD Days	5
Teacher Days	205

State Testing Window	
NWEA Testing Window	

Enrolling in School

Enrollment at Saginaw Covenant Academy (SCA) follows Michigan law. If there is a waiting list, new students will be added to the end of the list in the order their applications are received.

For students under 18:
Parents or legal guardians must complete enrollment and provide:

- A birth certificate or similar document
- Court papers showing custody or guardianship, if applicable
- Proof of immunizations

For students coming from another school:
An official transcript is needed to transfer credits. If parents do not have it at the time of enrollment, the Enrollment and Data Specialist will help request it.

For students who are homeless:
Students who meet the federal definition of homelessness may enroll right away. The District Liaison for Homeless Children will help with enrollment procedures.

For students 18 or older:
Students can enroll on their own. If they live with a parent or guardian, they are encouraged to include them in the process. Adult students are responsible for following school rules as both a student and a parent would.

Students suspended or expelled from another school:

- If a student has been suspended or expelled from another Michigan school, SCA may deny admission until that suspension or expulsion period is over.
- If a student has been expelled or removed for disciplinary reasons in another state, SCA may also deny admission until that time period has ended.

In either case, the Superintendent will give the student a chance for a hearing to review the situation and decide whether enrollment at SCA can move forward.

Age Requirements

- **General Education Students:** Students ages **15 to 22** may enroll. Students who are 22 must have turned 22 **after September 1** of the school year they are attending.
- **Special Education Students:** Students ages **15 to 26** may enroll. Students who are 26 must have turned 26 **after September 1** of the school year they are attending.
- **Students age 15:** Enrollment is allowed with the approval of the School Leader.

Attendance

At Saginaw Covenant Academy, we believe that regular attendance is very important for student success. Missing too much school can hurt a student's grades and also affect the learning environment for the whole class.

Being in class allows students to take part in activities, discussions, labs, and other experiences that are an important part of learning.

By law, all students under the age of 18 must attend school. Both students and parents are responsible for making sure attendance is regular and on time.

Attendance Policy

The SCA Board of Education follows Michigan law and has adopted an Attendance Policy to make sure students stay actively engaged in school.

Responsibilities and Authority

- The School Leader is responsible for interpreting and enforcing the Attendance Policy.
- The School Leader may suspend or remove a student from SCA if they do not follow the policy.

What students must do each week (Wednesday to Tuesday):

1. Make progress in at least one of their two classes, and
2. Have a Two-Way academic conversation with a staff member about goals, progress, or class questions.

If a student does not meet these requirements for **10 school days in a row**, they may be disenrolled from SCA and will need to re-enroll to continue their education.

In-Person Attendance
SCA is **not a cyber school**. Students are expected to attend school in person every day, Monday through Friday.

If a temporary situation makes it difficult for a student to attend in person, the family should contact the School Leader. In some cases, a **temporary Remote Learning Contract** may be approved. This is not guaranteed and, if granted, will include a plan for the student to return to in-person learning.

Absence Definitions

An **excused absence** is allowed only for the following reasons:

- Illness or recovery from an accident
- Required court attendance
- Incarceration or court-ordered time (30 days or less)
- Professional appointments (such as doctor, dentist, or counseling)
- Death in the immediate family
- Family vacation (the school office must be contacted at least **3 school days before** the absence)
- Religious holidays or observances
- School suspension
- Transportation problems
- Principal's exception (approved by the School Leader)

When students return to school after an excused absence, they must bring the proper documentation to the **Data and Enrollment Specialist**.

Withdrawal from School

Students under the age of 18 cannot withdraw from school unless their parent or guardian gives written permission.

Transfer Out of the District

If a student plans to transfer to another school, **parents must notify the School Leader**.

A transfer will only be approved after:

- The student has completed all necessary arrangements,
- All school materials have been returned, and
- Any fees or fines have been paid.

School records may **not** be released if the transfer process is not completed properly. Parents should contact the SCA office for details.

When student records are sent to another school, **disciplinary records**, including suspensions and expulsions, must also be included.

Health and Safety

Emergency Procedures

Keeping students safe is the responsibility of all staff. All staff members know the emergency procedures for **fire, tornado, and lockdown drills**, as well as how to report accidents.

If a student notices any dangerous situation or accident, they must **tell a staff member immediately**.

By law, every student must have a completed **emergency medical card**, signed by a parent or guardian, on file in the school office. Students may **not be allowed to attend school** until this is done. Students with special health needs should provide **written notice and documentation from a physician** to the SCA office.

Classrooms have posted instructions for **tornadoes, fire drills, lockdowns, and evacuations**. Students will be alerted to emergencies by alarms or announcements.

During drills or real emergencies, students must:

- Pay attention and cooperate
- Follow teachers' instructions carefully
- Remain quiet and orderly while leaving the building if instructed

Student Response During Emergency Situations

During emergencies, students **must not interfere** with school staff handling the situation, such as a medical emergency or a fight. Students are expected to **leave the area immediately** and avoid making the situation worse.

Students who **interfere with staff** during an emergency may face disciplinary action.

By Michigan law, all public schools must hold:

- **5 fire drills**
- **2 tornado drills**
- **3 lockdown drills** (at least one must be a non-standard drill).

Emergency Closings and Delays

If the school needs to **close or open late** due to bad weather or other conditions, notifications will be posted on **local news** and **SCA social media**.

Immunizations

All students must be **up to date on the immunizations required by law** or have an approved waiver from the state.

Students who **do not have the required immunizations or a waiver** may **not be allowed to attend school** until the requirement is met. The School Leader will provide guidance on what is needed.

Use of Medications

If a student needs to take **prescription medication during the school day**, the following rules must be followed:

1. Parents should talk with their physician to see if the medication schedule can be adjusted so it **does not need to be given at school**.

2. A **Medication Request and Authorization Form** must be completed and filed with the School Leader or secretary **before the student can start taking any medication at school**.

3. All medications must be **registered with the School Leader's office**.

4. Medications brought to school will be **safely stored** in the office. They can be brought by a parent or, if requested, by transportation personnel. A **2- to 4-week supply** is recommended.

    - Medication **may not** be kept in a student's backpack, purse, lunch box, pocket, or on their person, **except for emergency medications** (such as those for severe allergies).

5. Any **unused medication** not picked up by the parent will be **safely destroyed** at the end of the school year or when it is no longer needed.

6. Parents are responsible for **reminding their child to take the medication**, and the student is responsible for **taking it at the scheduled time**.

7. The school will keep a **log for each medication**, noting who administered it, the date, and time. The log will be kept with the **physician's instructions** and **parent's permission**.

Asthma Inhalers and Epi-Pens

Students may **carry and use a metered-dose or dry powder inhaler** for asthma symptoms if they have **written permission from both a physician and a parent**.

Epinephrine (Epi-Pen) will be given **only according to a written medication plan** developed by the School Leader, which is **updated every year**.

Non-Prescribed (Over-the-Counter) Medications

Parents can give the school **permission to give over-the-counter (non-prescribed) medications** by completing a form available in the school office. A physician's signature is **not required**.

Parents can also give permission for their student to **self-administer the medication** and **keep it with them**.

If a student is found using or carrying a non-prescribed medication **without parent permission**, the student will be taken to the school office, parents will be contacted, and the medication will be held until written permission is received.

Any student who **gives medication to another student** or is found with **unauthorized medication** is violating the school's Code of Conduct and will face **disciplinary action** under the school's drug-use rules.

Communicable Disease

Saginaw Covenant Academy will **follow the guidance of the Saginaw Health Department** when it comes to communicable diseases.

Control of Non-Casual-Contact Communicable Diseases

The school is responsible for keeping **students and staff safe** while also respecting the rights of anyone who has a non-casual-contact communicable disease. In such cases, a **panel of experts**, including representatives from the County Health Department, will review the situation to determine appropriate actions. The school will try to **keep students and staff in school** unless there is clear evidence that exclusion is necessary.

Non-casual-contact communicable diseases include:

- Sexually transmitted diseases
- AIDS (Acquired Immune Deficiency Syndrome)
- ARC (AIDS-Related Complex)
- HIV (Human Immunodeficiency Virus)
- Hepatitis A, B, or C (HAV, HBV, HCV)
- Other diseases specified by the State Board of Health

Federal law requires that if a student **bleeds at school** and others are exposed to their blood, parents may be asked to have the child tested for **HIV, Hepatitis B, or other blood-borne pathogens**. Any testing will be done **confidentially**, following the law.

Injury and Illness

All **injuries must be reported** to a teacher or the school office.

- **Minor injuries** will be treated at school, and the student may return to class.
- If **medical attention is needed**, the office will follow the school's emergency procedures.

If a student **feels ill during the day**, they should ask permission to go to the office. A staff member will decide whether the student should **stay at school or go home**.

No student will be allowed to leave school without **parent or guardian permission**. Students should **contact their parents or guardians from a school phone** if they need to go home.

Visitors

Parents and other visitors are **welcome at the school**. To keep students and staff safe, all visitors must **check in at the office** and get a visitor pass.

Anyone in the building **without a pass** will be reported to the School Leader.

If you want to **meet with a staff member**, please **call ahead to make an appointment** so a convenient time can be scheduled.

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

Personal Deliveries

Any personal items such as **food, balloons, flowers, or gifts** delivered to the school must be **left with the receptionist**.

These items will stay at the receptionist's desk during school hours. Students may **pick up their items at the end of the school day**.

Student Services

Saginaw Covenant Academy knows that students do their best when they have the support they need. To help students succeed in school, SCA offers services such as:

- Clothing closet
- Mental health support
- Food and groceries
- Transportation assistance
- Baby care
- Help with finding work opportunities

Education Records

Saginaw Covenant Academy keeps student records following the **Michigan Department of Education's Record Retention guidelines**.

Each student has a **cumulative file (CA-60)**, which may be kept digitally, that contains important information about their time at SCA. Building administrators are responsible for creating and maintaining these files.

Directory Information and Access to Student Records

The Board considers the following as **directory information**, which may be shared unless a parent or adult student objects in writing under **FERPA**:

- Student's name, address, and phone number
- Student's photograph
- Student's birth date and place of birth
- Participation in SCA programs and extracurricular activities
- Academic awards and honors
- Height and weight (for students on athletic teams)
- Dates of attendance and graduation

Parents may review all materials used in **student surveys, analyses, or evaluations** connected to programs funded by the **U.S. Department of Education**.

SCA will **not require** students to participate in surveys or evaluations without parental consent if the survey asks about:

- Political or religious beliefs or practices
- Mental or psychological health
- Sexual behavior or attitudes
- Illegal, anti-social, or demeaning behavior
- Opinions about family members or others close to the student
- Privileged relationships (lawyers, doctors, ministers)
- Family income (except when required by law for eligibility or financial assistance)
    -

Family Educational Rights and Privacy Act (FERPA)

This policy follows **FERPA**, a federal law that protects student education records. It explains rights but does not give additional enforceable rights beyond the law.

Who can access student records:

- **Parents of minor or dependent students** can inspect their child's records, unless a court has removed this right.
- **Adult students** can inspect their own records.
- **Board members and school officials** may access records if they have a legitimate educational reason.
- **Other authorized persons** may access records only as allowed by FERPA, by appointment with the building administrator, who will remain present. Copies may be requested for a fee as allowed by law.

Access log:
Each student's file (CA-60 or Special Services file) includes a log showing:

- Who accessed the record
- Date and time
- Reason for access

Requesting changes to records:
Parents or adult students may ask to correct records that are **inaccurate, misleading, or violate privacy rights**:

1. Submit a **written request** specifying which records and why they should be changed.

2. The building administrator, after consulting a supervisor, may **amend the record** or **decline**. If declined, the parent or student will be notified of the reason and their **right to a hearing**.

3. If a hearing is requested, the Superintendent will arrange it according to FERPA rules.

Sharing records with other schools or agencies:
SCA may share records, including **disciplinary records**, without consent if a student is **enrolling, transferring, or already enrolled** in another school or program, as long as the disclosure is related to the student's enrollment or transfer.

Student-Initiated Clubs

Students at Saginaw Covenant Academy may **start clubs and activities** at school, as long as they follow rules set by the Board, Superintendent, or school staff and comply with the **federal Equal Access Act** and Michigan law.

SCA **will not discriminate** against clubs based on religious, political, or philosophical content, as long as the following rules are followed:

- Club meetings **cannot take place during instructional time**.
- Clubs must be **student-initiated**, and participation must be **voluntary**.
- Clubs **cannot be sponsored** by SCA or its employees.
- SCA staff may attend only in a **supervisory role**; they cannot lead or participate in the club.
- People **not affiliated with SCA** cannot direct, control, or regularly attend meetings.
- Club meetings and events **cannot interfere** with regular school programs or activities.

McKinney-Vento Homeless Assistance

Saginaw Covenant Academy follows the **McKinney-Vento Homeless Assistance Act** to make sure homeless children and youth can attend school and have a **free, appropriate public education**, including preschool. Students in transition also have the right to **participate in state and district assessments**.

A student may qualify for McKinney-Vento services if they are currently living:

- In **temporary shared housing**, a shelter, or transitional living program
- In a **hotel, motel, campground**, or similar place because there are no other options
- At a **bus station, park, car, or abandoned building**
- In a **temporary or transitional foster care placement**

For questions or assistance, contact **SCA's McKinney-Vento Coordinator**.

Age of Majority

High school students who are **18 years old** or older may, after notifying the School Leader in writing:

- Have **personal school correspondence** mailed directly to them
- **Access their own school records**
- Sign **excused absence forms or report cards** for themselves
- Sign themselves **out of school**

If adult students choose to **keep their parents or guardians from being involved** in any of these matters, the School Leader must be informed in writing.

Even at 18, students are **still expected to follow all school and board rules**.

Work Permit

Under **Michigan law**, students who are **16 years or older** may work if they have a valid **Work Permit**.

Saginaw Covenant Academy is authorized by the **Michigan Department of Labor** to issue Work Permits for currently enrolled students.

- Students may request a Work Permit **once they have a job offer**.
- Each Work Permit is **specific to the job and employer**. A new permit is needed for each new job.
- If a student is **no longer enrolled at SCA**, the Work Permit may be **rescinded**.

STUDENT CODE OF CONDUCT (SCC)

Saginaw Covenant Academy (SCA) is committed to keeping a **safe and positive learning environment** for all students. To do this, students must **show respect for themselves and others at all times**. The **Student Code of Conduct (SCC)** sets expectations to support this goal.

The SCC applies to students:

- **During school hours**
- **Before and after school** on school property
- **While riding school transportation**
- **At school events or activities**
- **When representing SCA**
- **When using school computers or networks**
- **Off school property** if the student's actions are likely to disrupt learning

Before taking disciplinary action, staff will **consider mitigating circumstances**, such as:

- Behavior plans, age, health, or maturity
- Academic placement
- Discipline history, including past incidents
- Student attitude and willingness to change
- Parental cooperation
- Seriousness of the offense
- Willingness to participate in student support programs

SCA administration may also establish **additional rules and regulations** as needed to run school programs safely. These rules do not limit SCA's lawful authority.

This Code of Conduct follows **Michigan law, Board of Education policies, and Superintendent regulations**. If there is a conflict, **Michigan law comes first, then Board Policy, then administrative**

regulations.

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

Student Rights and Responsibilities

SCA's rules and procedures ensure that every student can have a **safe, orderly, and appropriate education**.

Students have the right to:

- Freedom of expression and association
- Fair treatment

Students are expected to:

- Respect the rights of others and school staff
- Follow teachers' directions
- Obey all school rules

Disciplinary procedures are in place to make sure students receive **due process**, which means a **fair hearing** before any action is taken to remove a student from school because of their behavior.

Expected Behaviors

All students are expected to:

- Follow **national, state, and local laws**, as well as school rules
- **Respect the rights** of others
- Treat adults and fellow students **courteously**
- Be **on time** to school and **pay attention in class**
- **Work cooperatively** with others, regardless of ability, gender, race, religion, height, weight, disability, or ethnicity
- **Complete assignments on time** and as directed
- **Help keep the school safe, respectful, and responsible**
- **Act in a way that reflects pride** in themselves, their family, and the school

School Transportation

Riding school-provided transportation is a **privilege, not a right**.

Students must **follow the driver's instructions** and the **Student Code of Conduct** while on school transportation or traveling to school-related events.

Violating these rules may result in:

- **Loss of transportation privileges**
- **Other disciplinary actions**

Examples of behaviors that can lead to consequences include, but are not limited to:

- Insubordination
- Smoking
- Fighting
- Using profane or foul language
- Damaging school property

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Student Dress and Appearance

SCA has the right to set **reasonable rules for dress and grooming**. Clothing or hairstyles that **disrupt school, interfere with learning, or affect health and safety** may be addressed by school staff.

If a staff member feels a student's attire is inappropriate, the student will be sent to the **building administrator**, who will decide the next steps based on health, safety, and whether the attire disrupts school routines.

Possible actions include:

- Sending the student home to **change clothes** with parental contact
- Asking the student to **modify their attire** at school
- **Excluding the student from class** for the day if a change is not possible

Police Investigations and Arrests

Saginaw Covenant Academy cooperates with **local police** to help protect the school community and the public.

Parents will be **notified if police wish to question or arrest a student at school**. The timing of this notification will depend on the situation.

SCA may report the following incidents to law enforcement, **as allowed or required by law**:

- Armed student or hostage situation
- Arson or bomb threats
- Death or homicide
- Drive-by shooting or explosions
- Illegal drug use, possession, sale, or overdose
- Intruders on school property
- Theft or robbery
- Minor in possession of alcohol or tobacco
- Fights or physical assault
- Sexual assault
- Suicide attempt or threat
- Unauthorized removal of students
- Vandalism or property destruction
- Weapons on school property

Search and Seizure

Saginaw Covenant Academy may search students and their belongings (including vehicles) when a student is under school supervision, if there is reasonable suspicion of a law or school rules violation, or to protect the health and safety of others. Searches may occur with or without a student's consent.

School property and storage:

- Lockers, desks, cubbies, and other school-provided storage are school property.
- These areas may be searched at any time if there is reasonable suspicion of rule or law violations.

Canine searches:

- Trained dogs may be used to detect drugs in school areas.

- Dogs are not used to search individual students without a legal reason, warrant, or parental permission.

Items found during a search:

- Any item that may be evidence of a rule or law violation may be taken, held, or turned over to the police.
- Items not illegal or against school policy will still be treated with respect for privacy.

Computer and technology use:

- All school computers and electronic systems are school property and for educational use only.
- SCA may access and review all files, databases, and emails, with or without student knowledge.
- Passwords do not guarantee privacy.
- Refusing access may result in disciplinary action.

Areas subject to search:

- School storage (lockers, desks, cubbies, technology, etc.) — students are responsible for security, but privacy is not guaranteed.
- Automobiles — may be searched on school property if there is reasonable suspicion.
- Personal items (backpacks, purses, athletic bags, diaper bags, etc.) — may be searched if reasonable suspicion exists

Student Bullying and Cyberbullying

Bullying is any written, verbal, or physical act—or any electronic communication, including cyberbullying—that harms or could reasonably harm a student. Bullying can:

- Make it hard for a student to participate in or benefit from school activities by causing fear or emotional distress
- Interfere with educational opportunities or programs
- Have a serious negative effect on a student's physical or mental health
- Disrupt the orderly operation of the school

"At school" includes:

- Classrooms and other areas on school property

- School buses or vehicles used for school-related activities
- School-sponsored events or activities, even off school property
- Use of school-owned or school-controlled technology or services

Cyberbullying is bullying that happens through electronic communication. It can cause the same harmful effects as in-person bullying, including:

- Interfering with learning opportunities
- Causing fear or emotional distress
- Negatively affecting a student's physical or mental health
- Disrupting the school environment

SCA takes all bullying and cyberbullying seriously and will act to keep students safe and ensure a respectful learning environment.

Accountability

Each student at SCA is responsible for their own behavior, based on age-appropriate expectations.

Being respectful to others is a key part of a safe and positive learning environment. Students are expected to show respect by:

- Practicing friendship and cooperation
- Engaging in positive social interactions
- Showing compromise and understanding
- Accepting differences among other students and staff

Retaliation

Retaliation is **not allowed** at SCA. This includes actions against anyone who:

- Is the target of bullying
- Witnesses bullying
- Reports bullying or is believed to have reported it
- Participates in an investigation about bullying

Retaliation is a **serious violation** of school rules, even if the original bullying complaint is not proven.

Intentionally making false reports about bullying to get someone in trouble is also **not allowed**.

Both retaliation and false reports can lead to **disciplinary action**.

If you suspect retaliation, report it the same way you would report bullying.

Complaint Procedure: Formal Investigation and Decision

If a student reports bullying or cyberbullying, SCA will follow a **step-by-step process** to investigate and resolve the complaint.

Step 1: Formal Investigation

The investigator will:

- **Interview the student who reported bullying** and document the discussion. The student may be asked to put the complaint in writing and provide names of witnesses or any evidence. The student is **asked not to discuss the complaint** with others while the investigation is ongoing.
- **Interview the student accused of bullying** and document their response. The accused may also provide evidence. The investigator **will try to protect the identity of the complainant**, if possible. The accused is **not allowed to contact or retaliate** against the complainant or witnesses.
- **Interview any additional witnesses** if needed to resolve differences in accounts.

Step 2: Decision

If the complaint is found valid (bullying occurred):

- Parents of both the complainant and the accused will be **notified**.
- The **Superintendent** will be informed.
- The Superintendent may use **restorative practices**, such as a meeting between the students to resolve the conflict.
- **Disciplinary action** may be taken according to the Student Code of Conduct.
- The Superintendent will determine if **any support or relief** should be provided to the student who was bullied.

If the complaint is found not valid (bullying did not occur or cannot be substantiated):

- Parents of both students will be **notified**.
- Students will be reminded that **retaliation is prohibited**.

- The Superintendent will be informed.
- Any references to the complaint will be **removed from the accused student's education records**.
- The investigator will **retain the investigation file for at least three years**.

Definitions of Discipline

Administrative Intervention
This is a type of disciplinary action **that does not remove a student from school**. Examples include:

- Restorative practices (helping students understand and correct their behavior)
- Removal from a class period
- In-school suspension
- Reprimands
- Detention or work assignments before or after school
- Additional classroom work
- Revoking privileges to attend after-school events or activities

Snap Suspension
If a teacher reasonably believes a student is **disrupting learning or creating a clear danger** during a class, subject, or activity, the teacher can **temporarily remove the student for up to one full school day**.

Suspension
Excluding a student from school for **fewer than 60 school days** or until certain **conditions are met**.

Expulsion
Excluding a student from SCA for **60 school days or more**, or permanently.

Range of Discipline

Each prohibited act listed in the **Student Code of Conduct** has a possible range of disciplinary consequences. In addition, **restorative practices** may be used to help students correct their behavior.

- For some violations, discipline can range from **administrative intervention** to **expulsion**.
- For other violations, discipline ranges from **suspension** to **expulsion**.
- For the most serious violations, the consequence is **expulsion**.

The exact penalty will depend on:

- The **nature and severity** of the offense

- The **specific facts** of the situation
- The **student's age**
- The student's **behavior history**
- Whether the behavior is **persistent or chronic**
- **Recommendations** from school personnel
- Any other circumstances considered relevant

A student who violates the Code of Conduct may also be **referred to law enforcement** if the act violates the law.

These rules apply when a student:

- Commits a prohibited act on **school property**
- Commits a prohibited act in a **school vehicle or vehicle used for a school activity**
- Commits a prohibited act at a **school-related activity, function, or event**
- Commits a prohibited act **en route to or from school**
- Commits a prohibited act against another student **en route to or from school**
- Commits a prohibited act **off school property** that is serious enough to threaten the safety of others or disrupt the educational process
- Commits a prohibited act while **enrolled in another SCA school** that would justify suspension or expulsion
    -

Restorative Practices

SCA follows Michigan law by considering restorative practices as an addition or alternative to suspension or expulsion.

What are restorative practices?
Restorative practices focus on repairing the harm caused by a student's behavior to the victim and the SCA community.

How do they work?

- A restorative practices team may review the situation and decide on steps to repair the harm.
- The team can operate according to state law or adapt its approach based on the circumstances.

When are restorative practices used?

They are often the first approach for issues such as:

- Interpersonal conflicts
- Bullying or cyberbullying
- Verbal or physical conflicts
- Theft
- Property damage
- Class disruptions
- Harassment

The goal is to help students take responsibility, make amends, and restore relationships while keeping the learning environment safe and positive.

Prohibited Acts

Students are expected to follow the rules and behave responsibly. Certain behaviors are considered **prohibited acts**.

- The consequences for prohibited acts can range from **administrative intervention** (like a warning, detention, or restorative practice) to **permanent expulsion**, depending on:
    - How **serious** the behavior is
    - The **impact** on the school and community
    - **Board of Education policies**
    - **State and federal laws**

This means that the more serious the behavior or the greater its effect on others, the stronger the consequences may be.

Assaults Against School Personnel

SCA takes any assault against school staff, volunteers, or contractors very seriously.

Physical Assault:

- If a student physically assaults a staff member, volunteer, or contractor while on school property, a bus, or at a school event, the Board may **permanently expel the student**.
- Less serious physical assaults may result in a **suspension of up to ten days**.

Verbal Assault:

- If a student makes a **verbal threat** against a staff member, volunteer, or contractor on school property, a bus, or at a school event, the Board may **expel the student for up to 180 days**.
- The Board may adjust the expulsion period depending on the situation.
- A verbal assault means **any deliberate threat to hurt someone**, in a way that causes reasonable fear of being hurt and where the student seems capable of carrying out the threat.

Alcohol, Marijuana, and Other Substances

Students are not allowed to:

- Make, sell, handle, have, use, give, or be under the influence of alcohol, marijuana, or any other intoxicating substance (even if not legally drunk or intoxicated).
- Inhale glue, aerosol paint, lighter fluid, or other chemicals to get high or feel intoxicated.

Breaking these rules can lead to serious disciplinary action, including suspension or expulsion.

Arson

- Students may not burn, attempt to burn, or intentionally set fire to any property on school grounds.

Bullying and Hazing

- Students may not bully or haze others through written, verbal, or physical actions.
- Hazing includes initiating a student in ways that cause physical or emotional pain, embarrassment, or discomfort.

Cell Phones & Electronic Devices

To promote a safe, focused, and distraction-free learning environment, Saginaw Covenant Academy prohibits student use of personal cell phones and other smart devices during the school day. This policy is adopted in accordance with Michigan House Bill 4141 and Senate Bill 495.

Students may either leave their devices at home or secure them in a school-issued NuKase locking phone case upon arrival.

Coercion, Extortion, and Blackmail

- Students may not use threats or violence to get money, items, or force someone to act against their will.

Criminal Sexual Conduct

- Students may not commit criminal sexual acts as defined by law. Violations may result in administrative intervention up to permanent expulsion.

Discriminatory Harassment

- Students may not engage in unwelcome sexual advances, requests, touching, or harassment based on sex, race, color, religion, national origin, height, weight, marital status, or disability.

Disruption of School

- Students may not interfere with school functions, block traffic, occupy areas without permission, or incite disruptions that affect learning or safety.

Damage, Theft, and Possession

- Students may not damage or steal school property or property of others.

Weapons & Dangerous Instruments

- Students may not possess or use weapons, look-alike weapons, or personal protection devices (e.g., knives, guns, pepper spray).

Dress and Appearance

- Students must dress safely, respectfully, and in a way that does not disrupt learning or the school's mission.

Drugs, Narcotics, and Chemical Substances

- Students may not use, possess, sell, or distribute drugs, narcotics, controlled substances, or misuse prescription/non-prescription drugs.

Electronic Communication & Laser Devices

- Students may not use devices to invade privacy or possess/use laser pointers without school permission.

Failure to Comply/Cooperate

- Students must follow instructions from school staff and cooperate with investigations.
- Making false statements, refusing to cooperate, or providing misleading information is prohibited.

False Alarms & Allegations

- Students may not trigger false alarms or make false accusations against others.

Falsification of Records

- Students may not falsify forms, grades, or personal information.

Fighting, Assault, and Battery

- Students may not physically assault or threaten others.

Fireworks, Explosives, & Dangerous Chemicals

- Students may not possess or use explosive or harmful chemicals.

Gang Activity

- Students may not display gang symbols, engage in gang-related behavior, or recruit others for gang activity.

Improper Communications & Indecency

- Students may not make threatening, vulgar, obscene, or harassing communications verbally, in writing, or by gestures.
- Students must maintain decency in speech, behavior, and dress.

Recording

- Students may not record audio or video of others without their consent.

Scholastic Dishonesty

- Cheating, plagiarism, or using unauthorized help on academic work is prohibited.

Smoking & Tobacco Use

- Students may not smoke, vape, chew, or possess tobacco or nicotine devices.

Supervision and Presence on Campus

- Students must be supervised after school hours.
- Suspended students may not be on campus or attend school events without permission.

- Trespassing or loitering in unauthorized areas is prohibited.

Acceptable Use of Technology

- Students may not violate rules for computers, networks, or electronic devices.
- Misuse may lead to loss of privileges, discipline, or restitution.

Building Rules and Regulations

- Students must follow all building-specific rules.

Due Process – Discipline Procedures

These procedures apply when a student may face **suspension, expulsion, or permanent expulsion** from Saginaw Covenant Academy.

1. **Initial Determination**
    - The **building administrator** will make the first decision about whether a student has violated the Student Code of Conduct.
2. **Reinstatement Pending Review**
    - If a student is returned to class while a decision is pending, this **does not limit SCA's right** to suspend or expel the student after a review by a higher administrator or the Board of Education.
3. **Administrative and Board Review**
    - Following the building administrator's decision, a **superior administrator or the Board** may review the case and take additional action as appropriate.

Short-Term Suspension (10 School Days or Fewer)

1. **Notification and Hearing**
    - The building administrator will inform the student of the behavior or misconduct that may lead to suspension.
    - If the student denies the behavior, the administrator will explain the evidence.
    - The student will have the opportunity to share their side of the story.
    - The administrator will consider individual factors (e.g., age, past behavior, circumstances).
2. **Immediate Suspension**
    - If the student poses an immediate danger or disrupts the school, the administrator may suspend the student right away.

    - Due process rights will be provided as soon as reasonably possible.

3. **Duration and Notification**
    - The suspension may not exceed **10 school days**.
    - The parent or guardian will be informed in person or by phone and will receive written notification outlining the reasons and conditions of the suspension.
4. **Finality**
    - The building administrator's decision for a short-term suspension of up to 10 days is **final** and **cannot be appealed**.

Long-Term Suspension (11+ Days), Expulsion (60+ Days), and Permanent Expulsion

Step 1: Notification

- If a student may face a long-term suspension or expulsion, the **building administrator** will provide written notice to the student and parent including:
    - The charges against the student
    - The recommended disciplinary action
    - Information about a hearing before the Superintendent
    - Time, place, and procedures for the hearing
- The notice will document consideration of:
    - Individual factors (age, past behavior, circumstances, etc.)
    - Possible restorative practices
- If the student's presence poses a danger, they may be **suspended immediately** pending the Superintendent's decision.
- Hearings will generally occur **within 10 school days** if suspended, or **within 15 school days** if not suspended. Timelines may be adjusted if requested.

Step 2: Superintendent Hearing

- The hearing determines whether the charges are valid and considers:
    - Individual factors
    - Restorative practices
    - Appropriate disciplinary action

- Students or parents may **waive the hearing**. If waived, the building administrator's recommended penalty is typically applied, but for expulsion or permanent expulsion, the Superintendent still makes the final decision.

- The Superintendent may **adjust charges or penalties** based on evidence presented at the hearing.

Step 3: Decision

- The Superintendent provides the decision **orally and in writing** within **5 school days** after the hearing (timelines may be extended for special circumstances).

Step 4: Appeal for Permanent Expulsion

- Parents may appeal a permanent expulsion by submitting **written notice within 5 school days**.

- The Board of Education hears the appeal in **open or closed session** (parent's choice).

- No new evidence or testimony is presented; the Board reviews the Superintendent's hearing results and recommendation.

- The student, parent, or legal representative may address the Board and answer questions.

- The Board issues a **written decision within 15 school days**.

Presumption Against Long-Term Suspension or Expulsion

- **Policy**: SCA follows Michigan law in assuming that **students should not receive long-term suspension (11+ days) or expulsion (60+ days)** unless this presumption is rebutted.

- **Exceptions**:

    - Short-term suspensions (10 days or fewer)

    - Possession of a firearm in a weapons-free school zone

Factors Considered Before Long-Term Discipline

When considering long-term suspension or expulsion, administrators will review and document **all seven of these factors**:

1. **Student's age**

2. **Disciplinary history**

3. **Whether the student has a disability** under IDEA or ADA/Section 504

4. **Seriousness of the misconduct or behavior**

5. **Whether the misconduct threatened the safety** of any student or staff
6. **Use of restorative practices** to address the misconduct
7. **Whether a less severe discipline** would appropriately address the behavior

- **Documentation**: Administrators must **document consideration of these factors** when implementing long-term suspensions or expulsions.
- **Goal**: This ensures fair, individualized discipline and emphasizes alternatives to severe penalties whenever appropriate.

Students' Rights

Freedom of Expression

Students may express their views individually or collectively through:

- **Speech and symbols**
- **Writing, publishing, and disseminating opinions**
- **Peaceful assemblies** (must be approved in advance by the School Leader or designee if during school hours)

Note: Student expression does **not** represent school policy, and school officials are not liable for it.

Freedom of Speech

Students' speech must not:

- Disrupt school work or discipline materially or substantially
- Incite others to disrupt school or break the law
- Be obscene
- Libel (write false statements harming someone's reputation) or slander (speak false statements)
- Include "fighting words" likely to provoke violence, including racial, sexual, ethnic, or religious slurs

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Freedom of Press

Students may publish and distribute opinions if:

- They adhere to standards of good taste
- Unofficial or underground publications are signed by the author(s)
- Publications are **not** disruptive, defamatory, obscene, or "fighting words"

School-sponsored activities may be regulated for content.
Posted signs must be signed and placed in designated areas.

Freedom of Religion

Students may be absent from school to observe religious holy days.

Right to Equal Education

All SCA students have the right to **full participation** in school activities regardless of:

- Race
- Gender
- Sexual orientation or preference
- Religion
- National origin
- Handicap or disability

No student may be prevented or discouraged from participating in any school program or activity based on these characteristics.

Student Grievances

1. **Filing a Grievance**
    - The student must submit the grievance **in writing** to the School Leader.
2. **Investigation and Response**
    - The School Leader has **five (5) school days** to investigate and respond in writing.
3. **Appeal to the School Leader**
    - The student may **appeal the decision** of the School Leader within **five (5) school days**.
4. **Appeal to the Board of Education**
    - The student may appeal to the Board within **ten (10) school days** of receiving the School Leader's decision.
    1.

What to Do if Rights Are Violated

1. **Report the Concern**
    - Students are encouraged to talk to their **teacher, School Leader, or another adult staff member**.
2. **Filing a Complaint**
    - Any school community member who believes they have been subject to or witnessed discrimination based on **race, gender, age, sexual orientation, religion, national origin, disability, or handicap** may file a complaint with the **School Leader**.
3. **Determination by the School Leader**
    - The School Leader will review the complaint and make a determination.
4. **Request a Hearing**
    - If the determination is unsatisfactory, the complainant can **request a hearing** before the **Superintendent or Director of Academic Progress** by submitting a written request to the school office.

ACADEMICS

Instructional Delivery Method

Saginaw Covenant Academy [SCA] serves students 15-22 years of age and offers a path to a high school diploma. The typical SCA student has entered the ninth grade at another school before encountering barriers preventing them from experiencing academic success. These barriers have contributed to them being kicked out, aged out, or dropped out of the traditional school setting. Saginaw Covenant Academy uses a blended learning model of instruction to address the individualized learning needs of our students. The Edmentum digital curriculum allows students to work at their own pace and, sometimes, the time of day that best fits their schedule. The Edmentum Courseware is a flexible and dynamic digital curriculum that offers our students a rigorous, relevant, state, and national standards aligned curriculum. The Edmentum curriculum allows students to receive explicit instruction, deliberate practice, and ongoing scaffolding with access to interactive instructional tools, side-by-side with our content area teachers.

In addition to the Edmentum digital curriculum, students time will also be spent on our Math and Reading remediation and acceleration program, Exact Path, and in large and small group direct instruction lessons and activities taught by our certified teaching staff to either further support the Edmentum curriculum, deliver college and workforce readiness topics, and/or to deliver socioemotional topics to help support students' mental health. Whenever possible, instruction will also address post-secondary training, including Career/Technical training facilities in the local community.

Reading and Math Proficiency

Saginaw Covenant Academy recognizes the immense impact reading and math proficiency have on a student's future success. Students who are not proficient in math and reading are more likely to experience attendance, behavior, and academic achievement challenges in school. These challenges are predictors of grade retention and dropping out in later years. SCA provides both math and reading intervention for students who need additional assistance to improve their basic skills. SCA 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.

To achieve math and reading proficiency for all students, SCA has implemented the Exact Path intervention program. No matter where students are at academically, Exact Path is diagnostic-driven intervention software that delivers adaptive, age-appropriate, personalized instruction in math and reading based on valid and reliable assessment data. Exact Path uses students' individual NWEA MAP Growth scores to design personalized reading and math learning paths at student's ability levels to close gaps, achieve on-grade success, and accelerate academic growth. Exact Path gives teachers the time and tools in every tier of learning to quickly close skill gaps, drive standards proficiency, and advance struggling students back to grade level.

Unit Tests and Exams

Students will take Unit Tests and Exams in the classroom with the teacher present.

- All exams and unit tests will be locked.
- 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 Saginaw Covenant Academy

Graduation from Saginaw Covenant Academy means that a student has satisfactorily completed both an approved course of study that meets the requirements laid forth in the Michigan Merit Curriculum AND meets the requirements set by the Board of Saginaw Covenant Academy. In addition to the 18 credits set by the Michigan Merit Curriculum, students are also required to:

1. Take the NWEA Reading and Math growth assessments twice a year (Fall and Spring)
2. Earn 1.0 credit from the successful completion of a reading (.5) and math (.5) proficiency course and/or NWEA score for a total of 19 credits.
3. A College and Career Class, Project, or Independent Study (as determined by school administration)
4. Fully participate in all required Michigan Assessments:
    - PSAT 09 in 9th
    - PSAT 10 in 10th
    - MME (1): SAT with Essay in 11th
    - MME (2): WorkKeys in 11th
    - MME (3): M-STEP Science and Social Studies in 11th

GRADUATION REQUIREMENTS:

Content Area	Credits
ENGLISH	
- English 09	1.0
- English 10	1.0
- English 11	1.0
- English 12	1.0
MATHEMATICS	
- Algebra I	1.0
- Algebra II	1.0

- Geometry	1.0
- 4th Year Math Elective	1.0
SOCIAL STUDIES	
- US History	1.0
- World History	1.0
- Government	0.5
- Economics and Personal Finance	0.5
SCIENCE	
- Biology	1.0
- Physical Science or Chemistry or Physics	1.0
- Science Elective	1.0
PHYSICAL EDUCATION & HEALTH	
- Physical Education	0.5
- Health	0.5
VISUAL, PERFORMING, AND/OR APPLIED ARTS	
- VPA—Visual, Performing, and/or Applied Arts	1.0
WORLD LANGUAGE	
- 2.0 Credits World Language or - 1.0 Credit World Language and 1.0 credit CTE (Career and Technical Education) or - 1.0 Credit World Language and 1 extra credit of VPA (Visual and Performing Arts)	2.0
COVENANT ACADEMIES GRADUATION REQUIREMENTS	
1) Reading Proficiency ○ 220 or higher on NWEA Reading	0.5
2) Math Proficiency ○ 220 or higher on NWEA Mathematics	0.5
3) College and Career Class, Project, or Independent Study	NC
4) Required Michigan Assessments ○ PSAT 09 in 9th ○ PSAT 10 in 10th	NC

○ MME (1): SAT with Essay in 11th ○ MME (2): WorkKeys in 11th ○ MME (3): M-STEP Science and Social Studies in 11th	
Total	**19.0**

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 are expected to complete and be evaluated on their own work. Respect for the work of others is required, including giving proper credit through references or footnotes for any borrowed words, ideas, or opinions, and using quotation marks when copying text exactly. In team projects, each contributor must be properly acknowledged.

Plagiarism occurs when a student presents another person's words, ideas, or opinions as their own without proper attribution. Plagiarism—whether deliberate or accidental—is considered a serious offense. Students are responsible for completing their own work and must not engage in any form of cheating. Violations may result in loss of credit or a failing grade, at the discretion of the teacher.

Deliberate Plagiarism Includes:

- Copying a phrase, sentence, or longer passage from a source and presenting it as one's own work.
- Summarizing or paraphrasing someone else's ideas without proper acknowledgment.
- Submitting a term paper or assignment obtained from another source.
- Using AI programs, including but not limited to ChatGPT, without proper attribution.

Accidental Plagiarism Includes:

- Forgetting to use quotation marks around another writer's words.
- Omitting a source citation due to unawareness of the need to acknowledge the idea.
- Improper use of AI programs, including but not limited to ChatGPT.

Cheating Includes:

- Obtaining copies of tests or scoring materials.
- Copying another student's answers during a test.
- Providing another student with questions, answers, or copies of actual test questions.
- Using unauthorized materials during tests.
- Submitting another student's work as one's own.
- Having another person complete homework, papers, projects, lab reports, or take-home tests.
- Allowing another student to copy one's own work.
- Representing another person's creative work as one's own.
- Using AI programs, including but not limited to ChatGPT, to complete assignments without proper attribution.
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Testing Out Procedure

In compliance with the Michigan School Code, Saginaw Covenant Academy will allow students to "test out" of a subject area for credit. To test out, a student must complete the pre-tests at the beginning of each unit. Content that students have already mastered will be taken out of the class. To take advantage of pre-testing students must attend in person. Pre-tests will not be allowed for students working remotely.

Title I Schoolwide Programming

Saginaw Covenant Academy (SCA) receives Title I funding. In accordance with federal law, the Board of Education has adopted a Parent and Family Engagement Policy to support meaningful parental involvement. SCA recognizes that parents and families are essential partners in the educational process.

Parents and students are critical to SCA's mission of preparing students for high school graduation. The Academy is committed to establishing and maintaining positive relationships with families and the community. To this end, SCA provides a variety of opportunities for families and community members to become actively involved in students' education.

Parents may request information regarding the professional qualifications of their student's classroom teachers by submitting a written request to the Director of Academic Progress. Requests may include:

- Whether the teacher has met Michigan's qualification and licensing criteria for the grade levels and subject areas in which they provide 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(s), any graduate certification or degree(s) held, and the field(s) of discipline of those degrees or certifications; and
- Whether the student receives services from a paraprofessional, and if so, the qualifications of that paraprofessional.

Multi-Tiered Support System (MTSS) Team

The Multi-Tiered Support System (MTSS) team is a committee of school personnel established to provide ongoing and effective support for both classroom teachers and students. The team serves as a forum to discuss students' academic and behavioral needs, develop solutions, and monitor their effectiveness.

By leveraging the resources of the school, families, and the community, the MTSS process helps create awareness and understanding of the factors affecting each student, ensuring targeted interventions and support are provided.

Education of Students with Disabilities

Saginaw Covenant Academy (SCA) is required by law to locate, identify, and evaluate all children with disabilities. This process, known as Child Find, applies to children who may qualify for special education under the federal Individuals with Disabilities Education Act (IDEA) or protections under Section 504 of the Rehabilitation Act of 1973. If you believe your child may qualify under IDEA or Section 504, please contact the CAF Director of Academic Progress.

Special Education

SCA meets the individual needs of students with disabilities through specially-designed instruction within a standards-based curriculum. Frequent assessment ensures student progress. Special education programming and related services are provided at no cost to parents, guardians, or students. Students eligible for special

education are entitled to a Free Appropriate Public Education (FAPE), delivered in accordance with their Individualized Education Program (IEP).

Under IDEA, Michigan provides guidelines for programs and services for eligible students from birth to 26 years old. Child Find requires states to identify, locate, and evaluate all children with disabilities who need early intervention or special education services. Throughout this process, SCA ensures that students and their parents/guardians are provided with all legally required safeguards. For questions regarding your student's IEP, please contact SCA's School Leader.

504 Service Plan

Under Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Amendments Act (ADAAA), some students who do not meet IDEA criteria may still be eligible for protections, accommodations, and adaptations in instruction, facilities, and activities. Students qualify if they have a documented mental or physical disability that substantially limits participation in or access to an aspect of the school program. For questions regarding your student's 504 Plan, please contact SCA's School Leader.

English Learners (EL)

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

- Placement and reason for LEP identification
- Academic achievement and English proficiency levels, including measurement methods
- Language instruction methods
- How the program meets the student's instructional needs
- How the program supports learning English and meeting academic standards
- Exit requirements from the language program
- Parental rights, including the right to enroll or remove a child from the program

SCA identifies and supports all students qualifying for EL services in compliance with state and federal law. Students receiving EL services are required to take the state-mandated WIDA test at a designated testing site. For questions about EL services, please contact SCA's School Leader.

Assessments

Saginaw Covenant Academy believes that both formative and summative assessments are critical to measure academic growth and development. Results from assessments inform decisions regarding programming, where to focus instruction, and analyze individual student progress. The following assessments are a requirement for all students:

MME: Michigan Merit Exam

- The MME assesses students in grade 11 and eligible students in grade 12 and consists of the SAT plus Writing, the ACT WorkKeys, and the M-STEP.
- Students in grades 9 and 10 will be administered the PSAT 9/10.

- Saginaw Covenant Academy bases the grade level on credits earned.
- The MME is state mandated and required by the Michigan Department of Education.
- Students must take all portions as directed by MDE to comply with this requirement.
- All tests within the MME will be administered during the school day, within a testing window of dates designated by MDE.

WIDA: English Proficiency Assessment

- All students grade 9-12, as determined by credit count, in our English Language Learner (EL) program.
- Administered through an online platform, in person, in the early Spring.
- Measures students' English proficiency as well as their comprehension of academic language.
- MDE mandates that all EL students test every year until his/her scores meet the criteria to exit the EL program.

NWEA: Northwest Evaluation Assessment

- All grades 9-12 as determined by credit count.
- Administered a total of 3 times per year – Fall, Winter, and Late Spring.
- Measure's student growth and achievement in the areas of reading and math.
- Data used to prescribe individualized instruction for students.

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

Saginaw Covenant Academy (SCA) encourages and promotes the use of technology to enhance learning and support school operations. To ensure safe, lawful, and effective use of technology, all use must be properly authorized and comply with SCA policies. Technology is a **privilege, not a right**, and must support the purposes and goals of SCA.

SCA provides no warranties for technology resources and reserves the right to monitor network activity. Monitoring may include:

- Ensuring teacher or staff supervision when students access the internet
- Installing filters or blocking software on school computers
- Reviewing access logs to track websites visited and restrict harmful content

Authorized Use

- Students will use technology only as permitted by school personnel.
- Only legally owned or authorized software may be installed on SCA devices.
- All online activities must be legal and appropriate.
- Approval from the building principal is required before posting content on school or SCA webpages.

Responsibilities of Technology Users

Users must:

1. Comply with all SCA policies, rules, and regulations.
2. Use technology in support of SCA's educational goals.
3. Obey all local, state, and federal copyright laws.
4. Report any misuse of networks or technology to a teacher or building administrator.
5. Use SCA equipment responsibly.
6. Respect others' work, files, programs, and security.
7. Hold SCA harmless for any claims or damages resulting from technology use or inability to use technology.

Prohibited Uses

Users must not:

- Access, modify, or vandalize another person's accounts, files, or passwords without authorization.
- Tamper with computer or network components to make them inoperable.
- Use SCA technology for commercial or "for profit" purposes.
- Impersonate others or obtain illegal copies of software, audio, text, or video.
- Send or intentionally receive harassing, inflammatory, sexist, racist, or otherwise inappropriate messages.
- Disclose confidential information, passwords, or access codes.
- Post personal or financial information, including addresses, phone numbers, or bank/credit card

details.

- Distribute or access materials that:
    1. Violate FERPA or other student privacy laws
    2. Jeopardize student health or safety
    3. Are obscene, pornographic, or libelous
    4. Disrupt school activities
    5. Plagiarize the work of others
    6. Promote commercial products without authorization
    7. Are not approved by the building or network administrator

Attempts to engage in any prohibited acts are also prohibited.

Web Accessibility

Saginaw Covenant Academy (SCA) is committed to making its website accessible to all students, parents, and members of the public.

- **Standards:** All pages on SCA's website will comply with the W3C WAI Web Content Accessibility Guidelines (WCAG) 2.0, Level AA, or updated equivalents.
- **Testing & Audits:** SCA will perform periodic accessibility audits and test future updates to maintain compliance and serve the widest possible audience.

Requesting Accessible Information

If anyone has difficulty accessing information on SCA's website:

1. Contact the School Leader to report the issue.
2. SCA will provide the requested information in an alternative format.
3. SCA will work to improve online accessibility as soon as reasonably possible.

Filing a Complaint

Students, parents, or members of the public may file a formal complaint regarding violations of:

- **Title II of the Americans with Disabilities Act (ADA)**
- **Section 504 of the Rehabilitation Act of 1973**

Complaints should be submitted to SCA's principal following established procedures.

Digital Communications

All digital communication (including social media) between staff and students must remain professional and maintain the same tone, content, and demeanor as in-person school communications. This applies to direct communication and any communication that students may reasonably be exposed to.

Examples of Inappropriate Digital Communication

Unless otherwise protected by law, inappropriate communication includes, but is not limited to:

- Violating Board Policy, including disclosing personally identifiable information about students or engaging in illegal harassment.
- Sharing false or misleading information.
- Attributing personal views to others, including SCA, school administration, or other staff.
- Defaming or personally insulting staff members, students, Board members, parents, or other community members, or undermining staff members' ability to fulfill their responsibilities.
- Suggesting confidentiality in ways that exclude students' parents or staff.
- Communicating with the purpose or effect of developing a romantic or sexual relationship with a student, or anything that could reasonably be interpreted as such.

Guidelines for Staff

- SCA encourages staff to use SCA-provided equipment and official platforms for all student communications.
- Staff may **not** use personal social media or platforms that erase messages (e.g., Snapchat) to communicate with students.
- Messaging apps for general alerts to parents and students are allowed.

Student Digital Communication

- SCA cannot monitor all digital communications between students.

- Students may face disciplinary action if their digital communication:
    - Violates the Student Code of Conduct,
    - Interferes with the rights of others, or
    - Is reasonably expected to disrupt school or school activities.
- SCA reserves the right to report suspected criminal conduct 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 SCA '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 SCA'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 SCA'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 SCA employees and other SCA-affiliated adults.

Step 1

A student, or any other person, may report discrimination or harassment to any SCA 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 SCA 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 SCA'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 Complaint 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
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: http://www.ed.gov/ocr

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 SCA'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 SCA'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

SCA has a duty to respond to alleged sexual harassment any time a SCA employee has notice of sexual harassment or receives a report of alleged sexual harassment. All SCA 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 SCA'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 SCA 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 SCA'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 SCA's programs and activities without unreasonably burdening Complainant.

Action to remove Respondent from SCA 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 SCA 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 the respondent with notice and an opportunity to challenge the temporary removal at the earliest possible date. The Title IX Coordinator may, after consulting with SCA'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 Complaint 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 SCA's Student Code of Conduct prohibiting knowingly making a false statement or providing false evidence or information. If, during the investigation, SCA 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 SCA'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 SCA ends; or, specific circumstances prevent tSCA from gathering sufficient relevant evidence to reach a decision disposing of the formal complaint. SCA'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 SCA 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 SCA. 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. SCA 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 SCA 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 SCA'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 SCA'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 SCA'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 SCA's training and training materials are posted on the SCA website.

Confidentiality and Retaliation

Except as required or permitted by law, SCA 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 SCA 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
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, SCA will comply with law enforcement requests for cooperation.

SCA 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.

APPENDIX 1:
SCA OFFICIAL FORMS

STUDENT CODE OF CONDUCT ACKNOWLEDGMENT OF RECEIPT

Saginaw Covenant Academy

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.

_____

Student Name (print)

_____ _____

Student Name (signature) Date

Saginaw 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.*

_____

Parent/Guardian Name (print)

_____ _____

Parent/Guardian Name (signature) Date

FERPA OPT-OUT FORM

Saginaw Covenant Academy

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 SCA 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 SCA 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 SCA 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 SCA 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 SCA receiving this opt-out request, SCA may not be able to stop the disclosure.

_____
Name of Student

_____ _____
Name of Parent/Guardian/Student Signing Form Signature

_____
Date

PHYSICAL EXAMINATIONS AND SCREENINGS OPT-OUT FORM

Saginaw Covenant Academy

At this time, SCA 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 SCA students as a condition of attendance or for any other reason.

In the event SCA 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 SCA and/or its employees, agents, or third-party contractors.

_____
Name of Student

_____ _____
Name of Parent/Guardian/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:_____
_____
_____
_____

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 SCA, 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 SCA to permit the student to self-administer their medication.

Parent/Guardian Signature:_____
Date:_____

EPINEPHRINE AUTO-INJECTOR/ASTHMA INHALER PERMISSION FORM

Saginaw Covenant Academy

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/Guardian 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 SCA 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 SCA-related event or function.

Parent Signature:_____ Date:_____

STUDENT SELF-MEDICATION AUTHORIZATION FORM

Saginaw Covenant Academy

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 SCA to permit the student to carry and administer the medication(s) listed above while at school, on school grounds, or at any SCA-related event or function.

Parent/Guardian Signature:_____ Date:_____

Physician Signature:_____ Date:_____

APPENDIX 2:
SCA 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 SCA 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 SCA 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 SCA 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 SCA 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 SCA 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 SCA, 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 SCA, performs an institutional service or function (such as design and maintenance of SCA's security camera system) for which the school would otherwise use its own employees and who is under the direct control of SCA 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 SCA 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 SCA its intent to make directory information available to students and parents.

Eligible students and parents may refuse to allow SCA to disclose any or all of such directory information upon written notification to SCA within thirty (30) days after receipt of SCA’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 SCA 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

SCA 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 SCA 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, SCA 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

SCA 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

SCA 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 SCA 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 SCA property, within the Drug-Free Zone or at any SCA-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 SCA, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other SCA 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 SCA. 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 SCA. A person wishing to pursue a complaint may also contact SCA's Civil Rights Compliance Officer/Title IX Coordinator, School Leader Matt Hyatt.

McKinney-Vento Homeless Assistance Act

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

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 SCA's Student Code of Conduct. Within the discharge of their responsibilities, SCA personnel may search students, student property, and school property in the manner permitted by law.

Special Education and Section 504

SCA 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 School Leader.

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 SCA'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

SCA 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). SCA is committed to establishing and maintaining positive relationships with families and the community. To that end, SCA 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

SCA 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 SCA's main office.

To apply for reduced-price or full-price meals at any time during the school year, please contact SCA School Leader or SCA Enrollment & Data Specialist to fill out an application. Please be sure to include all required information as SCA 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 whose parents become unemployed during the school year are eligible for reduced-price or free 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 free 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 SCA for additional information. Any information included on the application may be verified by SCA at any time.

If you disagree with SCA'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

SCA 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, SCA does not provide physical examinations and screenings on school premises. In the event SCA 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*.