



## **STUDENT HANDBOOK**

# **SET YOUR PATH**

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## **INTRODUCTION**

It is our pleasure to welcome you to Covenant House Academy. The days you spend here have the potential to be some of the most important and impactful days of your life. Our goal is to do everything possible to help you earn your diploma and prepare you for further education and the world of work. As a student at Covenant House Academy, you are expected to conduct yourself in a manner that brings great pride to yourself, your family, and your school. Students at Covenant House have the opportunity to participate in quality academic and co-curricular programs. The Covenant House staff desires to assist you in every way possible to assure a positive and successful high school experience.

## **MISSION**

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

## **SCHOOL CALENDAR**

For the most current Covenant House Academy Calendar, please reference the school website at [www.covenanthouseacademy.org](http://www.covenanthouseacademy.org).

## **DAILY SCHEDULE**

<b>Monday – Friday+</b>	
Breakfast	8:30 AM -- 8:55 AM
Curriculum Work	9:00 AM – 10:00 AM
Break	10:00 AM – 10:15 AM
Curriculum Work	10:15 AM -- 11:15 AM
Guided Study Activity	11:15 AM—11:45 AM
Lunch	11:45 PM -- 12:15 PM
Curriculum Work	12:15 PM -- 1:15 PM
Break	1:15 PM—1:30 PM
Curriculum Work	1:30 PM—2:30 PM

## **ENROLLMENT INFORMATION**

### **A. Enrollment**

Applications are accepted through the year at Covenant House Academy for students aged 15-22 years. Enrollment packets are available at the school main office, or on the school website ([www.covenanthouseacademy.org](http://www.covenanthouseacademy.org)). The enrollment and re-enrollment of students will follow Michigan Law. If there is a waiting list of students who want to attend the school, a student who wishes to enroll will be placed last on the waiting list.

### **B. Non-Discrimination Policy**

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

### **C. Withdrawal**

Students are expected to attend during the days and hours that the School is in session. A student may withdraw by providing written notice of withdrawal. The school may drop withdraw a student with seven (7) consecutive absences or chronic poor attendance (below 50%).

### **D. Re-enrollment**

A student withdrawn based on the criteria indicated who wishes to re-enroll will be placed last on the waiting list. If the school does not have a waiting list, students may re-enroll on scheduled enrollment dates.

## **STUDENT RESPONSIBILITIES**

### **A. Absences (Excused and Unexcused)**

**Unexcused** absences will be recorded and counted toward the withdrawal requirements.

**Excused** absences shall be limited to the following criteria:

1. Illness with a signed medical statement
2. Recovery from accidents
3. Required court attendance
4. Death in the immediate family
5. Observation or celebration of a bona fide religious holiday
6. Suspension

Upon returning to school, students shall provide appropriate documentation for the excused absence(s) to the School's Secretary. An absence for anything other than the above-noted criteria shall be deemed an **unexcused** absence.

### **B. Tardiness**

Students are expected to be present, seated and ready to work at the beginning of each class period to enable effective instruction and learning, and prepare students for future careers. Excessive tardiness impedes learning and may result in disciplinary consequences.

### **C. Check-In Procedure**

Students arriving to school after the start of the school day are required to sign in at the main school office, where they will be given a pass to be admitted into class.

### **D. Check-Out Procedure**

When it becomes necessary to leave the immediate school property during the school day, students are required to "check out." Leaving without permission at any time for any reason during the school day will result in disciplinary consequences, up to and including suspension.

1. Any student leaving school at any time, other than their scheduled time, must check out with the main office or the Attendance Officer.
2. If a parent needs to check their student out during the day, the student should come to school with a note indicating the time at which they are to be dismissed. The note should be delivered to the main office Attendance Officer when the student arrives at school. Parents may also come to the main office to check the student out. (Please try to arrive approximately ten minutes before you need to leave the school to allow your student to be called from class.)
3. A check-out pass will be prepared for the student in advance of their early dismissal. Before leaving, the student must sign out at the main office or with the Attendance Officer.

### **E. After-school Activities**

Students must be in attendance for the last three periods of the school day to participate in after-school activities. Any exceptions for special circumstances must be approved by the Administrator

### **F. Policy to Correct an Attendance Error**

A student who has reason to believe that their attendance has been marked incorrectly for a particular class should first work to resolve the matter with the appropriate teacher. Any concerns that cannot be resolved after talking with the teacher should be brought to the attention of the Administrator in a timely manner.

### **G. Transfer and Withdrawal**

If a 15-17-year-old student plans to transfer to another school or to withdraw from school, this student must have their parent/guardian come to the main office to sign a withdrawal form. Those students who are 18-22 years old must come to the main office to sign a withdrawal form; parents will be notified of their withdrawal if listed in enrollment paperwork.

## **STUDENT BEHAVIOR AND DISCIPLINE**

Students deserve a school environment that is safe, respectful and conducive to learning. Students are expected, therefore, to exhibit courtesy and respect with fellow students, staff members, and visitors. Any behavior which is disruptive to the school or threatens the safety and well-being of others cannot be tolerated.

### **A. Guiding Principles**

**Students are expected to...**

- Behave in a manner that protects the health and safety of themselves and others
- Attend school regularly and on-time
- Show respect for others and school property
- Use proper language at all times
- Exhibit self-discipline
- Put forth academic effort
- Follow staff instructions and school guidelines

### **B. Dress Code**

Dress or grooming which is distracting to or disruptive of the educational process is prohibited. The school administration and staff will uphold the following regulations:

1. Extremes of dress, sleepwear, immodest clothing, excessive make-up, and extreme hairstyles are inappropriate.
2. All head coverings, hats, hoods, ski bands, bandanas, headdresses, sunglasses, and personal hair grooming items are not to be worn in the building and should remain off until the end of the school day (unless worn for a religious nature). Students must remove their headwear upon entrance to the building.



3. Clothing such as shorts, skirts, skorts and dresses must be hemmed and must extend to the end of the student's fingertips.
4. Any clothing that advocates objectionable material, illegal activities or displays profane language is prohibited.
5. Shoes or other appropriate footwear must be worn at all times (no slippers or flip flops). Staff may determine the appropriateness of a student's footwear based on specific class activities.
6. Undergarments should not be visible.
7. Students who wear pants must have them pulled up to the waist.
8. Sharp or pointed stud-like jewelry of any kind is prohibited. Wallet chains are not permitted.

Students unsure of the appropriateness of their clothing should consult with the building Administrator.

**The school Administrator will make the final decision regarding any dress code question.**

**Consequences:** Students not dressed appropriately may be sent home or denied entry to school if the dress code violation is deemed extreme, or may be sent to the office and held out of class until the violation is corrected. Repeat violations will result in disciplinary action ranging from detention to suspension.

### **C. Code Of Conduct**

- Students have the responsibility to comply with all of the rules of the Code of Conduct and Discipline established by the school and the school district. No student has the right to disobey rules established for responsible conduct and a safe and effective learning environment.
- School Faculty members have the responsibility to understand and enforce student rules of conduct, school regulation, and assist students in achieving responsible behaviors in the classroom and in the school.
- Parents have the responsibility and opportunity to work together with the school staff and administration during the support and discipline process. This parental involvement is essential to the educational and emotional development and success of the student.
- Discipline should be progressive in attempts to change the improper behavior of students
- Progressive discipline means that constructive assistance and progressive consequences should be established for those students who continue to violate the same school rule, as well as those students who continue to demonstrate disruptive behaviors in the classroom and in the school.
- Progressive penalties stated for specific infractions in the high school Code of Conduct are for the purpose of changing improper behavior
- Restorative practices will be considered as an alternative or in addition to suspension or expulsion. Restorative practices may include victim-offender conferences that are initiated by the victim or victim's parent or guardian. Restorative practices may result in consequences such as apologizing, community service, restoration, counseling, or restitution.

School rules apply to all conduct:

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

5. outside of school, but impacting other members of the school community

**Categories of Misconducts & Range of Consequences**

The following are fundamental areas of misconduct for which students may be disciplined. These rules are intended to assure the safety and success of every student of Covenant House Academy.

<b>Violation</b>	<b>Range of Consequences</b>
Possession or storage on school property of weapons, explosives, or items that endanger health or safety. Public Act 211 (December 1987) prohibits the possession of dangerous weapons by the students in Michigan schools. The Act also provides procedures to be followed if a dangerous weapon is found in the possession of a student.	Suspension to Expulsion
Fighting or provoking a fight.	5-day Suspension to Expulsion
Physical attacks or verbal threats to school personnel, school officials, other students, or visitors to the school.	Suspension to Expulsion
Extortion or issuing threats to another to obtain money, favors, or the possession of another person.	Suspension to Expulsion
Unsafe or reckless driving on school property.	Warning to Expulsion
Violating the bus conduct rules established by the city's transportation department.	Warning to Suspension
Causing a false fire alarm or bomb threat.	Suspension to Expulsion
Continual or persistent annoyance, disrespect or harassment of a student or school employee.	Warning to Expulsion
Manufacturing, possessing, using, selling, or distributing illegal drugs, marijuana, drug paraphernalia, alcoholic beverages, or illicit chemical substances.	Suspension to Expulsion
Being under the influence of alcohol, illicit drugs, or chemicals not intended by the manufacturer for ingestion. Smelling of marijuana.	Denial of Entry to Suspension
The possession, sale, distribution, misuse, and/or use of tobacco, look-alike drugs, steroid drugs, or performance-enhancing drugs.	Suspension to Expulsion
Distributing, selling, or improperly using over-the-counter medicines, prescription drugs, or substances not intended for improper body absorption or ingestion.	Suspension to Expulsion
Acts of civil disobedience, violating the civil rights of others, interfering with the educational process, or disrupting the order of the school.	Warning to Suspension
Verbal attacks against students, school officials, school personnel, and/or school guests.	Warning to Expulsion
Persistent disobedience and/or breaking school rules and regulations.	Suspension to Expulsion

Using profane and/or obscene language and/or gestures.	Warning to Suspension
Defying the lawful instruction and/or supervision of school district personnel.	Warning to Suspension
Cheating in connection with scholastic and school activities.	Loss of Credit. Detention to Suspension
Refusal to furnish proper identification when requested to do so by school authorities.	Suspension
Dress, adornment, or grooming which disrupts the educational process, violates reasonable standards of safety, health, hygiene or decency.	Warning to Suspension
Adornment that can be used as a weapon.	Warning to Suspension
Visiting another school during the school day without permission from the home school and the receiving school. Causing disruption at another school.	Warning to Suspension
Improper displays of affection.	Warning to Suspension
Theft of property from students, school staff, or the school. Possession of stolen property.	Suspension to Expulsion; Restitution
Misuse of books, materials, facilities, and/or equipment. Defacing, damaging, vandalizing, or destroying school or personal property.	Restitution; Suspension to Expulsion
Trespassing or unauthorized entry or presence in a school building or facility.	Suspension to Expulsion
Gambling while under the jurisdiction of the school.	Detention to Suspension
Loitering on or around school property.	Warning to Suspension
Disruptive behavior in the classrooms or school facilities.	Warning to Suspension
The use of electronic entertainment devices other than prescribed by the school.	Warning to Suspension
Insolent or defiant behavior toward faculty and/or support staff.	Detention to Suspension
The commission of participation in unlawful activities defined by the State of Michigan; or the violation of local laws and ordinances while in a school building, on school property, at or on the way to or from school-sponsored events.	Suspension to Expulsion

#### **D. Anti-Bullying and Harassment Policy**

The Covenant House Academy board of education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the board of education prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

## **Definition**

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child’s imminent safety or over-all well-being may be at issue.

“Bullying” is conduct that meets all of the following criteria:

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

“Harassment” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

## **On School Grounds and Off School Grounds**

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school

premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially significant or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

### **Bystander/Passive Support**

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

### **Reporting**

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

### **Investigation**

The CHA board of education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

### **Reprisal or Retaliation**

The CHA board of education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

### **False Accusations**

The CHA board of education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee

found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

#### **E. Suspension & Expulsion Procedures**

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights as mandated by the State of Michigan will be observed.

##### **SUSPENSION**

1. No suspension shall exceed ten (10) school days without a disciplinary hearing.
2. The Administrator must give written notice of the intention to suspend and the reason for the suspension to the student.
3. The student shall be given the right to appear at an informal hearing before the Administrator and has the right to challenge the reasons for the intended suspension or otherwise provide his/her explanation. The hearing can happen immediately after the incident and can take place anywhere – hall, office, classroom, etc.
4. The written notice of suspension shall be sent or given within one calendar day to the parent/guardian unless the student lives independently.
5. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Sr. Administrator/Educational Service Provider (ESP).

##### **LONG-TERM SUSPENSION OR EXPULSION**

1. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions or expulsion
2. The Administrator shall provide the student and the parent/guardian written notice of expulsion after a disciplinary hearing. The notice shall include reasons for the expulsion..
  - a. The student and parent/guardian shall have an opportunity to appear, upon request, before the Board of Directors to challenge the expulsion or otherwise explain the actions that led to the intended expulsion.
3. A written notice shall state the time and place to appear which shall not be less than three (3) days or more than five (5) days after the notice of intent to expel is given.
4. The Board may grant an extension of time. If granted, the Administrator must notify all parties of the new time and place of the meeting.
5. An expelled student may request a re-admission hearing after 90 calendar days.
6. The student and parent/guardian of any student will be notified, in writing, in the event the student fails to attend the re-admission hearing.

#### **F. Special Education Long-Term Suspension & Expulsion Procedures**

Before a student with special education services may be suspended or expelled for more than ten (10) school days, and Individual Education Program Team (IEP Team) shall be convened to conduct a manifestation determination. The process and procedure for the manifestation determination can be found in the document titled **Discipline Procedures for Students with Disabilities** which is available on our school website.

#### **G. Student Grievances**

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

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

#### **H. Student Right of Expression**

Students have the right, protected by the First Amendment, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges or other insignia, except expressions which:

- are obscene.
- are libelous;
- are pervasively indecent or vulgar;
- advertise any product or service;
- constitute insulting or fighting words, the very expression of which injures or harasses other people;
- present a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations or the commission of an unlawful act.

##### Procedure

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

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

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

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

## **ACADEMICS**

### **A. Academic Honesty Guidelines**

We at Covenant House Academy believe that an essential element of our intellectual goal of academic excellence is honesty. Academic honesty is based on respect for individual achievement that lies at

the heart of any school. This requires that students produce work that is completely their own or that correctly acknowledges the contributions of other people and sources.

**Examples of Academic Dishonesty:**

- Using notes, aids, or another student's assistance to complete a test, project or other assignments in a way other than what the teacher has allowed
- Looking at another student's test, answer sheet, or other materials during a test period
- Copying from, or allowing another student to copy from, a test, homework, or course work which is not intended to be group work
- All types of plagiarism including:
  - Omitting quotation marks and citations for directly quoted material (whether from a book, magazine, internet source, or other writer)
  - Omitting bibliographical references either in the text or on a source page at the end of the document
  - Using an author's ideas by paraphrasing (rewording and/or rearranging words and ideas) without proper citation

**Consequences:**

Violating the Academic Honesty Guidelines may result in not being able to participate in our student activities such as dress-down days, events, etc. and/or other programs in addition to the following:

**First Offense:** Zero credit for the assignment and a record of the offense in the student's disciplinary file. The parent and student will be notified of possible consequences if violations continue.

**Second and subsequent offenses:** Further record of the offense could result in suspension and/or the entire course being reset.

**B. Graduation Requirements**

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

Other requirements for graduation include:

- Testing – In order to satisfy their graduation requirements, all students must successfully take and cooperate on all:  
State tests (SAT, M-Step & WIDA)  
District Assessments (NWEA & Work-Keys)



- Earning all credits of the prescribed academic curriculum
- Successful completion of an EDP (Educational Development Plan)

**C. Transferring Credits**

Student credits from former high schools transfer to Covenant House Academy. CHA cannot, however, guarantee that all credits can be used toward graduation requirements. A “Request for Records” will be sent to the previous school. If a student has an official transcript, it is recommended that he/she attach it to the initial application or submit it to the main office.

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

**D. Schedule Change**

Students must report to and remain in scheduled classes, except when issued a written pass by the teacher or an administrator. Only the Administrator or Counselor may make schedule changes. If the lab enrollment size can be maintained, the student, parent/guardian, staff members and teachers affected by the change will meet to determine if a change is to take place.

Changes will NOT be made because of personal judgments or feelings about instructors or classes.

**E. Academic Progress**

The academic year is divided into 5 quarters of 7 weeks each. Students are expected to complete at least 2 courses per quarter. If a student finishes one course early, they will devote the additional time to completing the remaining courses in their schedule. In most cases, new classes will be assigned in the next quarter unless a student completes all their classes before the end of the quarter.

**F. Academic Requirements**

Only credits that apply to CHAD (and the State of Michigan) graduation requirements should be used to determine a student's grade level. They are as follows:

- ✓ 0-4.5 credits – 9<sup>th</sup> Grade
- ✓ 5-9 credits – 10<sup>th</sup> Grade
- ✓ 9.5-13.5 credits – 11<sup>th</sup> Grade
- ✓ 14-18 credits – 12<sup>th</sup> Grade

In order for a student to graduate from Covenant House Academy, a student needs to successfully earn 18 credits as mandated by the Michigan Department of Education. Below is a course map listing those requirements.

**GRADUATION REQUIREMENTS**

Students must earn a minimum of 18 credits for graduation:

**LANGUAGE ARTS** (Grades 9, 10, 11 & 12)

**4.0 Credits**

**MATHEMATICS****4.0 Credits**

- 1.0 Credit Algebra 1(or equivalent)
  - 1.0 Credit Geometry
  - 1.0 Credit Algebra 2 (or equivalent) Prerequisites Algebra I, Geometry
  - 1.0 Credit Financial Math, Math related CTE or other Math related Course.
- \*Pre-Algebra may be taken in the 9<sup>th</sup> Grade for Credit

**SCIENCE****3.0 Credits**

- 1.0 Credit Physical Science or Chemistry or Physics
- 1.0 Credit Biology/Life Science
- 1.0 Credit Elective Science or approved Computer Science program or formal Career and Technical Education (CTE) program or curriculum.

**SOCIAL STUDIES****3.0 Credits**

- 1.0 Credit World History
- 1.0 Credit US History
- 0.5 Credit Economics or Financial Literacy
- 0.5 Credit Civics or Government

**WORLD LANGUAGE****2.0 Credits**

- 2.0 Credits World Language or
- 1.0 Credit World Language and 1.0 credit CTE or
- 1.0 Credit World Language and 1 credit of Visual Performing Arts in addition to required VPA

**PHYSICAL EDUCATION/HEALTH****1.0 Credit**

- 0.5 Credit Health
- 0.5 Credit Personal Fitness

**VISUAL, PERFORMING AND/OR APPLIED ARTS 1.0 Credit****TOTAL 18 Credits**

**\*Students may take more than 18 credits as long as they have not yet met the requirements for graduation.**

Unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services, as a requirement for graduation, a high school student must participate in all state, federal and District academic testing programs in which the student is eligible to participate and which the School District is required to administer. Any deviation from this requirement must be approved by the Superintendent or his/her designee. Any student enrolled in a testing window must take that test to graduate unless he/she has a waiver. Students will not be allowed to continue in their courses until they have completed the test.

**G. Personal Curriculum**

At times it may be appropriate to use a personal curriculum (PC) option to modify the Michigan Merit Curriculum (MMC) requirements. Students are entitled to personal curriculum modifications in order to:

- 1) Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits; or completing a CTE formal career and technical education program.
- 2) Modify the State Content Standards for Mathematics.
- 3) Modify, when necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- 4) Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

## **SCHOOL FACILITIES**

### **A. Hours of Operation**

Covenant House Academy opens at 8:30 A.M. and closes at 3:30 P.M., Monday through Friday.

### **B. Smoking**

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

### **C. Safety Procedures – Fire and Tornado**

The high school has an organized program to provide safety and assistance in case of school or community emergency. Specific directions for vacating the building and for passing to refuge areas are posted in each room, and other appropriate areas. Should the need arise to report a real fire, students should seek assistance from the nearest staff member or the school office IMMEDIATELY before tripping the general alarm.

#### **1. General Procedures in case of Fire or Fire Drills:**

- At the sound of the alarm, pupils must stand at once.
- The teacher will give the order to vacate the room, using the designated route.
- Pupils will stay in group formation throughout the entire drill.
- Students must not stop for books, clothing, snacks, etc.
- Students should walk, not run. There should be no pushing, shoving, or talking. No laxity of discipline will be permitted.
- The first students outside the building should not stop until the entire group is at least 200 feet from the building.

#### **2. General Procedures for Tornado Alert:**

- At the sound of a rapid series of bells, students must listen for instructions.
- Students should follow the directions of the teacher to the nearest point of safety.
- Students outside the building should enter the building as quickly as possible, enter the nearest classroom and follow the teacher's instructions.

### **D. Parking**

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

#### **E. Transportation**

The school does **not** provide transportation; however, it is easily accessible by public transportation.

#### **F. Visitors**

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

All visitors are required to report to the front desk and sign in upon arrival. Visitors must pre-arrange any meetings or visits with teachers or the Administrator before entering the building. Visits should be limited to one half-hour (½ hour) unless other arrangements have been made for an extended period of time. When parents are visiting, we ask that they not attempt to have a parent-teacher conference while students are in lab sessions.

Students who are not enrolled at CHA are not permitted on the premises without the express permission of the school administrator.

#### **G. Public Attendance at School Events**

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

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

#### **H. Emergency Phone Calls**

Students may give the school's phone number to relatives for **emergency purposes only**. The main office will take a message and forward it to the student as soon as possible. Students will be instructed to speak with the teacher or Administrator if they have special circumstances.

#### **I. Cell Phones**

In order to create a positive and productive environment, students are prohibited from using cell phones or other electronic communication devices (ECD) during class unless given specific permission from the Administrator or teacher. (This includes during school-sponsored trips.) Failure to put away the phone when instructed by school staff may result in detention or suspension.

Students are prohibited from using ECDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

**No expectation of confidentiality will exist in the use of ECDs on school premises/property.** ECDs in School custody will not be searched or otherwise tampered with unless school official reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules.

The school is not responsible for loss, theft, damage or vandalism to student cell phones, ECDs, or other student property.

We ask that parents do not text or call their student's phone during school, and please contact the main office to deliver important or emergency messages. If necessary, students will be allowed to use school phones.

**J. School Closing**

Should it be necessary to close Covenant House Academy for weather or other unforeseen emergencies, information will be provided over local radio, television stations, and the Internet.

**K. Change of Address/Phone Number**

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

**SAFETY**

**A. Reporting Injuries**

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

**B. Harassment**

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

COMPLAINT PROCEDURES: If students, their Parent(s)/Guardian(s), or anyone else on their behalf, believe they have been subjected to discriminatory harassment, including but not limited to harassment related to the student's sex, sexual orientation, gender, gender identity and expression, or pregnancy by school district elected officials, employees, other students, or third parties doing business with the school, it should be immediately reported to the building Principal, guidance counselor, or Title IX Coordinator or, in the case of a Board Member, to the Superintendent or Title IX Coordinator:

Title IX Compliance Coordinator  
Covenant House Academy  
1450 25<sup>th</sup> St.  
Detroit, MI 48216

**C. Drug-Free School**

In accordance with Federal Law, Covenant House Academy prohibits the use, possession, concealment, or distribution of drugs by students on school grounds or in the school building. Drugs include alcoholic beverages, marijuana, steroids, and dangerous controlled substances as defined by State statute or any substance that could be considered a “lookalike”. Students may not bring open containers of liquid into school. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Covenant House Academy. If a student comes to school under the influence of drugs, he/she shall be sent home for the day and may face additional consequences.

**D. Lost and Found**

Any personal items that have been left at Covenant House Academy will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. **Covenant House Academy is not responsible for lost money, jewelry, phones or other personal items.** Students are discouraged from bringing expensive items to school.

**E. Desk and Storage Areas**

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

**F. Non-Custodial Parents**

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

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

**G. Search and Seizure**

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

**Contraband Items: These items are not allowed in this building.  
They will be confiscated and WILL NOT BE RETURNED.  
Cigarettes/cigars/e-cigarettes**

Lighters  
Drugs or drug paraphernalia  
Dice  
Alcohol  
Weapons or weapon-like items  
Glass bottles  
Blunt wraps

#### **H. School Surveillance**

Covenant House Academy authorizes the use of surveillance cameras on school property. Surveillance cameras shall not be used in locations where there is a reasonable expectation of privacy but will be used in areas to ensure the health, welfare, and safety of all students, employees, and visitors and to protect school facilities. Video and/or audio recording may be used to aid any internal investigations into violations of school rules or policies as well as in any criminal investigations when such images may aid in the investigation. No video or audio recording shall be released to any student, Parent/Guardian, or employee. Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information Act, Public Act 442. The school shall comply with all applicable state and federal laws related to recording, maintaining, and retaining video recordings. Only the school administrators, security officers, and members of the police shall have access to video monitors while they are in operation. Records should be viewed on a need to know basis only.

#### **WORK PERMIT**

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

#### **INTERNET SAFETY POLICY**

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

**It is the policy of the School to: (a) prevent user access to, or transmission over its computer network of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal**

identification information of minors; and (d) comply with the Child's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**ACCESS TO INAPPROPRIATE MATERIAL:**

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to other forms of electronic communications containing inappropriate information. Filtering or blocking is applied to visual depictions of material deemed to be obscene, exhibiting child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet. However, filters are not infallible, and although every effort is made to prevent inappropriate access to the above-mentioned material, the school is not liable for the unforeseen possibility that, despite the filtering software, a student may gain access to the inappropriate material.

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

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

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

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

- altering system technology, including, but not limited to, software or hardware;
- placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the school believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable;
- using technology resources for commercial, political, or other unauthorized purposes since the school technology resources are intended only for educational use;
- intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- disrupting technology through abuse of the technology, including, but not limited to, hardware or software;
- malicious use of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;



- interfering with other's use of technology;
- installation of software without the consent of the school;
- allowing anyone else to use an account other than the account holder; and
- other unlawful or inappropriate behavior.

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

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

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

## **PARENT INFORMATION**

### **A. Parental and Family Engagement Plan**

Covenant House Academy will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, CHA's continuous improvement, and Title I plans and activities. The Covenant House Academy Parent and Family Engagement Plan is attached to the end of this handbook for your review.

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

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

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

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

## **B. Right to Inspect Instructional Material**

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

## **C. Right to Know Teacher Qualifications**

The Academy will annually notify parents of their right to request the following regarding their student's teacher(s):

- licensure and certification information
- emergency or provisional status
- educational background
- qualifications of Instructional Aides

## **D. Parent-Teacher Conferences**

Parent-teacher conferences play a significant role in the education process in three (3) important ways:

- Providing the teacher with vital information from parents that will strengthen the plans and strategies the teacher uses with a student;
- Helping parents understand more clearly what the school and the teacher are trying to accomplish with a student, what is required for students to accomplish the results, and what the parent can do to facilitate the process;
- Building a strong home/school partnership that has implications for support of school programs beyond a particular classroom or grade.

Parent conferences will be scheduled throughout the year. Parents may also request conferences as needed. Additional school conferences will be scheduled as academic or attendance problems arise.

## **E. Tips for Parents**

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

## **F. Policy and Procedures for Parental Complaints**

Any parent or guardian may file a complaint regarding a violation of school regulations, rules or procedures, and/or Federal, State or local law to the Governing Authority of Covenant House Academy by filing the same with the Administrator. To file a complaint with the Administrator, the parent shall deliver the written Complaint containing: (i) the student and parent's name (anonymous Complaints will not be processed); (ii) the signature of the complainant; (ii) the complainant's name and phone number; and (iv) the specific violation of school policy, regulation, rule and procedures, and/or Federal, State or local law. The Complaint may be delivered in person or by U.S. mail properly addressed to Covenant House Academy, c/o the Administrator.

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

1. Date stamp the Complaint upon receipt.
2. Notify the Youth Vision Solutions, Inc. corporate office.
3. Send a letter of acknowledgment to the complainant within 7-10 business days with a statement of the general procedures that will be followed.
4. Conduct an investigation as directed by the Youth Vision Solutions, Inc. corporate office. This process may include the following:
  - a. collaborating with other offices, employees and personnel within the school;
  - b. conducting a telephone or personal interview and/or conference(s) with the complainant and other necessary parties;
  - c. sending written correspondence.
5. Youth Vision Solutions, Inc. will keep an investigation log and inform the President of the Board of Directors of the investigation process and findings.
6. The investigation will be based on facts and findings specific to the allegation (s) stated in the complaint. The reason for the decision will be outlined in the letter of findings:  
**Compliance** – findings were unsubstantiated and the school has complied; or

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

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

## **ADDENDUM FOR COVID 19 PROTOCOLS**

**While our schools are open for in-person instruction, we must strictly adhere to safety guidelines set forth by our federal, state and local health departments. The following requirements have been put in place for all students and staff with the safety of everyone in mind.**

**All students must wear masks during the school day. (disposable or cloth) The mask can only be removed to eat or drink.**

**Choose a mask that:**

- Covers your face from the bridge of your nose down to your chin
- Fits snugly against the sides of your face, with no gaps
- Allows you to breathe easily through it

**Caring for Your Cloth Mask**

- Wash your mask regularly using water and a mild detergent
- Dry it completely in a hot dryer
- Store it in a clean container or bag
- Don't share your mask with others

**All students will be required to take a health screening prior to entering the building each day.**

We recommend this be done at home, prior to coming to the building to expedite entry into the building. However, if that is not possible, then the screening will be done on site.

**All students will practice good hand hygiene by washing their hands in the restrooms and using hand sanitizer when entering the building and classroom.**

**All students will stay in assigned classrooms and at assigned stations**

**In light of the seriousness of this situation it is important to note that the following behaviors are strictly prohibited:**

- False alarms (ie Claiming you or someone else has COVID)
- Coughing on someone intentionally
- Physical Contact
- Not Maintaining distance (invading personal space)
- Refusing to wear mask or wearing the mask incorrectly
- Using/touching other people's materials or space
- Trading masks
- Refusing to practice good hand hygiene

**Students who refuse to comply with safety protocols will be required to leave the building for the safety of other students and staff.**

**Students that fail to comply with safety protocols on multiple occasions will face disciplinary consequences, up to and including expulsion.**

District Office  
1450 25th  
Detroit MI 4816  
313-558-9022 (office)  
313-558-9023 (fax)

**NOTE: All of the following pages can be detached and should be retained by the parents/students.**

## PESTICIDE NOTIFICATION

From: Covenant House Academy Detroit Administrator Youth Vision Solutions Compliance Coordinator

Subject: Pesticide Notification

Under Public Act 24 of 2004, amending 451, Part 83, Pesticide Control, all schools must have a notification procedure in place to inform interested parties of the application of pesticides in and on school premises.

To meet the notification requirements of this law, Covenant House Academy-Detroit is informing you that pesticide products may be used periodically throughout the school year.

Additionally, we are required to inform parents, guardians, and staff of actual pesticide application 72 hours in advance of application. Two methods of advanced notice will be used: (1) posting at all entrances to the school, and (2) letters sent home with each student.

The notification will include all (if applicable) information about the pesticide, including the target pest or purpose of the application, approximate date of the application, contact information at the school and a toll-free number of the national pesticide information center recognized by the Michigan Department of Agriculture.

The school has instituted an Integrated Pest Management plan to help alleviate the need for the use of pesticides. The plan may be reviewed with a request submitted in writing to the School Administrator.

Please contact the School Administrator with any questions or concerns.

District Office  
1450 25th  
Detroit MI 4816  
313-558-9022 (office)  
313-558-9023 (fax)

**STUDENT/PARENTS: KEEP THIS FORM**

## ASBESTOS NOTIFICATION

From: Covenant House Academy Detroit Administrator Youth Vision Solutions Compliance Coordinator

Subject: Asbestos Hazard Emergency Response Act

This Act is a federal mandate, enforced by the U.S.-E.P.A., which applies to all non-profit schools serving grades kindergarten through 12, public and private, in the continental United States, foreign territories and U.S. bases on foreign soil.

The Act requires schools to identify all asbestos-containing building materials used in the construction of their facilities and develop a plan to repair and maintain the identified asbestos inventory in good condition.

Covenant House Academy Detroit has fulfilled its obligation under the Act by developing and maintaining a building-specific Asbestos Management Plan.

This plan, on file in the main office, may be reviewed with a request submitted in writing to the School Administrator.

Please contact the School Administrator with any questions or concerns.

District Office  
1450 25th  
Detroit MI 4816  
313-558-9022 (office)  
313-558-9023 (fax)

**STUDENT/PARENTS: KEEP THIS FORM**

Dear Parent,

As a parent of a student at Covenant House Academy Detroit, you have the right to know the professional qualifications of the classroom teachers who instruct your student. Federal law requires all districts to notify parents of all children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers.

Specifically, you may request and we will provide on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:

1. Whether the teacher has met the State of Michigan Department of Education (MDE) qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instructions.
2. Whether the teacher is teaching under emergency or other provisional status through which MDE qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to this information, you may also request:

1. Information on the level of achievement of your child in each of the required MDE academic assessments; and
2. Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

If you would like to receive any of this information, please contact the Administrative Office at (313) 558-9022

1 No Child Left Behind Act (NCLB) §111 State Plans (6) Parents' Right-To-Know

District Office  
1450 25th  
Detroit MI 4816  
313-558-9022 (office)  
313-558-9023 (fax)

**STUDENT/PARENTS: KEEP THIS FORM**

To all parents:

Certain federal and state laws govern the privacy and release of information in schools. The U.S. Family Educational Right to Privacy Act (FERPA) defines parent and student rights to access student records and protects the privacy of student records. FERPA says that "directory information" relating to a student includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Schools must give parents notice before publishing such information and allow a reasonable amount of time for parents to request that the information NOT be disclosed. They may not release any other information about the student without parental consent.

If you have any questions or concerns regarding the information in this document, please contact the school office.

Thank you.



District Office  
1450 25th  
Detroit MI 4816  
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313-558-9023 (fax)

**STUDENT/PARENTS: KEEP THIS FORM**

## **CHADET Student Computer Contract**

The following policies have been put in place to regulate the use of technology at Covenant House Academy Detroit (CHADET). These policies have been designed to keep our computers and network running as efficient and problem-free as possible. To access CHADET computers, network, and software, please read and sign your agreement to the policies below:

1. Computers, software, network, and internet access should only be used for educational use, as directed by CHADET staff
2. Social network sites (Facebook, Instagram, Twitter, etc.), Internet game sites, YouTube, online music sites, chat, instant messengers, blogs, non-school email, fantasy sports, gambling sites, etc. are NOT permitted
3. Attempting to or bypassing Go Guardian or the school's firewall by installing software, apps, browser extensions, incognito windows, supervised users, or any other intentional means to get around blocks or to access non-school sites can result in the loss of privileges and disciplinary action
4. Students may be subjected to the loss of computer privileges or disciplinary action for:
  - a. Installing or uninstalling software on the computers
  - b. Moving equipment or cables including keyboards and mice
  - c. Changing their desktop image
  - d. Adjusting windows settings (screensaver, fonts, icon sizes, etc.)
  - e. Engaging in hacking activities or using the network in any way other than its intended educational use
  - f. Altering computer system files, folders, and/or settings
  - g. Sharing their logins or passwords with others
  - h. Behavior which threatens the physical safety of the equipment
5. Accessing the files or classwork of other students at CHADET will be treated as academic dishonesty and can result in the loss of class progress, privileges, and disciplinary action for both parties
6. Students are responsible for their workstations and as such should check their workstations each day when they arrive and inform their teachers of any issues. Students are expected to clean and leave their workstations at the end of the day neat and free of papers or trash.

District Office  
1450 25th  
Detroit MI 4816  
313-558-9022 (office)  
313-558-9023 (fax)

**PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE**

## **CHADET Student Computer Contract**

\_\_\_\_\_  
**Please Print Your Name**

I understand that access to the network and the use of the computer is a privilege, not a right. Furthermore, I understand that these policies and procedures must be adhered to, and any violations can result in the loss of privileges and disciplinary action.

### ***Sign and return***

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

District Office  
1450 25th  
Detroit MI 4816  
313-558-9022 (office)  
313-558-9023 (fax)

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE

## **SCHOOL-PARENT COMPACT**

Covenant House Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### **School Responsibilities**

Covenant House Academy Grand Rapids will provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

1. We will provide a safe, secure, and well-maintained facility that promotes a positive learning atmosphere that enables the students served to meet the State's student performance standards.
2. Hold parent-teacher conferences whenever needed during the school year during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress.
4. Progress reports are available anytime as provided by Kickstand, our on-line curriculum provider. Progress reports can also be provided for parent-teacher conferences.
5. Provide parents reasonable access to staff.
6. Conferences are strongly encouraged throughout the year. Parents may call the office to schedule an appointment.
7. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities:
8. There are many opportunities for parents to volunteer. Parents are invited to visit the office to fill out a volunteer form.

## **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

1. Requiring regular school attendance.
2. Encouraging positive attitudes about school.
3. Monitoring amount of television children watch.
4. Attending parent-teacher conferences.
5. Participating, as appropriate, in decisions relating to my child's education.
6. Promoting positive use of my child's extracurricular time.
7. Serving, to the extent possible, on policy advisory groups, such as being the Title I parent representative on the school's School Improvement Team or other school advisory or policy groups.

## **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

1. Attend school regularly.
2. Be on time for classes.
3. Complete my assignments in a timely fashion.
4. Cooperate with parents and teachers.
5. Respect the personal rights and property of others.

**Acknowledge these responsibilities by signing below:**

School: \_\_\_\_\_ Date: \_\_\_\_\_

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

Student: \_\_\_\_\_ Date: \_\_\_\_\_

District Office  
1450 25th  
Detroit MI 4816  
313-558-9022 (office)  
313-558-9023 (fax)

**Dear Parent or Guardian:**

**We are pleased to inform you that Covenant House Academy will be participating in the Community Eligibility Provision (CEP) as part of the National School Lunch and School Breakfast Programs.**

**The GREAT NEWS is that ALL students enrolled at our school can receive a healthy breakfast and lunch at NO CHARGE to your household each day.**

**In place of the Free and Reduced-Price Meal Application we still need your household to fill out and sign the Household Information Report. This report is critical in determining the amount of money that our school receives from a variety of State and Federal supplemental programs like Title I A, At-risk (31a), Title II A, E- Rate, etc.**

**These supplemental programs have the potential to offer supports and services for our students including, but not limited to:**

- Instructional supports (staff, supplies & materials, etc.)**
- Non-instructional services (counseling, social work, health services, etc.)**
- Professional Learning for staff**
- Parent and Community engagement supplies and activities**
- Technology**

**We are asking that you please complete and submit it as soon as possible to ensure that additional funding for our school is available to meet the needs of our students. All information on the report submitted is confidential. Without your assistance in completing and returning the attached report, our school cannot maximize the use of available State and Federal funds.**

**You should have received a copy of the survey in your enrollment paperwork. Please complete it and return it to the main office of your school.**

**If we can be of any further assistance, please contact us**

**Sincerely,**

**Tanya Duffy, Assistant Superintendent  
313-558-9277**

# HOUSEHOLD INFORMATION REPORT SY 2020 – 2021

District: Covenant House Academy

School: \_\_\_\_\_

## Part A. Student Information - Complete for each student Pre-K through 12th Grade

Student's Last Name	Student's First Name	Grade Level	School	Identify H if Homeless M if Migrant R if Runaway F if Foster

## Part B. Benefits Received (if applicable)

If any member of your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, provide the name and case number for the person who receives benefits. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

## Part C. Household Size

## Part D. Household Income - Select the appropriate range of combined annual income for all people in the household (*Include all income sources before taxes.*)

Part C	Part D		
→ 1 →	→ At or below - \$16,588	→ Above \$16,588 & at or below \$23,606	→ Above \$23,606
→ 2 →	→ At or below - \$22,412	→ Above \$22,412 & at or below \$31,894	→ Above \$31,894
→ 3 →	→ At or below - \$28,236	→ Above \$28,236 & at or below \$40,182	→ Above \$40,182
→ 4 →	→ At or below - \$34,060	→ Above \$34,060 & at or below \$48,470	→ Above \$48,470
→ 5 →	→ At or below - \$39,884	→ Above \$39,884 & at or below \$56,758	→ Above \$56,758
→ 6 →	→ At or below - \$45,708	→ Above \$45,708 & at or below \$65,046	→ Above \$65,046
→ 7 →	→ At or below - \$51,532	→ Above \$51,532 & at or below \$73,334	→ Above \$73,334
→ 8 →	→ At or below - \$57,356	→ Above \$57,356 & at or below \$81,622	→ Above \$81,622

**\* Special Instructions for households with more than 8 people: DO NOT check the boxes above. Instead, fill in items below:**

Household size (# people): \_\_\_\_\_ Total annual income: \_\_\_\_\_

## Part E: Certification - The head of household or adult designee who completed this form must complete this certification section

I certify (promise) that all information on this form is true and that all income is reported to the best of my knowledge. I understand that this form may impact the amount of State or Federal funding allocated to my local school district. I understand that the information I have provided may be verified.

\_\_\_\_\_  
Signature Printed Name Date

\_\_\_\_\_  
Address City Zip Code Best Phone number

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

## **INSTRUCTIONS FOR COMPLETING THE HOUSEHOLD INFORMATION REPORT**

This survey is used to determine eligibility for state benefits for which your child(ren)'s school may qualify. Please complete, sign, and return this form to your child's school.

If any member of your household receives benefits from the Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, please follow these instructions:

**Part A: Student Information** – For each student in the household Pre-K through 12th grade, list the last name, first name, birthdate, grade level, school, and H if homeless, M if Migrant, R if Runaway or F if a Foster Child.

**Part B: Benefits Received** – If any household member, including adults, receives Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR), provide the name and case number. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

**Part C: Household Size** - Check the box for the total number of individuals living in your household. This should include all children and adults, related and un-related, that live in a single dwelling and share income and expenses.

**Part D: Household Income** – Skip this part

**Part E – Certification** - Sign the form. Print your name and date.

If your household does not receive benefits from the Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, please follow these instructions:

**Part A: Student Information** - For each student in the household Pre-K through 12th grade, list the last name, first name, birthdate, grade level, school, and H if homeless, M if Migrant, R if Runaway or F if a Foster Child.

**Part B: Benefits Received** – Skip this part

**Part C: Household Size** – Check the box for the total number of individuals living in your household. This should include all children and adults, related and un-related, that live in a single dwelling and share income and expenses.

**Part D: Household Income** - Check the box for that shows the range of annual income for all people in your household. Make sure to include all of the following income sources: work, welfare, child support, alimony, pensions, retirement, Social Security, SSI, VA benefits, child income and/or all other income. The amount should be before any deductions for taxes, insurance, medical expenses, child support, etc.

**Part E: Certification** - Sign the form. Print your name and date.

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE

**ACKNOWLEDGMENT OF RECEIPT  
OF THE STUDENT HANDBOOK**

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date