

Gaming & Technology Academy of Saginaw

Student & Parent Handbook 2026-2027 School Year

A Michigan Public School Academy
Authorized by Lake Superior State University

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Board adoption pending - draft for legal and authorizer review



FOREWORD

This handbook was developed to answer many commonly asked questions that students and parents/guardians may have during the school year and to provide specific information about the policies, procedures, rules, expectations, and student support systems of the Gaming & Technology Academy of Saginaw (GATA or the Academy). This handbook contains important information that every student and family should know. Families should become familiar with the information in this handbook and keep it available for frequent reference.

This handbook summarizes many official policies and administrative expectations of the Gaming & Technology Academy of Saginaw Board of Directors. To the extent that this handbook is ambiguous or conflicts with Board policy, the Academy charter contract, applicable law, or official administrative guidelines, those controlling authorities shall prevail. This handbook does not create an irrevocable contractual commitment to any student, parent, guardian, employee, or third party. It reflects the Academy expectations and procedures in effect at the time of publication and may be revised as permitted by law and Board policy.

The Academy is a startup school. Some operational details such as daily schedule, office contact information, transportation availability, meal service procedures, extracurricular offerings, and building-specific procedures may be updated before or during the school year. Families will be notified of material changes through official Academy communication channels.

GATA LEADERSHIP AND GOVERNANCE

Gaming & Technology Academy of Saginaw is governed by an appointed Board of Directors and is authorized by Lake Superior State University. The Board is responsible for policy adoption, fiscal oversight, superintendent evaluation, strategic direction, compliance, and ensuring that the Academy fulfills its mission as a public-school academy.

Role	Name/Information
Academy Board of Directors	Andy Lintz, Brandon Kathman, Debra Hartman, Ellen LaForest, Neal Niemiec
Board President	Andy Lintz
Board Treasurer	Debra Hartman
Educational Service Provider	Teachers First, Inc.
Superintendent/School Leader	[Insert Name]
Civil Rights/Title IX Coordinator	[Insert Name and Contact]
Section 504 Coordinator	[Insert Name and Contact]
McKinney-Vento Homeless Liaison	[Insert Name and Contact]
Special Education Contact	[Insert Name and Contact]
Main Office	[Phone] [Email]

MISSION, VISION, AND CORE VALUES

Vision Statement

Gaming & Technology Academy of Saginaw empowers students to explore, create, and succeed through technology, gaming, and real-world learning.

Mission Statement

Gaming & Technology Academy of Saginaw prepares future-ready students through a hands-on, tech-driven curriculum that builds academic excellence, creativity, and digital integrity.

Core Pillars

- Foster academic excellence and critical thinking through strong foundational instruction and problem-solving experiences.
- Promote technological fluency and creativity through coding, robotics, digital media, educational gaming, and responsible use of emerging technologies.
- Support social-emotional development through mindfulness, empathy, relationship-building, self-regulation, trauma-informed practices, and restorative approaches.
- Integrate competition and gamified learning to increase engagement, perseverance, mastery, and ownership of learning.
- Prepare students for future success by exposing them to technology careers, skilled trades, entrepreneurship, digital production, leadership, and community-connected projects.

GATA Values

Value	What It Looks Like at GATA
Innovation	Students explore ideas, test solutions, build prototypes, and use technology as creators rather than passive consumers.
Academic Excellence	Students work toward mastery, demonstrate growth, complete high-quality work, and seek feedback.
Digital Integrity	Students use technology ethically, protect privacy, cite sources, avoid cheating, and communicate respectfully online.
Community	Students, staff, and families create a safe, respectful, inclusive school culture.
Collaboration	Students learn with and from others through team projects, esports roles, peer support, and community partnerships.
Grit	Students persist through challenge, revise work, recover from mistakes, and continue progressing toward mastery.
Future Readiness	Students develop habits, skills, and confidence needed for success in high school, college, career, and civic life.

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SECTION I - GENERAL INFORMATION

Equal Educational Opportunity and Nondiscrimination

It is the policy of the Academy to provide equal educational opportunity for all students. The Academy does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, religion, height, weight, marital status, genetic information, age, military status, homelessness, or any other status protected by law in its educational programs, admissions, activities, employment practices, or access to school facilities.

Any person who believes that they or a student has been subjected to unlawful discrimination, harassment, or retaliation should immediately contact the Superintendent/School Leader or the designated Civil Rights/Title IX Coordinator. Complaints will be investigated promptly and in accordance with Board policy. Retaliation against any person who makes a good-faith report or participates in an investigation is prohibited.

Student Rights and Responsibilities

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly, equitable, and appropriate education. Students may expect fair treatment, freedom from discrimination and harassment, respect for lawful expression, and due process before significant disciplinary removals. With those rights come responsibilities.

Students Have the Right To	Students Have the Responsibility To
A safe and orderly learning environment	Follow Academy rules and staff directions
Fair and respectful treatment	Treat others with respect and dignity
Access to learning opportunities	Attend school, participate, and complete work
Appropriate privacy protections	Use technology responsibly and protect personal information
Due process in discipline matters	Tell the truth and cooperate during investigations
Support when struggling academically, behaviorally, or socially	Ask for help and participate in interventions

Parent/Guardian Rights and Responsibilities

Parents and guardians are essential partners in the education of students. The Academy is committed to two-way communication and partnership with families.

Parents/Guardians Have the Right To	Parents/Guardians Are Expected To
Know how their child is performing academically and behaviorally	Ensure regular and punctual attendance
Review student records consistent with FERPA	Keep emergency contact information current
Communicate with teachers and administrators	Support school rules and respectful communication
Participate in conferences and family engagement activities	Monitor homework, technology use, and school communications
Raise concerns through the Academy concern process	Work collaboratively to resolve concerns

School Hours, Calendar, and Daily Schedule

The Academy will publish an annual school calendar and daily schedule before the beginning of the school year. Students are expected to be present for the entire instructional day. The Academy may offer an extended day, enrichment periods, intervention blocks, virtual venture time, esports activities, clubs, or tutoring opportunities. Families will be notified of final school hours, drop-off and pick-up windows, office hours, and any before/after school programming.

Sample placeholder schedule: Student arrival begins at [time]. Instruction begins at [time]. Dismissal begins at [time]. Early dismissal requests should be avoided except when necessary because they disrupt instruction and student learning. The Academy may designate a cutoff time after which early dismissal will not occur except in emergencies.

Academy Communication

Official Academy communication may include phone calls, email, text alerts, school website notices, parent portal messages, printed notices, newsletters, automated notification systems, social media posts, and direct communication from staff. Families are responsible for ensuring that the school has current phone numbers, email addresses, emergency contacts, custody documentation, and mailing addresses.

Custody and Court Orders

The Academy follows valid court orders and custody documentation provided to the school. Parents/guardians are responsible for providing current court orders that affect access to the student, release of records, pick-up authority, communication, or educational decision-making. Without current documentation, the Academy will generally presume that a parent listed on the enrollment record has rights consistent with law.

SECTION II - ENROLLMENT, ATTENDANCE, AND STUDENT RECORDS

Enrollment and Admissions

The Academy is a public school academy open to eligible students who reside in the State of Michigan. Enrollment will be conducted in accordance with Michigan law, the Academy charter contract, authorizer requirements, Board policy, and applicable civil rights laws. The Academy does not charge tuition and does not discriminate in admissions.

- Students must be residents of the State of Michigan.
- The Academy may limit enrollment to approved grades, age ranges, and capacity levels.
- If applications exceed available seats, the Academy will use a random selection/lottery process consistent with law and Board policy.
- Siblings and other legally permitted preferences may be applied only as allowed by law and Board policy.
- Students may not be denied admission on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, race, sex, religion, or other prohibited status.
- A student currently suspended or expelled from another public school may be subject to lawful review before admission or attendance.

Enrollment Documentation

New students under age eighteen must be enrolled by a parent, legal guardian, or person legally authorized to enroll the student. Required enrollment documentation may include:

- Birth certificate or other lawful proof of age and identity
- Proof of Michigan residency
- Immunization record or authorized waiver
- Health appraisal or hearing/vision information when applicable
- Custody or guardianship documents, if applicable
- Prior school records and most recent report card, if available
- Special education records, IEP, Section 504 plan, or other support plans, if applicable
- Emergency contact information
- Home language survey
- Meal application or household information form, if applicable

Temporary Enrollment

Temporary enrollment may be permitted when legally required or when documentation is pending. The Academy may request missing documentation and may establish reasonable deadlines. Enrollment decisions will comply with applicable laws protecting homeless students, students in foster care, migrant students, English learners, and students with disabilities.

McKinney-Vento Homeless Education Rights

Students who lack a fixed, regular, and adequate nighttime residence may qualify for protections under the McKinney-Vento Homeless Assistance Act. Eligible students have the right to immediate enrollment even if typical documents are unavailable, comparable services, transportation support when required, and assistance from the Academy Homeless Liaison. Families who believe they may qualify should contact the Academy Homeless Liaison.

Foster Care Students

The Academy will collaborate with child welfare agencies, caregivers, and educational decision-makers to support school stability, immediate enrollment, record transfer, transportation coordination when required, and educational continuity for students in foster care.

Transfer Out or Withdrawal

Parents/guardians should notify the main office if they plan to transfer a student to another school. The Academy may require the return of devices, books, uniforms, equipment, library materials, athletic equipment, and other school property. Student records will be transferred in accordance with law. Disciplinary records, including suspension and expulsion information, may be transmitted as required or permitted by law.

No student under the age of eighteen may withdraw without appropriate parent/guardian authorization unless otherwise permitted by law. The Academy may follow applicable procedures when a student has consecutive unexcused absences and the family cannot be reached.

Attendance Philosophy

Regular attendance is essential to student achievement, safety, social development, and mastery-based learning. GATA uses gamified and project-based learning models that require students to be present,

collaborate, participate, and receive timely feedback. Absences and tardies can interrupt learning quests, small-group interventions, esports roles, labs, projects, and assessments.

Compulsory Attendance

Michigan compulsory attendance requirements apply to enrolled students. Parents/guardians are responsible for ensuring that students attend school regularly and on time. The Academy will monitor attendance and may implement interventions, attendance conferences, written notices, truancy referrals, or other lawful actions when attendance concerns arise.

Reporting Absences

Parents/guardians should notify the main office by [time] on the day of an absence. Notification should include the student name, grade, date of absence, reason for absence, and parent/guardian contact information. The Academy may contact the family when a student is absent and no notice has been received to confirm the student's safety and document the absence.

Excused and Unexcused Absences

Excused Absences May Include	Unexcused Absences May Include
Student illness or medical appointment with documentation when requested	Absence without parent/guardian notification
Family emergency	Oversleeping or missing transportation when patterns persist
Religious observance	Vacation or travel not prearranged and approved
Court appearance or legal obligation	Leaving school without authorization
Suspension or school-directed removal	Absence for reasons not recognized by policy

The Academy may request documentation for absences, especially when absences are frequent, patterned, or medically related. The Academy reserves the right to determine whether an absence is excused under policy.

Attendance Interventions

Attendance Concern	Possible Academy Response
3-4 absences or repeated tardies	Teacher or office contact; reminder of attendance expectations
5 tardies in a marking period	Parent contact; attendance/tardy conference; possible intervention plan
10 cumulative absences	Written notice; attendance review; possible documentation requirement
15 cumulative absences or chronic absenteeism	Attendance improvement plan; referral to support team; possible truancy referral
Patterned absences or suspected educational neglect	Administrative review; possible referral to appropriate agency

Tardiness

Students are expected to be in class and ready to learn at the start of the instructional day and each class period. Students arriving late must report to the main office or designated entry point. Repeated

tardiness may result in parent contact, loss of privileges, detention, attendance contract, or referral for intervention.

Early Dismissal

Early dismissals should be limited to necessary circumstances. Parents/guardians must follow office procedures and show identification before a student is released. Students will be released only to individuals authorized in the student record unless the Academy receives appropriate written authorization from the parent/guardian. Early dismissal may be restricted during testing, drills, emergencies, dismissal transitions, or after the designated early dismissal cutoff time.

Make-Up Work

Students are responsible for completing work missed during absences. Teachers will provide reasonable opportunities to make up assignments, assessments, and projects. Some activities such as labs, presentations, performances, group work, esports competitions, or field experiences may require alternate assignments. Students and families should communicate with teachers when extended absences occur.

Student Records

The Academy maintains student records including directory information and confidential education records. Access to student records is governed by FERPA and Michigan law. Parents and eligible students have the right to inspect and review education records, request amendment of records believed to be inaccurate or misleading, consent to certain disclosures, and file a complaint with the U.S. Department of Education if they believe FERPA rights have been violated.

Directory Information

The Academy may designate certain information as directory information, such as student name, grade level, participation in officially recognized activities, awards, and photographs in school publications. Parents/guardians may opt out of directory information release by submitting written notice within the timeline established in the annual FERPA notice. The Academy will not release confidential education records without consent unless an exception applies under law.

SECTION III - ACADEMICS AND ASSESSMENT

Educational Program Overview

GATA is a technology-integrated, gamified, mastery-based public school academy. The Academy blends academic rigor with hands-on, tech-driven instruction. Students learn through standards-based instruction, adaptive learning tools, collaborative projects, coding, robotics, digital media, esports-related leadership opportunities, and real-world problem-solving.

Curriculum Alignment

All core curriculum is aligned to Michigan Academic Standards and vetted for rigor, usability, and suitability for student needs. Curriculum will be reviewed regularly through assessment data, classroom observation, teacher feedback, student outcomes, and alignment to state standards.

Subject Area	Grades/Program Notes	Sample Curriculum/Approach	Assessments
English Language Arts	K-8	Foundational literacy, reading, writing, discussion, digital storytelling; UFLI/Bookworms/Amplify or Board-approved equivalents	Classroom assessments, writing tasks, NWEA/MAP, M-STEP
Mathematics	K-8	Standards-based math instruction with adaptive practice and mastery quests; Zearn or Board-approved equivalent	NWEA/MAP, curriculum assessments, performance tasks
Science	K-8	Inquiry-based science, engineering design, technology integration; Mystery Science/STEMscopes or equivalents	Performance tasks, formative/summative assessments, M-STEP where applicable
Social Studies	K-8	Michigan standards, civic responsibility, digital research, project-based learning; Studies Weekly/TCI or equivalents	Projects, quizzes, writing, presentations
Physical Education/Health	K-8	Physical literacy, wellness, health standards, technology-supported movement	Skill-based assessments, modules, participation
Technology/Coding	K-8	MITECS-aligned technology, coding, robotics, digital media, internet safety, AI literacy	Projects, portfolios, digital citizenship checks

Cross-Curricular Integration

Technology-infused projects will connect subject areas. Examples include coding math simulations, digital storytelling in ELA and social studies, robotics challenges in science, esports data analysis in math, podcasting or sound production, game design narratives, and community-based digital media projects.

Gamified Learning Model

The Academy uses gamified learning to increase student engagement and provide clear pathways toward mastery. Gamified learning does not mean that school is only playing games. It means that students experience academic tasks through structured goals, quests, levels, feedback, teamwork, competition, reflection, and recognition. Academic rewards are connected to demonstrated learning, responsible behavior, digital integrity, and participation in the learning community.

Gamified Feature	Educational Purpose
Mastery Quests	Help students build foundational fluency and demonstrate mastery of standards
Digital Achievement Tracking	Provide students with visible progress data and goals
Team Challenges	Promote collaboration, communication, and problem-solving
Academic Rewards	Recognize effort, growth, completion, leadership, and citizenship
Esports/Gaming Room Access	Used as an incentive connected to academics, behavior, attendance, and digital responsibility

Grading Philosophy

Grades communicate progress toward learning standards, completion of assignments, quality of work, assessment performance, participation, and mastery. Teachers will communicate grading expectations at the beginning of each course or term. Grades should reflect academic achievement and may also include work habits when clearly communicated.

Grading Scale

The Academy may use standards-based reporting in early elementary grades and letter grades or standards-based indicators in later grades. Final grading systems will be published annually. A recommended framework follows:

Grades K-2 Standards Indicators	Meaning
O	Outstanding mastery or performance
S	Satisfactory progress toward grade-level expectations
I	Improvement needed; additional support required
U	Unsatisfactory progress; significant intervention needed

Grades 3-8 Letter/Indicator	Meaning
A / A-	Excellent achievement
B+ / B / B-	Good achievement
C+ / C / C-	Satisfactory achievement
D+ / D / D-	Below standard; improvement needed
E	Failure or insufficient evidence of mastery
O/S/I/U	May be used for specials, behavior, work habits, or standards reporting

Progress Reports and Report Cards

Families will receive report cards at the end of each marking period. Teachers may provide progress reports, parent portal updates, student data conferences, or other communication between report cards. When a student is at risk of failure or not demonstrating adequate growth, parents will be notified so that support can be coordinated.

Homework

Homework may be assigned to reinforce learning, complete unfinished classwork, practice skills, read independently, prepare for assessments, or extend projects. Homework should be meaningful and connected to instruction. Homework is not assigned for punishment. Due to the Academy emphasis on an extended and active learning day, homework should be reasonable and developmentally appropriate.

Promotion, Placement, and Retention

Promotion to the next grade level is based on multiple factors including academic achievement, standards mastery, assessment data, attendance, intervention history, social/emotional development, and likelihood of success at the next grade level. Retention may be considered only after careful review, parent communication, and consideration of interventions. Final decisions will be made in accordance with Board policy and applicable law.

Academic Integrity

Students must submit their own work and give appropriate credit when using the words, ideas, images, media, code, data, or work of others. Cheating, plagiarism, unauthorized collaboration, fabrication of data, misuse of AI tools, copying code, or submitting another person work as one own violates academic integrity. Consequences may include redo, loss of credit, parent contact, academic conference, restriction of technology privileges, or discipline.

Assessment Program

The Academy uses a balanced assessment system to understand student performance and guide instruction. Assessments include classroom checks for understanding, curriculum-based assessments, performance tasks, NWEA/MAP administered three times per year, and Michigan state accountability assessments. Results are used to differentiate instruction, identify students needing support or enrichment, monitor progress, evaluate curriculum effectiveness, and inform professional development.

State Testing

Students are expected to participate in all state-required assessments unless an exemption or accommodation applies under law. State testing may include assessments in English language arts, mathematics, science, social studies, English language proficiency for eligible English learners, and other assessments required by the Michigan Department of Education.

MTSS - Multi-Tiered System of Supports

GATA implements a Multi-Tiered System of Supports to meet academic, behavioral, social-emotional, and attendance needs. MTSS is proactive, data-driven, and designed to identify student needs early. Families are partners in the process.

Tier	Description	Examples
Tier I	Universal supports for all students	High-quality instruction, SEL routines, digital citizenship, classroom supports, schoolwide expectations
Tier II	Targeted supports for students needing more focused help	Small-group intervention, check-in/check-out, targeted reading/math support, attendance plan
Tier III	Intensive individualized supports for significant or persistent needs	Individual intervention plan, problem-solving team, referral for evaluation, wraparound supports

Special Education

Students suspected of having a disability may be referred for evaluation through appropriate procedures. Parent involvement is required by state and federal law. Eligible students receive services through an Individualized Education Program (IEP) in the least restrictive environment appropriate to their needs. Students with disabilities are entitled to the rights and protections of the Individuals with Disabilities Education Act, Section 504, the Americans with Disabilities Act, and applicable Michigan requirements.

Section 504

A student with a physical or mental impairment that substantially limits one or more major life activities may be eligible for protections and accommodations under Section 504. Parents/guardians who believe their child may qualify should contact the Academy Section 504 Coordinator.

English Learners

Limited proficiency in English is not a barrier to equal participation in the instructional or extracurricular programs of the Academy. Students identified as English learners will receive appropriate support and access to instruction, services, and activities.

Gifted, Advanced, and Enrichment Opportunities

Students who demonstrate advanced performance may receive enrichment, advanced projects, leadership roles, accelerated learning opportunities, coding challenges, independent study, mentoring, competitive academic opportunities, and technology-focused extensions.

Recognition of Student Achievement

The Academy recognizes students for academic achievement, growth, attendance, citizenship, digital integrity, collaboration, leadership, creativity, service, esports leadership, robotics achievements, project excellence, and other accomplishments aligned to Academy values.

SECTION IV - TECHNOLOGY, DIGITAL CITIZENSHIP, AI, AND GAMING

Technology as a Learning Tool

Technology is central to the GATA model. Students are expected to use digital tools to learn, create, collaborate, research, code, design, solve problems, communicate, and demonstrate mastery.

Technology use is a privilege and responsibility. The Academy may monitor, restrict, or revoke technology privileges when students misuse devices, networks, accounts, applications, artificial intelligence tools, or online spaces.

Acceptable Use of Technology

Students and parents/guardians must sign an Acceptable Use Agreement before a student may use Academy technology systems. Failure to follow the agreement may result in loss of privileges and discipline.

- Use technology for educational purposes and approved activities only.
- Protect passwords and account access.
- Do not access, create, send, store, or display inappropriate, threatening, obscene, discriminatory, harassing, violent, or illegal content.
- Do not attempt to bypass filters, hack systems, alter settings, install unauthorized software, or access another person account.
- Do not record, photograph, livestream, or publish others without permission and staff approval.
- Report unsafe, inappropriate, suspicious, or harmful digital content to an adult immediately.
- Treat school devices with care and report damage or loss immediately.

Device Care and Responsibility

Expectation	Details
Care	Keep devices in protective cases, carry carefully, keep food and liquids away, and avoid extreme heat/cold.
Charging	Bring assigned devices charged or follow classroom charging procedures.
Damage	Report damage immediately. Families may be responsible for intentional or negligent damage.
Loss/Theft	Report lost or stolen devices immediately.
Return	Devices and accessories must be returned upon request, withdrawal, or end of year.

Internet Safety and Digital Citizenship

Digital citizenship instruction is embedded across the curriculum. Students will learn about privacy, online safety, respectful communication, copyright, media literacy, cyberbullying prevention, digital footprints, healthy screen habits, and ethical participation in online communities.

Artificial Intelligence Use

Artificial intelligence tools can support learning when used responsibly and transparently. AI misuse can undermine learning and academic integrity. Students may use AI tools only when authorized by staff and consistent with the assignment directions.

Permitted AI Use When Authorized	Prohibited AI Misuse
Brainstorming ideas or study questions	Submitting AI-generated work as original work
Getting feedback on grammar or organization	Using AI during a test or assessment without permission
Exploring coding examples with teacher guidance	Copying AI-generated code without understanding or citation
Creating outlines, images, or prototypes when allowed	Creating harmful, deceptive, discriminatory, or inappropriate content
Practicing tutoring questions	Using AI to impersonate someone or bypass school rules

Personal Cell Phones and Electronic Devices

Personal cell phones, smart watches, earbuds, gaming devices, tablets, cameras, and other personal electronic devices may distract from learning and compromise privacy. Unless specifically authorized by staff, students may not use personal devices during instructional time. Devices used in violation of policy may be confiscated and returned to a parent/guardian. The Academy is not responsible for loss, theft, or damage to personal devices brought to school.

Gaming and Esports Expectations

Gaming at GATA is connected to learning, leadership, teamwork, strategy, digital citizenship, and responsible recreation. Access to gaming spaces, esports teams, tournaments, and competitive gaming opportunities is a privilege tied to academic progress, attendance, behavior, sportsmanship, and digital integrity.

- Students must follow game ratings, approved title lists, and staff directions.
- Students must use appropriate language and demonstrate sportsmanship.
- Toxic behavior, griefing, cheating, hacking, harassment, discriminatory language, or rage behavior is prohibited.
- Students may lose gaming privileges for academic, attendance, behavior, or digital citizenship concerns.
- Esports participants may be required to meet eligibility standards and sign an esports agreement.

School Network Privacy

Students should have no expectation of privacy when using Academy-owned devices, accounts, networks, systems, platforms, or internet access. The Academy may review files, browsing activity, communications, device use, and system activity to maintain safety, security, compliance, and educational integrity.

SECTION V - STUDENT ACTIVITIES, ESPORTS, CLUBS, AND FIELD TRIPS

Sponsored Clubs and Activities

The Academy may offer clubs, enrichment activities, competitions, and student leadership opportunities based on student interest, staffing, safety, budget, facilities, and Board approval. Potential activities may include robotics, coding club, esports, digital media, music/sound production, art, student council, STEM competitions, game design, engineering design, entrepreneurship, mentoring, academic bowl, service projects, and community partnerships.

Eligibility for Activities

Participation in extracurricular activities may require students to maintain appropriate attendance, academic progress, behavior, and compliance with technology expectations. Students assigned to suspension or certain disciplinary consequences may lose eligibility for activities, events, competitions, field trips, or gaming privileges.

Field Trips and Off-Campus Learning

Field trips are extensions of the instructional program. Students must have written parent/guardian permission to participate. Regular school rules apply on field trips, including transportation, dress, conduct, device, and digital media expectations. The Academy may deny participation when safety, behavior, attendance, or academic concerns exist and an alternate educational activity will be provided when appropriate.

Community Partnerships and Virtual Venture Time

Middle school students may participate in Virtual Venture Time or similar opportunities that allow students to enter competitive gaming tournaments, independent study zones, or creative partnerships. Students may work on game design, digital storytelling, website development, branding, social media content creation, video production, robotics, app development, or community-connected projects. These opportunities require responsible behavior, time management, communication, and respect for deadlines and client feedback.

Non-Sponsored Clubs and Activities

Student groups that are not sponsored by the Academy may not use the Academy name, logo, mascot, facilities, technology, or resources without approval. Secret societies, gangs, hazing groups, or groups that discriminate or disrupt the educational environment are prohibited.

SECTION VI - STUDENT CONDUCT AND DISCIPLINE

Code of Conduct

A major component of the educational program at GATA is to help students become responsible learners, digital citizens, teammates, creators, and community members. Students are expected to act in a manner that reflects pride in themselves, their families, the Academy, and the broader community.

Expected Behaviors

- Abide by federal, state, and local laws and Academy rules.
- Respect the civil rights, dignity, and personal space of others.
- Use appropriate language in person and online.

- Arrive on time and prepared to learn.
- Participate actively and complete assigned work.
- Work cooperatively with others regardless of ability, race, sex, disability, religion, background, identity, or learning needs.
- Maintain a safe, friendly, productive learning environment.
- Use school technology ethically and responsibly.
- Report safety concerns, threats, bullying, harassment, or dangerous items immediately.

Restorative and Progressive Discipline

The Academy seeks to correct behavior, teach replacement skills, repair harm, maintain safety, and support student growth. When appropriate, restorative practices may be used in addition to or instead of exclusionary discipline. However, serious misconduct may result in immediate removal, suspension, referral to law enforcement, recommendation for expulsion, or other action required by law or Board policy.

Discipline Levels

Level	Description	Possible Responses
Level 1	Minor or first-time misconduct that disrupts learning or violates expectations	Reteaching, warning, reflection, parent contact, loss of privilege, seat change, restorative conversation, detention
Level 2	Repeated misconduct or behavior that creates a more serious disruption or safety concern	Parent conference, behavior plan, detention, restorative conference, temporary technology restriction, in-school suspension, short-term suspension
Level 3	Serious misconduct, dangerous conduct, illegal conduct, threats, violence, major technology misuse, or repeated defiance	Emergency removal, suspension up to 10 days, long-term suspension recommendation, expulsion recommendation, law enforcement referral, threat assessment

Student Discipline Code

The following misconduct may result in disciplinary action. This list is not exhaustive. The Academy may discipline conduct that occurs on school property, during school transportation, at school-sponsored events, while using school technology, or off-campus when the conduct substantially disrupts school, threatens safety, or interferes with rights of students or staff.

Misconduct	Description	Range
Disobedience/insubordination	Failure to follow reasonable directions of staff; refusal to comply with rules.	Level 1-3
Disruption of educational process	Behavior, dress, noise, technology use, or conduct that	Level 1-3

	interrupts learning or school operations.	
Profanity or vulgar language	Obscene, disrespectful, discriminatory, or vulgar behavior or language.	Level 1-3
Academic dishonesty	Cheating, plagiarism, unauthorized collaboration, falsification, AI misuse, copied code or work.	Level 1-3
Forgery or falsification	Forging notes, passes, signatures, records, excuses, hall passes, IDs, or digital records.	Level 1-3
Theft	Taking, possessing, or transferring property without permission.	Level 2-3
Vandalism/damage to property	Damage, destruction, misuse, or loss of school or personal property.	Level 2-3
Harassment	Unwelcome conduct that negatively affects a person or educational environment.	Level 2-3
Bullying/cyberbullying	Written, verbal, physical, graphic, psychological, or electronic acts meeting the bullying standard.	Level 2-3
Hazing	Initiation or coercive acts that risk mental, emotional, or physical harm.	Level 3
Fighting/physical aggression	Mutual combat, pushing, hitting, kicking, spitting, or physical aggression.	Level 2-3
Physical assault	Intentionally causing or attempting to cause physical harm to another through force or violence.	Level 3
Verbal threat/verbal assault	Threats, bomb threats, threats of violence, or communicated intent to harm.	Level 2-3
Weapons	Possession, use, transfer, or threat involving a weapon, look-alike weapon, dangerous object, or object used as a weapon.	Level 3
Drugs/alcohol/tobacco/vaping	Possession, use, distribution, sale, or being under influence of prohibited substances, including look-alikes or paraphernalia.	Level 3
Gangs/gang activity	Gang symbols, recruitment, intimidation, activity, or	Level 3

	paraphernalia that disrupts safety.	
Gambling	Wagering, betting, pools, online betting, or games of chance for value.	Level 2-3
Extortion/coercion	Using threats, intimidation, force, or deception to obtain something.	Level 2-3
Trespassing	Being on school property or in restricted areas without authorization, including while suspended.	Level 2-3
Technology misuse	Unauthorized access, hacking, bypassing filters, inappropriate content, cyberbullying, privacy violations, or system disruption.	Level 1-3
Recording/privacy violation	Recording, photographing, posting, livestreaming, or sharing images/video/audio without permission, especially in private areas.	Level 2-3
False reports/alarms	False emergency reports, false accusations, false alarms, bomb threats, swatting, or panic-inducing claims.	Level 3
Arson/fire/explosives	Setting fire, possessing fireworks or explosives, smoke bombs, chemical reaction devices, or related items.	Level 3
Persistent absence/tardiness	Excessive unexcused absences, tardies, or skipping class.	Level 1-3
Public displays of affection	Inappropriate touching or conduct of a sexual nature.	Level 1-3
Bus/transportation misconduct	Unsafe, disrespectful, disruptive, or noncompliant behavior on transportation.	Level 1-3

Weapons

A weapon includes, but is not limited to, firearms, guns of any type including air or gas-powered guns, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, explosives, fireworks, or any object used, attempted to be used, or represented as a weapon. State law may require expulsion for possession of dangerous weapons, arson, or criminal sexual conduct in a school building or on school property, subject to legally required procedures and protections for students with disabilities.

Drugs, Alcohol, Tobacco, Vaping, and Look-Alike Substances

The Academy is a drug-free, alcohol-free, tobacco-free, and vape-free school environment. Prohibited conduct includes possession, use, distribution, sale, transfer, attempted sale, or being under the influence

of drugs, alcohol, controlled substances, marijuana, nicotine, tobacco, vaping products, inhalants, steroids, drug paraphernalia, counterfeit substances, look-alike substances, or unauthorized medication. Law enforcement may be contacted when appropriate.

Dress and Grooming

Students are expected to dress in a manner appropriate for school, safety, and learning. For the 2026-2027 school year the following dress code applies:

- Clothing must be clean, safe, and appropriate for school activities.
- Clothing or accessories may not display drugs, alcohol, tobacco, vaping, weapons, violence, profanity, hate speech, sexual content, gang references, religious messages, political references, or discriminatory messages.
- Clothing may not substantially disrupt the educational environment or create a safety risk.
- Closed-toe shoes may be required for labs, physical education, maker spaces, robotics, or other safety-sensitive activities.
- Hoods, masks, or face coverings that conceal identity may be restricted unless required for health, religious, disability, or safety reasons.
- Administration has authority to determine whether attire violates this policy and may require a change of clothing or parent contact.

Informal Discipline

Informal discipline may include reteaching, redirection, warning, parent contact, change of seating, restorative conversation, loss of privilege, lunch detention, before/after-school detention, Saturday detention when adopted, behavior reflection, technology restriction, and behavior support strategies.

Formal Discipline

Formal discipline may include emergency removal, in-school suspension, out-of-school suspension, long-term suspension, or expulsion. Formal discipline will be administered consistent with due process, Board policy, Michigan law, and federal protections for students with disabilities.

Emergency Removal

A student may be removed immediately when the student presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Parents/guardians will be notified as soon as practicable. Emergency removal is not a substitute for required due process.

Suspension of Ten School Days or Less

Before a short-term suspension, the student will generally be informed of the charges and evidence and given an opportunity to explain. Parents/guardians will receive notice of the reason and duration of suspension. The Academy will provide opportunities to complete missed work consistent with policy.

Long-Term Suspension and Expulsion

When long-term suspension or expulsion is considered, the Academy will provide written notice of the charges, evidence, hearing procedures, rights to present information, rights to representation, and appeal or Board hearing procedures as required by policy and law. Hearings involving the Board are subject to the Open Meetings Act unless a closed session is permitted and properly requested.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures required by IDEA, Section 504, and the ADA. Before certain disciplinary changes of placement, the Academy will conduct required reviews, including manifestation determination reviews when applicable. The Academy will continue to provide legally required educational services during disciplinary removals.

Restorative Practices and Seven Factors

Where required by Michigan law and Board policy, administrators will consider restorative practices and relevant statutory factors before suspending or expelling a student, including age, disciplinary history, disability, seriousness of behavior, safety risk, restorative options, and whether lesser interventions would address the behavior. The Academy may still impose serious discipline when necessary for safety or required by law.

SECTION VII - BULLYING, HARASSMENT, HAZING, AND TITLE IX

Bullying and Other Aggressive Behavior Toward Students

It is the policy of the Academy to provide a safe and nurturing educational environment for all students. Bullying, cyberbullying, hazing, intimidation, harassment, and aggressive behavior toward students are strictly prohibited. This prohibition applies regardless of the subject matter or motivation for the behavior.

Definition of Bullying

Bullying means any written, verbal, or physical act, or any electronic communication, including cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by substantially interfering with educational opportunities, adversely affecting participation in school programs, placing a student in reasonable fear of physical harm, causing substantial emotional distress, having an actual and substantial detrimental effect on physical or mental health, or causing substantial disruption to the orderly operation of school.

Examples of Bullying or Aggressive Behavior

- Physical acts such as hitting, kicking, pushing, spitting, tripping, blocking movement, or damaging property.
- Verbal acts such as threats, taunting, insults, name-calling, slurs, or malicious teasing.
- Psychological acts such as spreading rumors, manipulation, social exclusion, intimidation, coercion, or humiliation.
- Electronic acts such as threatening messages, harmful posts, fake accounts, sharing private images, group chat harassment, doxing, or online exclusion.

Reporting Bullying

Any student who believes they have been or are the target of bullying, hazing, harassment, or aggressive behavior should immediately report the situation to a teacher, counselor, administrator, Superintendent, or any staff member. Every staff member is required to report suspected bullying or aggressive behavior to administration. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.

Investigation and Parent Notification

The Academy will promptly investigate reports of bullying or aggressive behavior. Parents/guardians of the alleged target and alleged aggressor will be notified as appropriate and consistent with confidentiality requirements. If the investigation verifies a violation, the Academy will take prompt and appropriate remedial action, which may include discipline, restorative practices, safety planning, counseling referral, education, monitoring, or law enforcement referral.

Non-Retaliation and False Reports

Retaliation against a person who reports bullying, participates in an investigation, or is thought to have reported bullying is prohibited. Intentionally false reports are also prohibited. Retaliation and intentionally false reports may result in disciplinary action.

Harassment

Harassment is unwelcome conduct that is repeated enough or serious enough to negatively affect a student educational, physical, or emotional well-being, or to create an intimidating, hostile, or offensive school environment. Harassment may be based on legally protected characteristics or may involve other aggressive conduct such as stalking, intimidation, menacing, coercion, name-calling, taunting, or threats.

Sexual Harassment and Title IX

Sexual harassment and sex-based discrimination are prohibited. Sexual harassment may include unwelcome conduct of a sexual nature, sexual comments, sexual jokes, sexual pressure, unwelcome touching, sexual images, sexual intimidation, dating violence, sexual assault, stalking, or other conduct covered by Title IX or Board policy. Reports should be made to the Title IX Coordinator or any school official. The Academy will respond in accordance with applicable Title IX procedures and Board policy.

Hazing

Hazing is prohibited. Hazing includes any act or coercion related to initiation into a class, team, club, esports group, online group, or organization that causes or creates a risk of mental, emotional, or physical harm. Consent or willingness of the person subjected to hazing does not excuse the conduct.

SECTION VIII - HEALTH, SAFETY, AND SECURITY

Student Well-Being

Student safety is a primary responsibility of the Academy. Students should immediately notify any staff member if they are aware of a dangerous situation, injury, illness, threat, bullying, unsafe online activity, weapon, substance, or other concern. The Academy will provide social-emotional supports, digital safety instruction, and appropriate referrals when students need assistance.

Emergency Contact and Medical Information

Every student must have current emergency contact information on file. Parents/guardians are responsible for updating telephone numbers, email addresses, pick-up lists, medical information, allergy information, and emergency contacts. A student may be restricted from participation in field trips or off-campus activities until required emergency forms are complete.

Injury and Illness

All injuries must be reported to a teacher, staff member, or the main office. If a student becomes ill during the day, the student should request permission to report to the office. Office staff will contact the parent/guardian or emergency contact as needed. Students will not be released without proper authorization and identification of the person picking up the student.

Immunizations

Students must be current with immunizations required by Michigan law or have an authorized waiver. The Academy may exclude students who are not in compliance with immunization requirements as permitted by law. Questions should be directed to the main office or local health department.

Medication Administration

Whenever possible, medication schedules should be arranged so medication is taken outside school hours. When medication must be administered during the school day, parents/guardians must complete required authorization forms. Medication must be registered with the office, secured appropriately, and administered consistent with policy. Students may not carry medication, including over-the-counter medication, unless specifically authorized under policy and law, such as for inhalers, epinephrine auto-injectors, diabetes care, or other approved self-management plans.

Communicable Diseases and Pests

The Academy may exclude or isolate a student when necessary to protect the health and safety of the school community and consistent with public health guidance. Families should notify the school if a student is diagnosed with a communicable disease. The Academy will follow applicable health department guidance regarding return to school, confidentiality, and notification.

Bloodborne Pathogens and Universal Precautions

The Academy follows universal precautions and appropriate procedures when blood or bodily fluids are present. Students should not touch blood or bodily fluids and should notify an adult immediately. Confidentiality will be maintained consistent with law.

Mental Health and Suicide Prevention

The Academy is committed to student mental health and safety. Students are encouraged to seek help from trusted adults if they feel unsafe, overwhelmed, threatened, bullied, or concerned about self-harm or harm to others. Staff will respond to safety concerns, notify parents/guardians when appropriate, and may contact emergency services or crisis resources when necessary.

Mandatory Reporting of Child Abuse and Neglect

School employees are mandated reporters under Michigan law and must report suspected child abuse or neglect to the appropriate authorities. Staff do not investigate abuse themselves; they report concerns to the agency responsible for investigation.

Emergency Drills

The Academy will conduct fire, tornado, and school safety/security drills as required by Michigan law. Students must follow staff directions during drills and actual emergencies. Drills may occur during different times of day, including lunch or recess, to prepare students and staff for safe response.

Drill Type	Minimum Annual Practice/Procedure
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Fire/Evacuation	Conducted as required by Michigan law and documented by the Academy
Tornado/Severe Weather	Conducted during tornado season and as required by Michigan law
Lockdown/Shelter/Security	Conducted as required by Michigan law and coordinated with safety planning

Emergency Closings and Delays

If the Academy closes, delays opening, or dismisses early due to weather, power outage, building issue, public health issue, safety concern, or other emergency, families will be notified through official communication channels. Parents and students are responsible for monitoring Academy announcements.

Asbestos, Toxic Hazards, and Pest Management

The Academy will comply with applicable federal and state requirements related to asbestos management, toxic hazards, integrated pest management, and related notices. Required plans and notices will be available through the main office when applicable.

Food Service and Wellness

The Academy may provide breakfast, lunch, snacks, or other meal services consistent with applicable federal and state requirements. Menus, meal service times, eligibility information, and food allergy procedures will be published annually. Students are expected to follow cafeteria rules, clean up after themselves, and treat food service staff and peers respectfully. Food deliveries to students during the school day may be restricted to protect safety and minimize disruption.

SECTION IX - TRANSPORTATION, ARRIVAL, DISMISSAL, AND VISITORS

Transportation

Transportation availability and procedures will be communicated annually. If the Academy provides transportation, students must follow all school rules while riding a bus or other authorized vehicle. Transportation is a privilege that may be suspended for unsafe or disruptive behavior.

Bus and Transportation Rules

- Follow driver and staff directions at all times.
- Remain seated while the vehicle is moving.
- Use appropriate voice levels and respectful language.
- Keep aisles clear and keep hands, feet, and objects to yourself.
- Do not eat, throw objects, damage property, bully others, or use devices inappropriately.
- Use assigned stops and routes unless a parent/guardian has obtained approval for a change.

Arrival

Students should arrive during the designated arrival window and report to the assigned area. Students arriving late must check in at the main office. Parents/guardians should follow traffic flow, parking, and drop-off procedures to protect student safety.

Dismissal and Pick-Up

Students will be released through the Academy dismissal process. Parents/guardians and authorized adults may be required to show identification. Students not picked up on time may be supervised temporarily, and repeated late pick-up may result in a parent conference, fees if adopted by policy, or referral to appropriate authorities in cases of neglect or inability to contact a responsible adult.

Visitors

Visitors are welcome when visits support the educational program and safety procedures are followed. All visitors must report to the main office, sign in, present identification if requested, and wear a visitor badge. Classroom visits should be scheduled in advance and must not disrupt instruction. Students may not bring visitors to school without prior administrative approval.

Volunteers

Volunteers strengthen the Academy community. Volunteers must be approved by administration and may be required to complete a background check, confidentiality agreement, training, or other screening before serving. Volunteers must follow staff directions, maintain confidentiality, and comply with all school rules.

Use of Facilities and Equipment

Students must receive permission before using school equipment, classrooms, labs, maker spaces, gaming equipment, music equipment, robotics materials, athletic equipment, or other facilities. Students may be held responsible for damage, misuse, or loss.

SECTION X - PARENT AND FAMILY ENGAGEMENT

Parent Involvement

GATA values families as partners. Parents are encouraged to participate in conferences, school events, family learning nights, technology showcases, esports events, community partnerships, volunteer opportunities, advisory groups, and parent organizations. Family engagement supports student success and strengthens the Academy culture.

School-Home Compact

The Academy Will	Families Will	Students Will
Provide a safe, engaging, standards-aligned learning environment	Ensure regular attendance and punctuality	Attend school ready to learn
Communicate progress and concerns	Monitor school communication and respond promptly	Complete assignments and seek help
Offer intervention and enrichment	Support homework, reading, math practice, and healthy routines	Use technology responsibly
Teach digital citizenship and integrity	Reinforce school values at home	Treat others with respect
Invite families into partnership	Work positively with staff to solve problems	Demonstrate grit, creativity, and integrity

Parent Concerns, Suggestions, and Grievances

Most concerns are best resolved through respectful communication closest to the source.

Parents/guardians are encouraged to use the following steps:

1. First Level: Contact the staff member most directly involved.
2. Second Level: If unresolved, contact the staff member supervisor or school administrator.
3. Third Level: If unresolved, submit a written request for conference with the Superintendent/School Leader describing the concern and prior steps taken.
4. Fourth Level: If unresolved, submit a written request for Board review consistent with Board policy and public meeting requirements.

No student or parent will be retaliated against for raising a good-faith concern. Concerns involving discrimination, harassment, bullying, Title IX, student safety, special education, Section 504, or legal rights may be reported directly to the appropriate coordinator or administrator at any time.

Communication Expectations

The Academy expects all communication among staff, students, families, and community members to be respectful, solution-oriented, and focused on student success. Threatening, abusive, discriminatory, harassing, or disruptive communication may result in limits on access to staff or facilities consistent with law and Board policy.

Review of Instructional Materials

Parents/guardians have the right to review instructional materials consistent with law and policy.

Requests should be submitted to the teacher or administrator. Classroom observations or material reviews may be subject to reasonable time, place, manner, confidentiality, and disruption restrictions.

SECTION XI - REQUIRED NOTICES AND ANNUAL DISCLOSURES

FERPA Annual Notice

The Family Educational Rights and Privacy Act affords parents and eligible students certain rights with respect to education records. These include the right to inspect and review records, request amendment, provide written consent before disclosure of personally identifiable information except where FERPA allows disclosure without consent, and file a complaint with the U.S. Department of Education. The Academy will publish an annual FERPA notice with details about procedures and directory information.

Protection of Pupil Rights Amendment (PPRA)

Consistent with PPRA, parents have rights related to certain surveys, analyses, evaluations, physical examinations, and marketing-related collection of student information. The Academy will provide notices and opportunities to inspect materials when required.

Title I Parent and Family Engagement

If the Academy receives Title I funds, it will develop required parent and family engagement procedures, school-parent compact, parent notices, and opportunities for meaningful involvement. Families will be informed of rights and services under Title I as applicable.

Special Education Procedural Safeguards

Parents of students with disabilities will receive procedural safeguards as required by IDEA and Michigan rules. Parents may contact the Special Education Contact to request evaluation information, procedural safeguards, or assistance.

Section 504 Notice

The Academy does not discriminate against individuals with disabilities. Students who may need accommodations under Section 504 should be referred to the Section 504 Coordinator.

Civil Rights, Title IX, and Complaint Contacts

The Academy will publish contact information for the Civil Rights Coordinator, Title IX Coordinator, Section 504 Coordinator, Homeless Liaison, and other required contacts. Complaints may be submitted verbally or in writing. The Academy will investigate complaints promptly and equitably.

Pesticide Notification

The Academy will comply with applicable pesticide notification requirements. Parents may request advance notice of pesticide applications if required by law or policy.

Preparedness for Toxic and Asbestos Hazards

Required asbestos, toxic hazard, and environmental safety plans will be maintained and made available for inspection as required.

Student Fees, Fines, and Charges

The Academy does not charge tuition. The Academy may assess lawful fees, fines, or charges for lost or damaged materials, devices, books, uniforms, equipment, extracurricular activities, optional items, or other costs permitted by policy. Fees may be waived or reduced in cases of financial hardship when required or approved.

Fundraising

Student fundraising must be approved by the Superintendent/School Leader or designee. Fundraising may not interfere with instruction, pressure students or families, create safety concerns, or occur in violation of law or policy. Students may not engage in house-to-house canvassing unless specifically approved and supervised under policy.

Advertising and Distribution of Materials

Flyers, advertisements, petitions, or outside materials may not be posted or distributed on Academy property or through Academy systems without prior approval. Approval may be denied for materials that are disruptive, inappropriate, commercial in a way not permitted by policy, discriminatory, political campaign material where prohibited, or inconsistent with school operations.

SECTION XII - ACKNOWLEDGMENTS AND FAMILY FORMS

Student/Parent Handbook Certification

We have received or accessed the Gaming & Technology Academy of Saginaw Student & Parent Handbook. We understand that the handbook contains important rights, responsibilities, expectations,

procedures, and policies. We agree to support and abide by the rules, guidelines, procedures, and expectations of the Academy.

Student Name	Grade	Student Signature	Date

Parent/Guardian Printed Name	Parent/Guardian Signature	Date

Technology Acceptable Use Agreement

I understand that use of Academy technology is a privilege. I agree to use devices, accounts, networks, software, internet access, AI tools, gaming systems, and digital platforms responsibly and only for approved educational purposes. I understand that the Academy may monitor use and may restrict privileges for misuse.

Student Signature	Parent/Guardian Signature	Date

Media Release and Student Work Publication

The Academy may request permission to use student photographs, video, audio, projects, artwork, digital media, competition results, or student work for school publications, website, social media, newsletters, press releases, or community presentations. Parents who do not wish to release pictures, videos, or student work for publication or media use should contact the main office in writing by September 15, 2026 at info@gatasaginaw.com

Esports and Gaming Participation Agreement

Participation in esports, gaming spaces, and competitive gaming activities is a privilege. Students must maintain academic progress, attendance, behavior expectations, digital citizenship, and sportsmanship. Students who violate expectations may lose gaming privileges or team eligibility.

Parent Compact

As a parent/guardian of a GATA student, I will support my child's learning by promoting regular attendance, communicating with staff, encouraging reading/math/technology practice, reinforcing digital citizenship, supporting Academy values, attending conferences when possible, and working positively with staff to solve concerns.

Parent/Guardian Signature	Date

APPENDIX A - QUICK REFERENCE CONTACTS

Need	Contact
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Attendance	Main Office - [Phone/Email]
Enrollment	Registrar/Main Office - [Phone/Email]
Bullying/Harassment Report	Administrator or Superintendent - [Contact]
Title IX	Title IX Coordinator - [Contact]
Special Education	Special Education Contact - [Contact]
Section 504	504 Coordinator - [Contact]
Homeless Support	McKinney-Vento Liaison - [Contact]
Technology Help	Technology Department - [Contact]
Transportation	Transportation Contact - [Contact]
Food Service	Food Service Contact - [Contact]

APPENDIX B - BOARD REVIEW NOTES

This handbook is a comprehensive draft prepared for startup planning, Board review, legal review, and authorizer alignment. Before publication, the Academy should insert final contact information, school address, adopted Board policies, final grade configuration, daily schedule, calendar, transportation procedures, food service details, uniform/dress code decision, designated coordinators, and authorizer-required language. The Board should review and adopt the final version before distribution to families.