



Student/Parent Handbook
2025-2026 Academic Year

Superior • Performance • Academics

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Board of Directors

James Perkins – President

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Darlene Simpson - Member

Cierra Crudup - Member

Academy Authorizer
Saginaw Valley State University

Educational Service Provider

The Leona Group, L.L.C.

Board meetings are posted several days before the meeting. Meetings are held at the Academy on the fourth Monday of the month at 5:00 p.m.
Meetings follow the Open Meetings Act of the State of Michigan.

Mission Statement

Saginaw Preparatory Academy serves the community and its families through high quality education that goes beyond academic excellence, promoting social-emotional growth, and student empowerment.

Vision Statement

Saginaw Preparatory Academy will provide an environment that develops lifelong learners in both students and staff. We cultivate a climate and culture that focuses on positive choices, allowing all voices to be heard.

Our Values

The staff of Saginaw Preparatory Academy holds true to the following educational beliefs:

- Discover the joy of learning.
- Demonstrate courage, integrity and commitment.
- All children have worth and are capable of learning at high levels.
- Pursue high standards of academic excellence.
- Appreciate the richness of diversity.
- Family involvement is essential for student learning.
- All stakeholders are critical in the educational process.
- The educational climate must be conducive to both teaching and learning.
- Each student is a unique individual with special talents, strengths, and needs.
- All children need love, encouragement, and acceptance.

A major component of the educational program at Saginaw Prep is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others regardless of gender, race, ability or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family and in the school

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal items, including money. Students found with sums of money or other valuables may have these items taken. The school will then return the money or valuable item(s) only when the parent comes to the school office. Valuables such as jewelry or expensive games should not be brought to school.

Damage or loss of academy equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was

intentional, the student may be subject to further discipline.

PreK thru 8 Dress Expectations

Students come to school for the primary purpose of learning. Any fashion, dress, accessories or hairstyle that disrupts the educational process or presents a safety risk will not be permitted. The school uniform consists of:

- **Tops** - Any solid color "polo" shirt (long or short-sleeved) or Saginaw Preparatory Academy. Students may also wear long-sleeved t-shirts under their uniform shirts depending on their individual comfort level. Students may also wear any solid color sweaters.
- **Bottom** - Any colored bottoms, this includes uniform pants, jogging/sweatpants, and denim jeans without holes or distress. Leggings by themselves and distressed jeans/jeans with holes & tears are not acceptable. Shorts and skirts must be no more than 2 inches above the knee.
- **Shoes** - Sneakers are preferred at all times and required for PE and other athletic activities. Crocs and sandals are acceptable.

*SPA logo t-shirts & sweatshirts may be worn as part of the uniform

Hoodies and non-Saginaw Prep t-shirts are not acceptable. These may be worn **only** on non-uniform days. If hoodies are worn on non-uniform days, hoods are not allowed on student's heads. Non-compliance will result in disciplinary action.

Students who come to school out of dress code will call home for a change of clothing. Repeated incidents of non-compliance with the uniform expectations will result in disciplinary action. We ask that all families work with us to ensure their students are following the dress code. If you need assistance acquiring uniform clothing, please contact the school office.

Students should come to school dressed for the weather; in the winter, boots, hats and gloves are a necessity.

Attendance

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose privileges, and/or have their parents taken to court. All students are required to attend school the day of any extracurricular activities unless administration approves the absence. Examples: dances, programs and sporting events.

Verification of an excused absence will be accepted up to two (2) days upon the student's return to school. Students absent for four (4) or more consecutive days may require verification (e.g., a doctor's note on letterhead, obituary/funeral information, or evidence of long-term vacations). Absences documented after ten (10) days are all marked as unexcused pending interventions and communication with school leadership. Absences in excess of ten (10) days will require intervention at the school level that will include meetings, improvement plans, and attendance agreements. The Saginaw County Truancy Officer will be notified of excessive unexcused absences only after interventions have proven unsuccessful and there is no marked improvement in student attendance.

Excused Absences

Students may be excused for dentist, doctor or other medical appointments and for funerals. Saginaw Preparatory Academy encourages parents to make these appointments during non-school hours whenever possible. Students that are excused because of illness, suspension, medical appointment or funeral will have the opportunity to make up work (when possible) and tests that are missed.

Unexcused Absences

Any student who is absent for all or part of the day without legitimate excuse shall be considered truant. No credit will be given for any school work not completed as a result of truancy.

Notification of Absence

If a student is going to be absent, the parents should contact school 989-752-9600 as soon as possible and provide an explanation. In the event a parent cannot call, a written excuse should be provided. When no excuse is provided, the student is considered truant. Excessive or questionable absences will require attention from the school staff. We will work closely with our families to help the student improve attendance. An excused absence allows the student to make up all possible work in a reasonable amount of time, but it is the student's responsibility to obtain missed assignments. Some work may be impossible to complete outside of school and this may impact negatively on a student's grade. Skipping for all or part of a day is considered unexcused. No work can be made up and disciplinary action may also follow.

Dismissal Procedures

To ensure a safe and orderly dismissal process, the front doors will be locked at 2:45 p.m. to allow staff to prepare students for the end of the day. All early student pick-ups must be completed before 2:45 p.m. If there are any changes to your child's regular dismissal plan, please notify the school office no later than 2:45 p.m. Bus transportation will depart from the school promptly at 3:30 p.m.

Make-up of Tests and Other School Work

Students who have an excused absence from school or who have been suspended shall have the opportunity to make up work (when possible) that has been missed. This work should be completed within 3 days after returning to school. If a student misses a test due to an excused absence, arrangements should be made with the teacher to take the test. Standardized tests or other assessments should be arranged with the school leader.

Discipline

It is important to remember that the academy's rules apply going to and from school, at school, on school property, at school-sponsored events and on school provided transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the academy leadership's responsibility to maintain an orderly and safe learning environment. In all cases, the academy shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Eat meals separate from classmates
- Time with MTSS team or school leader
- Change of seating or location in classroom
- Lunch or after school intervention
- Kickboard (in grade K-8)
 - o Please see individual classroom/grade level expectations for more specific information

Saginaw Preparatory Referral Expectations Flowchart will be followed in determining actions to be taken based upon student behavior.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 days, and even longer term of suspension or expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for one school day or less without the possibility of a longer-term suspension or expulsion may not be appealed. Suspensions and expulsions can be appealed. Students being considered for suspension or expulsion are entitled to an informal hearing with the school leader or designee, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the school leader and an appeal hearing with the school leader will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for a long-term suspension (more than 10 days) or expulsion, a formal hearing is scheduled with the academy's board of directors. Parents/Guardians will be given written notice of the hearing and are asked to be present. The academy's board takes testimony from all parties and determines if a student is to serve a long-term suspension or be expelled.

Students involved in co-curricular and extra-curricular activities such as clubs or athletics can lose their eligibility for violation of the academy rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment/bullying.

If a student commits a crime while under the academy's jurisdiction, she/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten days or less, the school leader or designee will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the staff member will then provide the student the evidence supporting the charges. After that informal hearing, an administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified by phone or in writing within one day of the reason for and length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the school leader. The request for an appeal must be in writing.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- During the appeal process, the student shall not be allowed to remain in school.
- The appeal shall be conducted in a private meeting with the school leader, other appropriate staff, parent/guardian and student.
- When a student is suspended, he/she may make up work missed after the return to school or while on suspension.
- Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned
- A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence
- The time and place of the hearing meeting
- The length of the recommended expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians or counsel
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Threat Assessment and School Safety Policy

Our Commitment to Safety: The safety of our students and staff is our highest priority. Our academy uses a comprehensive threat assessment process whenever a student makes a threatening statement or exhibits concerning behavior. This is a school safety initiative, not a criminal process.

When Threat Assessment is Activated

Our process is triggered by:

- **Verbal threats** to harm self, others, or school property
- **Gestured threats** of bodily harm such as: finger guns, stabbing or slicing gestures (both direct or indirect)
- **Written/illustrated/digital threats** in assignments, social media, texts, or emails

- **Concerning behaviors** such as obsessive interest in weapons or violence, planning harmful actions, or significant behavioral changes with threatening language

Our Response Process

1. Immediate Safety Assessment

- Ensure the safety of all students and staff
- Secure evidence and implement safety measures

2. Investigation

- Interview the student who made the threat
- Interview any witnesses, including students and staff with relevant information
- Review student's history and consult with teachers/counselors
- Examine physical or digital evidence

3. Risk Evaluation

- Assess credibility and seriousness of threat
- Evaluate the student's intent and ability to carry out the threat
- Determine the risk level to the school community

4. Mental Health Screening (When Appropriate)

Depending on investigation findings, mental health screening may be conducted when:

- Student shows signs of mental health crisis
- Threatening behavior appears related to emotional/psychological concerns
- Professional assessment is needed to understand students' mental state

5. Safety and Support Planning

- Create individualized interventions based on findings
- Implement safety measures and monitoring
- Coordinate support services
- Establish clear expectations

6. Parent Notification

- Notify parents about the process
- Involve families in developing support plans
- Maintain ongoing communication

Our Approach

Our goals are to:

- Understand the circumstances behind threatening behavior
- Provide support for struggling students
- Prevent escalation before harm occurs
- Ensure community safety
- Connect students with helpful resources

Confidentiality

Information is shared only with:

- Parents/guardians of involved students
- Essential school personnel ensure safety
- Mental health professionals providing services
- Law enforcement, when necessary or legally required
- Other parties necessary for school safety

Consequences and Follow-Up

Outcomes are based on threat nature, student intent, and safety needs, and may include:

- Counseling and mental health support
- Safety planning and monitoring
- Disciplinary actions per school policy
- Temporary removal pending assessment
- Community resource referrals

How You Can Help

Students: Report concerning behavior to trusted adults. Seek help if struggling.

Parents: Maintain open communication with your child. Contact the school with concerns. Support safety initiatives.

Conclusion

Our threat assessment process maintains a safe learning environment while supporting students in need. This educational safety initiative helps identify concerns early and provides appropriate intervention and support.

This policy is implemented in accordance with state and federal guidelines for school safety and threat assessment best practices. The policy is reviewed annually and updated as needed to reflect current research and legal requirements.

Student Discipline Code

The academy board has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list.

It is the academy staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the academy's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Use of Drugs

The school has a “Drug Free” zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look alike drugs is prohibited. This includes nonalcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.

Use of Breath Test Instruments

The school leader may arrange for a breath test for blood alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on academy property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of academy rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

Use of Metal Detector Scanner

At Saginaw Preparatory Academy, the safety of our students and staff is our top priority. To maintain a secure environment, our trained security staff may use a metal detector wand when necessary. This tool helps detect unauthorized or potentially harmful metal objects without physical contact. Its use ensures that our school remains a safe place for learning and personal development. If you have any questions or concerns, please contact the school administration.

Use of Tobacco

Smoking and other tobacco uses are a danger to a student’s health and to the health of others. The academy prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

Student Disorder/Demonstration

Students will not be denied their rights of freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student feels there is a need to organize some form of demonstration, s/he is encouraged to contact the school leader to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a Weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type elements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion.

Use of an Object as a Weapon

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Arson

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Physically Assaulting Staff Member/Student/Person Associated with the Academy Physical assault on a staff member, student or other person associated with the academy which may or may not cause injury, injury to a staff member may result in charges being filed and subject the student to suspension/expulsion.

Verbally Threatening Staff Member/Student/Person Associated with the Academy Any statement or non-contact action that a staff member, student or other person associated with the academy feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.

Extortion

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations could result in suspension/expulsion.

Gambling

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of School Work, Identification or Forgery

Forgery of school passes and excuses as well as I.D.'s, is forms of lying and are unacceptable. Plagiarism and cheating are also forms of falsification and subject the student to penalties and possible disciplinary actions. Violations could result in suspension or expulsion.

False Alarms and False Reports

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and those in the building. What may seem like a prank, is a dangerous stunt. Violations could result in suspension or expulsion.

Explosives

Explosives, fireworks, and chemical reaction objects such as smoke bombs, poppers, etc. are forbidden and dangerous. Violations could result in suspension or expulsion.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access to school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the school leader. Violations could result in suspension or expulsion.

Theft

When a student is caught stealing school or personal property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring valuable items to school that are not needed for learning without prior authorization from the school leader. The academy is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience

School staff is acting "*in loco parentis*," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Persistent Absence or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse, such as illness, doctor appointment or funeral. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension or other disciplinary action.

Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations could result in suspension or expulsion.

Refusing to Accept Discipline

The academy may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes inappropriate touching or any other contact that may be considered sexual in nature. Such behavior may result in suspension or expulsion.

Possession of Electronic Equipment

The school supplies the electronic equipment necessary in school. Students are not encouraged to bring cell phones, iPods, tablets or other electronic equipment to school. If students bring this equipment to school, they are expected to surrender it for safekeeping at the beginning of the day. It will then be returned before the child is dismissed at the end of the day. Any personal electronic equipment used or visible during class will be confiscated and disciplinary action will be taken. The property will be returned only to a parent. Violations could result in suspension or expulsion. The academy is in no way responsible for any equipment lost or stolen.

Violation of Individual School/Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safety and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the Academy. Persistent violation of rules could result in suspension or expulsion.

Disruption of the Educational Process

Any actions or manner of dress that interfere with academy activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletics and performing arts events. Violations could result in suspension or expulsion.

Harassment/Bullying

The academy believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or staff members or other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment/bullying could result in suspension or expulsion. (Act 451 Section 380.1310b). Conduct constituting harassment/bullying may take different forms, including but not limited to the following:

Sexual Harassment

Verbal: Making written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the academy.

Nonverbal: Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the academy.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at the same, including petting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the academy.

Gender/Ethnic/Religious/Disability Harassment

Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member or other person associated with the academy. Conducting a campaign of silence toward a fellow student, staff member or other person associated with the academy.

Nonverbal: Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the academy.

Physical: Any intimidating or disparaging action such as hitting, hissing or spitting on a fellow student, staff member or other person associated with the academy.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the academy should make contact with the school leader or another person listed as available to students to report any harassment/bullying incident.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person/s that he/she believes to be responsible for the harassment/bullying and the nature of the harassing/bullying incident(s). A written summary of each report will be promptly prepared and a copy forwarded to the school leader.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the academy threaten or retaliate against anyone who raises or files a harassment/bullying complaint.

Possession of a Firearm

In compliance with state law, the academy shall permanently expel a student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in an academy

building or on academy property, including school buses and other school transportation.

- A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.
- Disabled students under IDEA or Section 504 shall be expelled only in accordance with academy policy and federal due process rights appropriate to disabled students.
- A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the academy office.

Criminal Acts

Any criminal acts taken at or related to the academy will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy when school rules and the law are violated.

Saginaw Preparatory Academy reserves the right to address each and every student behavior concern individually. Each student is unique and each incident merits its own weight. Our ultimate goal is to provide a safe and orderly learning environment where students can thrive academically, socially, emotionally and behaviorally.

Student Medication Policy

Physicians may prescribe medication to be administered during school hours. Such medication should be in an original container with a child-proof cap and labeled with:

- Student's Name
- Doctor's name
- Name of medication
- Instructions regarding dosage and time to be administered

Parents may also give children cough medicine, allergy medications, etc. that is to be taken during the time a child is in school. **All medications must be taken to the school office**, given to the school office staff along with clear written instructions. Medications of this nature should be in the original container and bear the child's name.

Under no circumstances should a child keep possession of any medication.

Parents will be asked to sign a medication policy sheet authorizing the school officials to administer the medication. The parent must notify the school immediately in the event the medication is to be

discontinued.

The parent also agrees to release Saginaw Preparatory Academy and its employees from any liability or damage which may result from the administration of said medication as prescribed by the physician. The school maintains records of who administers the medication and when it is administered.

There is also a *Medication Prescriber/Parent Authorization Form* that has to be filled out by the physician and parent. This form is kept on record in the school office. ALL medications given to students are documented in a log and include the dosage given, time, date and authorized administrator, any reactions or responses by student and errors that may have occurred, such as dropping one of the tablets on the floor. Any medications requiring refrigeration are kept in a special refrigerator in the office under lock. The school maintains instructions regarding asthma emergencies and diabetic emergencies.

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), Fox 66 (Fox), and WEYI TV25 (NBC).

The school's phone messaging 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.

Internet/Student Use Technology

The use of Saginaw Prep's technology and internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and possible school discipline in accordance with the Saginaw Preparatory Academy discipline policy

Technology Expectations

- Be polite. Do not be abusive in any message to others.
- Use appropriate language. Do not use profanity, obscene comments, sexually explicit material, and expressions of bigotry, racism or hate. Illegal activities are strictly forbidden.
- Do not reveal personal addresses or telephone numbers of others.
- Do not use the network in such a way that you would disrupt the use of the network or other users.

Technology Security

- Under no circumstances should you give anyone your password.
- Do not reveal your personal address or telephone number.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet/Student Use Technology.

- Parents/Guardians have the right to appeal any restrictions or access privileges.

Technology Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy electronic information including data or equipment.
- Uploading or creating computer viruses is considered vandalism.

Rules and Code of Ethics

- The student will use the internet/ technology in the manner prescribed by their teacher.
- The student should act honorably and in a manner consistent with ordinary ethical obligations.
- The student will not make unauthorized copies of software in accordance with the copyright laws.
- The student will respect the rights and privacy of other authorized users.
- The student represents his/her school and should do so in ways that are positive.

Saginaw Preparatory Academy is not responsible for the accuracy or the quality of information obtained through the Internet. Under penalty of law students may be subject to criminal sanctions, if by means of signs, signals, writing, images, sounds or data, they threaten, intimidate, abuse or harass another person through electronic mail or other computerized communication system.

Students and parents need to agree to responsible use of school technology. Students and parents will be asked to sign an Acceptable Use Policy before use of the internet/student use technology will be allowed.

Visitor Check-in Procedure

To ensure the safety of our students and staff, all visitors to Saginaw Preparatory Academy must check in at the front entrance. Visitors are required to present a state-issued ID upon arrival. This procedure helps us maintain a secure and welcoming environment for everyone. Thank you for your cooperation.

Dismissal

Parental Involvement

Saginaw Preparatory Academy believes that parents are partners in the education of their child. We believe that parent involvement is an important component in school success. In order to encourage parents in their partnership with Saginaw Preparatory Academy, we ask parents to volunteer in classrooms, field trips etc.

Parent & Community Team of Saginaw Preparatory Academy

We encourage parents to become an active part of the Parent & Community Team (PCT) by

volunteering for classroom projects, field trips, student recognition/celebration events, fundraising and other school related activities. These meetings sometimes have organizations/agencies as guest speakers to provide our families with valuable information. We hope all Saginaw Preparatory Academy families will become active members of the PCT. The PCT meets several times throughout the year and serves as an advisory group for the school leadership and improvement teams.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school owned buses as well any contracted transportation. The driver or bus aide may assign seating or direct students in any reasonable manner to maintain transportation safety. The bus aide has the right to have a student removed from the bus if deemed necessary. Students must comply with the following basic safety rules.

Riding a school bus is a privilege. It is expected that students will behave themselves while on the bus or at the transfer station. Violations of Saginaw Preparatory Academy's expectations may result in discipline that can include "loss of bus privileges", suspensions from the bus and/or school, and in severe cases expulsion.

Previous to loading (on the road and at school)

Each student shall:

- Be on time at the designated bus stop or loading zone 10 minutes prior to scheduled stop
- Stay off the road at all times while walking to and waiting for the school transportation
- Line up single file off the roadway to enter
- Wait until the school transportation vehicle is completely stopped before moving forward to enter; or exit
- Go immediately to a seat and be seated
- It is the parent's responsibility to inform the academy when their child will **not** be using school transportation. The bus will not wait.

Educational Development Plan

6th thru 8th grade students will create and annually update their Educational Development Plan (EDP) online. The EDP is an action plan regarding course selection that focuses the students toward their future and lifelong learning. Elements of the EDP include: personal data, career goals, education goals, assessment results, career exploration, course selection, and parental endorsement. Since each student will have an online account, the EDP may be accessed at any time using their Xello account by entering a student username and password, available from the elective teacher. Students will be provided time once a week to complete their EDP and learn more about life skills that will support their success as students and young adults.

The Michigan Merit Curriculum (MMC) legislation (P.A. 141 of 2007) states that "The board of a school district or board of directors of a public school academy shall ensure that each pupil in Grade 7 is provided with the opportunity to develop an EDP, and that each pupil has developed an EDP before he or she begins high school. An EDP shall be developed by the pupil under the supervision of the pupil's school counselor or another designee qualified and selected by the high school principal

and shall be based on a career pathways program or similar career exploration program.”

The first step in developing an individualized approach to learning is the EDP. An EDP documents an ongoing process in which a learner identifies both career goals and a plan of action to achieve them. The EDP does not take the place of either an Individualized Education Program (IEP) or a Personal Curriculum (PC) modification.