

Saginaw Preparatory Academy

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“A Commitment to Excellence”

The mission of Saginaw Preparatory Academy is to prepare students for academic excellence and responsible citizenship.

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Strategies for Implementation

- Provide teachers who are willing to use “best practices”
- Use Michigan’s Core Curriculum and align the national educational standards
- Use Saginaw Valley State University’s curriculum
- Recruit parents and community volunteers to assist in all aspects of our school
- Provide an environment that exhibits courtesy, respect and concern for self and others.

Curriculum

The curriculum is what we teach and what the student learns. Our emphasis is on what the student learns. We strive to offer a challenging, research based curriculum which will improve each student’s skills, content knowledge and attitudes toward learning. SPA uses integrated instructional approach to connect all areas of study and to real life experiences.

Reading

Learning to read is the single most important intellectual achievement an individual does in his/her lifetime. At SPA, we start teaching at the child’s reading level and work to gain higher reading levels. Students are tested using the Developmental Reading Assessment (DRA) at least twice during the school year. We use a variety of materials to teach reading, including novels, trade books, basal readers and Accelerated Reader. Parents can help their child’s reading skills by reading to them and with them.

Writing

Our students learn the writing process, which includes pre-writing, producing a rough draft, revising it for meaning, editing for proper mechanics and then presenting a final draft for the audience to hear. We use the 6 + 1 Traits of Writing to teach the different parts of writing.

Speaking, Listening and Viewing

Students have ample opportunities to practice the use of precise and effective oral expression in the form of oral presentations and group discussions.

Students will learn to listen, organize, categorize and interpret oral information appropriately.

Math

Our math curriculum is hands on and emphasizes mathematical thinking and reasoning. As per the Michigan Curriculum Framework we emphasize the following:

- Patterns and Relationships
- Geometry and Measurement
- Data Analysis and Statistics
- Number Sense and Numeration
- Numerical and Algebraic Operations and Analytical Thinking
- Probability and Discrete Mathematics

Social Studies

Geography, history, economics, government, civics, core democratic values and cultures form our social studies curriculum. Career explorations and current events are also included in social studies.

Science

Our science curriculum teaches students about:

- Life Science
- Physical Science
- Earth Science
- Inquiry Process
- Inquiry Analysis and Communication
- Reflection and Social Implications
- Michigan Model of Health

MEAP (Michigan Educational Assessment Program)

MEAP testing is taken by students in grades 3-8 annually. Testing is administered in October. Schools are rated and may or may not attain AYP status (Adequate Yearly Progress) based upon the results of MEAP scores. Students are prepared throughout the school year for the MEAP. Parents are encouraged to assist in the task of MEAP preparation by making sure their child (ren) receives proper rest and nourishment.

Textbooks

Each student is responsible for the care of textbooks issued. Loss or destruction of textbook books and other school materials will result in payment to the school.

Technology

Technology is used in all core subjects to enhance learning.

Summer School

Summer school is meant for review and enrichment and not for promotion to the next grade.

Retention

If a student has not mastered required grade level skills, the student may be retained. Students will not be socially promoted.

A previous school's recommendation will be honored for grade placement.

Admission/Transfer Procedure

The academy, as a free public school, follows all requirements outlined by its charter authorizer and federal and state law relating to applications and enrollments. In late winter, current students re-enroll, with preference given to them and their siblings. During the spring's advertised open enrollment period, any Michigan resident may apply. If a grade is at capacity, students are placed on a waiting list and a public lottery will take place to determine enrollment. The academy does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, religion, creed, race, sex, color or national origin.

The academy identifies, locates and evaluates all children in the school who may have disabilities. For more information regarding assistance for students with disabilities or if you suspect a child may have a disability, please contact the school leader.

Individuals With Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law.

Attendance Procedure

Michigan State Law requires that student attendance be "continuous and consecutive" for the ages of six to eighteen years.

- **Excused Absences:** students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests: illness, inclement weather, or suspension. Please call (989) 752-9600 at ext. 101 to explain the reason for the absence.
- Students with a health condition that causes repeated absence are to provide the school office with a written explanation of the condition from a registered physician.
- **Unexcused Absences:** students receive an unexcused absence when no excuse is provided to the office by 9:00 a.m. the day of the absence or by a note the following day.
- **Tardiness:** A student who is not in his/her assigned location by 8:30 a.m. shall be considered tardy. Any student arriving late must report to the school office before proceeding to class.
 - Tardy up until 11:30 a.m.
 - ½ day absent if arrival after 11:30 a.m.
 - Due to our concern for academic achievement parents will be contacted by teacher/social worker following repeated incidence of tardiness.

Truancy

School Policy and Procedures

- Students with a repeated pattern of absences in one school year of more than 10 unexcused absences, or 20 total absences, will be placed on "attendance watch".
- Administration will be notified of updated list of truant students each marking period.
- Parent or Guardian will be notified of school policy for compliance with attendance procedures.

- Student will meet with school staff and administrator to address attendance concerns.
- Student will receive daily “check in” for compliance with attendance policy and procedures.
- Phone call home for each unexcused absence.
- If needed: Consultation with administrator, parent, social worker and student.
- If needed: School personnel will file truancy report with Intermediate School District to address violation of state truancy statute.

Compulsory School Law

Michigan School Code section 380.1561 states, in part, “...every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child’s sixteenth birthday shall send that child to a public school during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.” Violation of the truancy statute requires school personnel to issue complaints against the student’s parent or legal guardian.

Pledge of Allegiance

Students have the responsibility to show respect during the pledge of allegiance to the flag. Students who do not desire to stand for personal or religious convictions have the choice to remain seated quietly, stand without reciting the pledge, or leaving the classroom during the pledge. A reason does not have to be given.

Early Dismissal

Release of a student during school hours must be done through the office. Parents must sign in/out with office personnel before taking a child from school. No student shall be released to anyone who is not authorized by the custodial parent(s). For the protection of the child, the school may require positive identification by driver’s license or other picture I.D.

If a student misses 3 hours of instructional time, the student will be marked ½ day absent. If a student misses more than 3 hours, they will be considered to be absent for the full day.

Fire, Tornado, and Lockdown Drills

Saginaw Preparatory Academy complies with all fire, tornado, and lockdown safety laws. Specific instructions on how to proceed are given to students by their teachers who will be responsible for safe, prompt, and orderly following of the procedure.

Emergency Closing and Delays

If the academy must be closed or the opening delayed because of inclement weather or other conditions, the Academy will notify the following television stations: WNEM TV5 (CBS) and WEYI TV25 (NBC).

The school's phone message system (Digital Dialer) will also forward announcements to the parents' current phone number. It is vital for parents to provide the Academy with updated phone numbers and addresses.

Communication

An integral part of Saginaw Preparatory Academy is our commitment to communication. We will endeavor to keep an open line of communication with all parents/guardians. We will communicate through parent/teacher conferences, interim reports, monthly calendars, teacher contact, etc.

Note: All visitors must report to the main office.

Parent Community Involvement

Saginaw Preparatory Academy believes in the power of education and its powerful positive influence on our community. We constantly strive to offer our students the best education possible. Research has proven that parental involvement in school is a necessary prerequisite to student success; therefore, a partnership between school and home must exist. You are encouraged to take an active part in your child's education. There are many ways in which families can become involved in their child's school. Please contact the school's office for more information.

Parent Phone Calls to Students

Due to the fact that we are focused on instruction and education, calls will be taken in the office and will not be transferred to classrooms between 8:20 a.m.- 3:00 p.m.

Uniforms

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessories, or hairstyles that disrupts the educational process or presents a safety risk will not be permitted. Therefore, Saginaw Preparatory Academy adheres to a uniform policy as follows:

T-shirts worn under polo shirts or upper body wear must be uniform colors and not visible. No sagging is allowed. Tops are to be modest (no cleavage showing).

Girls

Solid Red Polo Shirts
Navy Blue/Black Uniform Pants
Navy Blue Skirts/Shorts (knee length)
Navy Blue Jumpers (knee length)
Solid Navy or Red Sweaters
Blue/Black/Brown Plain Belt

Boys

Solid Red Polo Shirts
Navy Blue/Black Uniform Pants
Navy Blue Shorts (knee length)
Blue/Black/Brown Plain Belt
Solid Navy or Red Sweaters
Blue/Black/Brown Belt

Shoes: Both dress and gym shoes (uniform colors only) are permitted. Likewise, socks or stockings are to be uniform colors.

Sweaters, Jackets, and Coats: Students are permitted to wear solid navy blue or red hooded sweaters. Hoods or hats are to be removed when entering the building. Coats and jackets are not allowed to be worn in the classroom.

*SPA Logo Shirts, purchased at the school store/office may be worn as part of the uniform.

Parents will be contacted if their child arrives at school in "street clothes". The student will not be allowed to participate in classes until they are in proper uniform. If parents cannot be contacted or student uniform size is unavailable, the student will not participate in the next Dress Down Day. Continual disrespect for the uniform policy leads to loss of privileges and/or suspension.

Students wearing clothing, make-up, and hairstyles that cause a distraction and/or disruption to the learning environment will be required to make suitable changes. All clothing must be appropriate and modest.

The following items are NOT acceptable:

Hats and Hair Coverings

Jeans/Skinny jeans

Flip Flop Shoes/any opened toe shoes Leggings unless with a skirt
Distracting jewelry and accessories Tight fitting clothes
Baggy clothing

Dress Down Days

Student(s) are awarded Dress Down (absence of uniform attire) throughout the school year as incentives for positive behavior and other school activities. Unless otherwise specified by the school leader or instructor, Dress Down Days are scheduled on Fridays. Student(s) attire must be appropriate. Parents will be notified and/or students will be given a uniform to wear for the day. If parents cannot be contacted or student uniform size is unavailable, the student will not participate in the next Dress Down Day.

Field Studies

Field studies (formerly named field trips) are academic activities that are held off school property. No student may participate in any school sponsored field study without written parental consent. Field studies are a privilege. Students may be uninvited on a field study due to poor behavior or failure to complete school work.

Yearly Updates

Emergency Contact Information Form

All students must have an updated information form containing current address, phone number, emergency contact person and changes in health conditions. Information needs to be updated if any changes occur.

Food Service

Each year student's parents/guardian is required to fill out a Food Service Form to be eligible for free or reduced meals. Daily payments are expected to be made for students who are not eligible for free or reduced lunch. Parents may contact the office to make arrangements for weekly or bi-weekly payments.

Immunization

Each student is required to have an updated immunization record on file. Students are required to have the following immunizations:

Diphtheria	4 or 5 doses
Pertussis	4 or 5 doses
Tetanus	4 or 5 doses
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	2 doses
HIB	4 doses
Hepatitis B	3 doses
Varicela (chicken pox)	1 dose or current lab immunity or reliable history of the disease

Unless given a waiver, students must receive these dosages for school entry.

Student Medications

Students who must take medication during school hours must comply with state and school district requirements.

- You must have a physician's statement giving authorization for your child to receive this medication from school personnel.
- Parents must bring medication in its original container. The label must state the student's name, dosage, time, prescription number, and the physician's name.
- Parents must complete and sign an authorization form for filing at the school office.
- Over the counter drugs (aspirin, Tylenol, cough medicine, etc.) will be treated the same as prescriptions.
- All medication shall be kept in a secure area.
- Emergency medications such as a bee sting kit or inhalers must be accompanied by your doctor's written directions for use.

Medical History

If your child has any special illness, allergy or other important medical history that might impact your child at school, please notify your child's teacher and the office secretary. A Medical Alert Plan must be written for any child that requires school staff to respond to your child in a prescribed manner. Any special supplies that your child needs to treat their medical condition at school should be brought to the office. It is the parent's responsibility to see that a plan is written and supplies are provided.

Parents will fulfill their obligation with respect to medical and physician orders including but not limited to eye glasses, hearing aids, or anything that will inhibit the student or peer learning.

Exclusion From School

Students contracting head lice, chicken pox, measles, mumps, impetigo, pink eye, or ringworm and other contagious disease will be excluded from school attendance. Students may return after the contagious period and ONLY upon approval from a physician. Students who are sent home will need to report to the office before they are permitted to go back to class.

Tutoring Forms

All students who want to participate in after school tutoring must complete a Tutoring Permission Form before the student may participate in tutoring. Students may **not** call home for permission to stay for tutoring. Students must be promptly picked up each session. Students who are not picked up on time will not be allowed to stay in tutoring.

Bus Forms

Parents must fill out and sign a Bus Contract at the beginning of the school year if their children are to ride the bus.

Bus Rules

Saginaw Preparatory Academy provides bus transportation in several Saginaw areas. To be able to use this transportation parents and students need to:

- Parents/guardian must fill out a Bus Transportation Contract each year.
- Students may only ride their assigned school bus and must board and depart from the bus at assigned bus stops.
- Student will not be permitted to ride unassigned buses for any reason, except as approved by the School Leader or bus supervisor.
- Student must use appropriate behavior in the loading room, on the bus, and while exiting the bus.

Saginaw Preparatory Academy's Bus Safety Rules

1. Students being transported are under the authority of the bus aide and driver.
2. Fighting, wrestling, throwing objects or loud activity is prohibited.
3. Students must remain seated while on the bus.
4. Students will not extend any body part or object through bus windows.
5. Students will converse in soft tones: loud or vulgar language is prohibited.
6. Students may not eat or drink on the bus or in the loading room.
7. Students will keep the bus clean, and must refrain from damaging the bus.
8. Students who are disrespectful or refuse to promptly obey a direction from the bus aide or driver may be denied bus transportation temporarily or permanently.

Student Conduct

"RESPECT OF ALL, SUCCESS FOR ALL!"

We believe that self-discipline is a very important character trait in young people for today's society. Self-discipline is a learned behavior and to learn self-discipline, one must first be disciplined. Here at Saginaw Preparatory Academy everything will be done decently and in order.

Students Rights and Responsibilities

Each student has the right to expect a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association as long as they respect those rights for their fellow students and the staff.

Students are expected to respect adults, each other, school property and rules. The entire staff is responsible for teaching; students are responsible for behavior and maintaining high standards of conduct.

Most students respond favorably to encouragement, understanding guidance and firm direction, all of which are routine in our classrooms. Behaviors that become more serious (disrupting the educational process or posing a danger to others) will be dealt with promptly. Disciplinary actions and consequences are designed to help students understand their role of responsibility in making appropriate choices. We work closely with parents when serious problems arise.

Understanding What Student Conduct Means

This statement very clearly spells out misbehaviors that will likely result in immediate removal from classes. These severe misbehaviors include:

1. Fighting, pushing or shoving with the intent to do harm (legally defined as "assault and battery"), regardless of "who started it".
2. Threatening/bullying other students and staff.
3. Extreme disrespect and disobedience, includes swearing, gesturing, or abusive language.
4. Walking out of the classroom or leaving a designated area without permission.
5. Illegal activities such as vandalism, stealing, or carrying prohibited substances or weapons.
6. Harassment: inappropriate behavior that is repeated or negatively impacts a student's educational, physical or emotional well-being.
7. Amorous Behavior: kissing, hugging and suggestive behavior is prohibited.
8. False Alarm and Bomb Threats: is a violation of state law and subject to prosecution.
9. Electronic Devices: are prohibited.
10. Gum, Candy, Pop, Juice and Sweetened Teas/Drinks etc., should not be brought to school and will be confiscated if found.

Student Conduct Violations may lead to suspension and or expulsion.

Saginaw Preparatory Academy is a "Violence Free" School

Each person at Saginaw Preparatory Academy has a right to a safe and orderly learning environment. Everyone needs to feel respected and protected here. No form of violence will be tolerated at our school. In order to achieve this goal, the staff at Saginaw Preparatory Academy uses the School Wide Information System (SWIS) to monitor, document, and file problematic issues and behaviors which are unacceptable for children to display, while at the same time teaching classroom lessons to students which will assist them to resolve conflicts peacefully. We have adapted a common definition of violence which states:

Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or possessions.

**Violence
Against Body**

Bullying
Hitting/Hurting

**Violence
Against Feelings**

Breaking a Confidence
Constant Criticism
Rumors
Sarcasm
Excluding from Group

**Violence
Against Possessions**

Vandalism
Stealing
Spoiling Work

Violence of any sort will not be tolerated at Saginaw Preparatory Academy.

Suspension

Actions will be left to the discretion of the school leader.

Possession/Use or Transfer of Alcohol, Tobacco, Drugs, and Weapons

The use, possession and/or transfer of alcohol, tobacco and drugs (including look-alikes and inhalants), drug paraphernalia, and weapons on school property, during school sponsored extracurricular activities, and school transportation will not be tolerated and will result in disciplinary action.

Possession of Electronics

Students are not permitted to bring/use hand-held gaming systems, (such as PSP's and DS's), cell phones, messaging devices, IPod's and MP3 Players on school premises or on bus.

If student is caught with any of these electronics, the electronic will be confiscated and the parent/guardian will have to retrieve it in person at the school. (Confiscated items will not be given to any staff member.)

Search and Seizure

To promote a safe environment, the school leader or teacher may search a student, student's desk, or student's backpack if there is reasonable suspicion that the student has any form of contraband, such as but not limited to alcohol, tobacco, drugs, weapons and electronics. If a search yields illegal or contraband material, findings will be turned over to the proper legal authorities.

Use of Technology

Because of the complexity of the technology available to Saginaw Preparatory Academy students, a separate listing of technology violations and consequences are provided.

The following activities are prohibited:

- Sharing student passwords with others or improper login as another student.
- Using unauthorized programs or accessing non-approved Internet sites.
- Saving data to the network storage drive without teacher permission.
- Bringing food or drink into technology areas.
- Physically damaging technology equipment.
- Physical playing in the computer lab
- Inappropriate handling of another student's computer
- Using district technology without staff permission.
- Failure to keep technology areas clean and in proper order.
- Printing material without permission.
- Breaking rules set up by staff specific to technology in that area.
- Electronic sabotage of district technology systems.
- Cyber-bullying

Technology Consequences

- Verbal Correction
- Loss of recess or other privileges
- Paying for parts and/or labor repairs if damaged was caused by a rule violation
- Partial or total restriction of school technology use
- Out of school suspension

Cafeteria Procedures

The following expectations for the cafeteria are:

- Remain quiet and orderly when entering/leaving the cafeteria
- Take seats at assigned tables and remain seated until given permission to leave
- All students must sit with their class unless directed differently by a staff member
- Moving ahead of others in the breakfast/lunch line is unacceptable
- Loud talking and noise are not appropriate behaviors
- Throwing food, paper, or other items is unacceptable.

- Respect adults in charge
- Raise hands if assistance is required
- Use good table manners at all times
- Students must pick up after themselves
- Five-Minute Rule
 - Students are called on by grade level to walk up quietly to get their breakfast/lunch trays, return to their assigned table to eat, and to remain seated and quiet for **five minutes** at their assigned table (this allows the students enough time to finish their nutritious breakfast/lunch).
- Eating breakfast or lunch outside of the assigned breakfast/lunch time is prohibited
- Students arriving after breakfast/lunch hours must be fed prior to arrival at school
- Breakfast ends at 8:20 a.m. No breakfast will be served after 8:20 a.m., with the exception of a late arriving bus

Birthday Recognition

Birthday recognitions may be held at school at the discretion of the school leader. Please contact your child's teacher for specific details. Invitations to private celebrations may be passed out at school only if every child in the classroom receives one or if every girl in a classroom receives an invitation to a girl's party and every boy in the classroom receives an invitation to a boy's party. Classroom parties will begin at 2:00 p.m. and end at 2:30 p.m.

Playground Procedures

The following rules are to be followed on the playground:

1. Playground equipment is to be used as designed
2. No rough play is allowed (fighting, play-fighting, kicking, pushing, use of play weapons, etc).
3. Rocks, sand, wood chips, and snowballs, etc. are not to be thrown on the playground or anywhere on the school premises.
4. Obey directions given by staff immediately.
5. Polite language and behavior is to be used.
6. No flips, cartwheels, or gymnastics are allowed.
7. Students must dress for the weather.
8. Students must stay in designated playground area and in sight of assigned adult.

9. No food is allowed on playground, including but not limited to candy and gum.
10. No climbing on fences is allowed.

Hallway Procedures

The procedure for walking down a school hallway is "Buckle Up, Voices Off and Walk on the right side of the hallway".

Selling Goods

No person is permitted to sell any item or service in school without the approval of the school leader. We have reserved the right for all money making sales at Saginaw Preparatory Academy to our school club groups, classes, or school activities. All sales or money making projects are to be scheduled through the school leader's office. No sales are to be made by any individual or group not school sponsored.