



# 2025-2026 **ELEMENTARY SCHOOL**

## PARENT/STUDENT HANDBOOK

Educational Management Organization



Authorizing Body



Hope Academy of West Michigan is fully accredited by Cognia, the largest community of education professionals in the world.



240 Brown St SE | Grand Rapids, MI 49507 | (616) 301-8458

[HopeAcademyWM.org](https://www.HopeAcademyWM.org)

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## DISTRICT INFORMATION

### MISSION

Hope Academy of West Michigan provides a safe environment for students and their families where students can reach their full potential academically and as individuals.

### VISION

In order to realize our mission, the Hope family commits to:

#### (Student-focused actions)

- Partnering with families and the community to support student learning
- Preparing our students for career and college opportunities
- Helping each student to reach his or her full potential by embracing the whole individual
- Developing positive relationships that support a productive school culture
- Educating students by engaging them in relevant learning opportunities
- Emphasizing character development for all of our students
- Using multiple data sources to form individualized learning plans for each student and ensuring innovative teaching and learning practices to assure academic excellence for all students

#### (Staff- focused actions)

- Leading and developing its educators
- High levels of mutual accountability

#### (Community-focused actions)

- Providing a safe haven in the community for its students and their families
- Facilitating communication between the community, board, educational staff, students and families
- Respecting and celebrating diversity

### STUDENT CORE VALUES

All students at Hope Academy strive to uphold our school Positive Behavior Incentives and Supports as defined by our student values. Each student works to exemplify these ideals for themselves and with others.

#### Honesty

Being truthful in what we say and do.

#### Kindness

Being friendly, generous, and helpful.

#### Accountability

Taking responsibility for your actions and the results of your actions.

#### Safety

Being protected from harm and danger.

#### Workmanship

Giving your best effort in everything that you do.

## STAFF CORE VALUES

Above all else, we, the staff at Hope Academy of West Michigan, are committed to these values and principles regardless of the situation we are in or the challenges we face. This is our pledge to our students, their families, and to each other.

### Integrity

Because we believe in Integrity we will:

- Speak truth to others and expect them to do the same with us.
- Strive to do the right things for the right reason.

### Perseverance

Because we believe in Perseverance we will:

- Not be limited by our challenges, our past or our experiences.
- Approach all problems with a positive and “can do” attitude.

### Honesty

Because we believe in Honesty we will:

- Trust each other to do the right thing for the right reasons.
- Be open to giving and receiving feedback.
- Presume positive intent and ask clarifying questions.
- Not make hasty judgments without the facts.

### Inclusion

Because we believe in Inclusion we will:

- Celebrate our diversity and provide culturally sensitive teaching.
- Partner with students, families, and community members to support all students.
- Intentionally connect with all stakeholders to instill a sense of belonging, especially those on the fringe or outskirts.
- Invest in the growth and development of students, parents, and staff members.

### Respect

Because we believe in Respect we will:

- Be tough on the issue and not on the person.
- Honor and value all members of the community.
- Listen to understand.
- Demand direct, timely, and respectful communication at all levels.

### Growth Mindset

Because we believe in Growth Mindset we will:

- Inspire growth in ourselves and others.
- Be willing to take risks in order to improve outcomes.
- Adopt a “Not Yet” attitude and model learning from our mistakes.
- Teach and promote growth mindsets and require students to monitor their own progress.

### Collaboration & Teamwork

Because we believe in Collaboration & Teamwork we will:

- Recognize that no one of us is as good as all of us.
- Put the team’s goal(s) before our own.
- Be relied upon to fulfill our commitments and responsibilities.
- Celebrate our successes and bring joy to our work.

### Excellence

Because we believe in Excellence we will:

- Strive to exceed expectations.
- Provide intentional quality instruction every day.
- Have the courage to hold each other accountable and grow together every day.
- Own our collective responsibility in the growth of all students.



## EDUCATIONAL GOALS

### Overall Expectation

All students shall demonstrate the academic knowledge and traits of character that will prepare them to be life-long learners, productive citizens, and successful participants in a changing world.

### Academic Achievement

High levels of academic achievement are the very reason for HAWM's existence and will serve as the primary measure of the Board's accountability to the public and to the academy authorizer. Consequently, the establishment/monitoring of academy performance expectations are the most important responsibilities of the Board.

### Accordingly, the board expects

- Student performance on standardized assessments will show annual progress ultimately targeted for results that demonstrate 80 percent of HAWM students achieve proficiency levels 1 and 2 for all tested subjects at all grade levels.
- Student performance on other standardized tests will show progress of at least one grade level for all students in all subjects at all tested grade levels, and demonstrate improved performance for students below grade level.
- Standardized assessments scores at all grade levels for all subjects will exceed those of Grand Rapids Public Schools.
- All students attending HAWM for three consecutive years will test at least at grade level in all tested subjects, with particular emphasis on reading and math.
- Recent HAWM graduates will report that the academy prepared them well for their subsequent educational endeavors and employment experiences, and future graduates will do so at an increasing rate.
- Students will achieve academic honors, awards, and recognition from outside organizations, agencies, and media sources.

## CHARACTER DEVELOPMENT

Development and demonstration of positive character traits is essential to a proper HAWM environment and future success for HAWM students as citizens, employers, employees, and parents.

Hope Academy of West Michigan is a PBIS school (Positive Behaviors Interventions Support). PBIS is proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings.

## PREScribed EDUCATIONAL GOALS FROM THE AUTHORIZER – FSU

### Goal 1: Academic Growth (Grades 2-8)

Hope Academy is expected to score within the “Meets” category on at least one Target (in both math and reading) in order to achieve their Contractual Educational Goals.\*

ACADEMIC GROWTH TARGETS (GRADES 2-8)		
Is the school meeting state designation expectations as set forth by state and federal accountability systems (growth)?		
TARGET	MEASURE	METRIC
50 on the index	Growth values as indicated by the School Index.	Exceeds: $\geq 70$ Meets: $\geq 50$ but $< 70$ Approaching: $\geq 30$ but $< 50$ Does Not Meet: $< 30$
Are students making expected annual growth compared to their peers?		
50th Percentile	The fall to spring average of all NWEA MAP “School Conditional Growth Percentiles” in reading and math.	Exceeds: $\geq 70$ Percentile Meets: $\geq 50$ but $< 70$ Percentile Approaching: $\geq 30$ but $< 50$ Percentile Does Not Meet: $< 30$ th Percentile
Are students making sufficient yearly academic growth to increase proficiency?		
The difference will be at least +3%	Percentage of students proficient on the ELA and Math M-STEP/PSAT-8 over time. (Current Year - Average (Prior Year 1 + Prior Year 2)).	Exceeds: $\geq 6\%$ Meets: $\geq 3\%$ but $< 6\%$ Approaching: $\geq 1\%$ but $< 3\%$ Does Not Meet: $< 1\%$
*The FSU CSO will produce a scorecard outlining how the academy performed on each of the Targets outlined above. The scorecard will be presented to academy boards annually.		

### Goal 2: Student Achievement (Grades 2-8)

Academies are expected to score within the “Meets” category on at least one Target (in both math and reading) in order to achieve their Contractual Educational Goals.\*

STUDENT ACHIEVEMENT TARGETS (GRADES 2-8)		
Is the school meeting state designation expectations as set forth by state and federal accountability systems (overall)?		
TARGET	MEASURE	METRIC
45 on the index	Overall values as indicated by the School Index.	Exceeds: $\geq 70$ Meets: $\geq 45$ but $< 70$ Approaching: $\geq 30$ but $< 45$ Does Not Meet: $< 30$
Are students achieving proficiency on a nationally normed assessment?		
50%	The percent of students meeting grade level norms on the reading and math NWEA MAP.	Exceeds: $\geq 70\%$ Meets: $\geq 50\%$ but $< 70\%$ Approaching: $\geq 30\%$ but $< 50\%$ Does Not Meet: $< 30\%$
Are students performing well on state examinations in comparison to students in schools they might otherwise attend (composite)?		
The difference will be at least +3%	The average percent proficient in ELA & math on the M-STEP/PSAT-8 compared to the composite district (Academy Average - Composite Average).	Exceeds: $\geq 10\%$ Meets: $\geq 3\%$ but $< 10\%$ Approaching: $< 3\%$ but $< 0\%$ Does Not Meet: $\leq 0\%$
*The FSU CSO will produce a scorecard outlining how the academy performed on each of the Targets outlined above. The scorecard will be presented to academy boards annually.		

## Goal 1 & 2: Academic Growth & Student Achievement (High School)

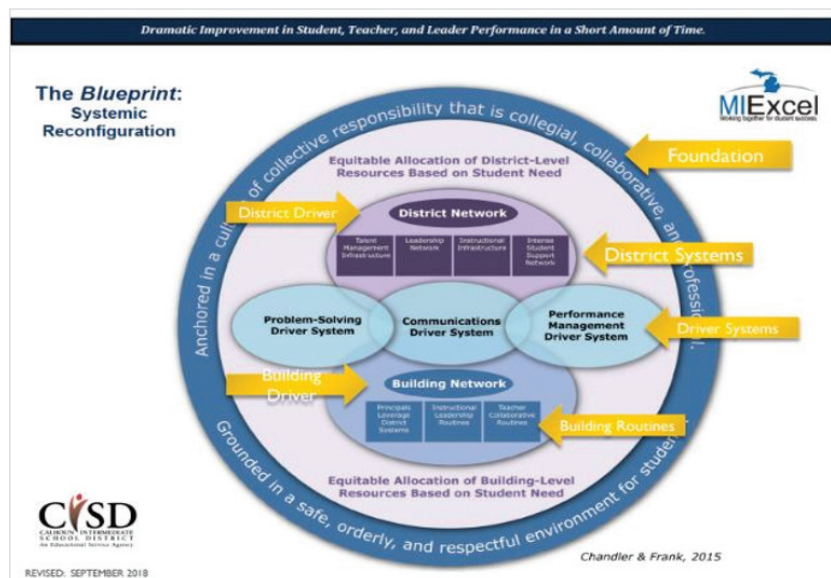
Academies are expected to score within the “Meets” category on at least one Target (in both math and evidence-based reading & writing) in order to achieve their Contractual Educational Goals.\*

ACADEMIC GROWTH AND ACHIEVEMENT TARGETS (HIGH SCHOOL)		
Are students making sufficient academic growth to achieve proficiency?		
TARGET	MEASURE	METRIC
The difference will be at least +3%	The percentage of students meeting or surpassing grade-level college readiness benchmarks on the SAT (11th grade) over time (Current Year - Average (Prior Year 1 + Prior Year 2)).	Exceeds: ≥6% Meets: ≥3% but <6% Approaching: ≥1% but <3% Does Not Meet: <1%
Are students performing well on state examinations in comparison to students in schools they might otherwise attend (composite)?		
The difference will be at least +3%	The percentage of students meeting or surpassing grade-level college readiness benchmarks on the SAT (11th grade) will surpass the school's composite district percentage.	Exceeds: ≥10% Meets: ≥3% but <10% Approaching: <3% but >0% Does Not Meet: ≤ 0%
Are students performing well on state examinations in relation to a benchmark standard?		
Math: 40%  EBRW: 50%	The percentage of students meeting or surpassing grade-level college readiness benchmarks on the PSAT (9th & 10th grade) and SAT (11th grade) will be 40% in math and 50% in evidence-based reading and writing (EBRW).	Math Exceeds: ≥50% Meets: ≥40% but <50% Approaching: ≥30% but <40% Does Not Meet: <30%  EBRW Exceeds: ≥60% Meets: ≥50% but <60% Approaching: ≥30% but <50% Does Not Meet: <30%
*The FSU CSO will produce a scorecard outlining how the academy performed on each of the Targets outlined above. The scorecard will be presented to academy boards annually.		

## MIExcel BLUEPRINT-STATEWIDE SYSTEM OF SUPPORT

MIExcel framework provides schools who are a support system to look closely at academic achievement and high graduation rates. Academic and achievement and high graduation rates are two of the cornerstones of the federal Every Student Succeeds Act (ESSA).

The Michigan Department of Education (MDE) has identified Continuous Support and Improvement (CSI) Schools, those schools in the bottom 5% of all schools in the state and/or those that fail to achieve a graduation rate of 67% or higher. The districts with CSI Schools receive support services from the MDE through its partner Intermediate School Districts and Education Service Agencies to build capacity in order to increase student achievement and/or graduation rates.



## SCHOOL INFORMATION

### HOPE ACADEMY BOARD OF DIRECTORS

Hope Academy of West Michigan 240 Brown Street SE | Grand Rapids, MI 49507

Phone: (616) 301-8458 | E-Fax: (616) 264-3346

**President:** Barth Roberts

**Vice President:** Todd Medendorp

**Secretary:** Dr. Bernard Ayoola

**Treasurer:** Mark Brouwer

**Member:** Michelle Eddie

### 2025-2026 MEETING CALENDAR (Subject to Change)

Monday, July 28, 2025	7:00 a.m.	Board Meeting & Organizational Meeting
Monday, August 25, 2025	7:00 a.m.	Board Meeting
Monday, September 22, 2025	7:00 a.m.	Board Meeting
Monday, October 27, 2025	7:00 a.m.	Board Meeting
Monday, December 8, 2025	7:00 a.m.	Board Meeting
Monday, January 26, 2026	7:00 a.m.	Board Meeting
Monday, February 23, 2026	7:00 a.m.	Board Meeting
Monday, March 23, 2026	7:00 a.m.	Board Meeting
Monday, April 27, 2026	7:00 a.m.	Board Meeting
Monday, June 22, 2026	7:00 a.m.	Board Meeting

**Regular Board meetings typically take place on the fourth Monday of each month.**

The official minutes are on file and available for inspection at the Academy, located at 240 Brown Street SE, Grand Rapids, MI 49507, and are also available on the website at [www.hopeacademywm.org](http://www.hopeacademywm.org) or at Telephone: (616) 301-8458.

Hope Academy of West Michigan will provide necessary and reasonable auxiliary aids and services to those individuals requiring such upon reasonable prior notice to the Academy's Directory

### SCHOOL CLOSINGS AND DELAYS

At times, Hope Academy of West Michigan may close or delay school due to inclement weather on rare occasions. The decision to delay or cancel school will be posted on Channel 13 and radio stations in the Kent County area under "Hope Academy of West Michigan." If the school district in which the student resides has delayed or canceled school, the parent/guardian may call the school office to indicate their student is staying home from school that day, and this absence will be considered excused. HAWM will also send a message via the TalkingPoints Application to families about a delay or closing of school.

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## COMMUNICATION WITH SCHOOL

Staff will work in partnership with the student's parent/guardian to ensure a successful educational placement. Staff will contact each parent/guardian on a regular basis to provide reports on the student's progress. Involvement of the parent/guardian (in the form of visits, problem-solving meetings, or other supportive activities) is encouraged and may be necessary at times.

Parents/guardians who have concerns are encouraged to speak with staff in person or call the school to discuss setting an appointment. Communication is encouraged, vital and welcomed. The school values parental involvement in their student's education. Upon staff request for a phone call and/or face-to-face conference, parents/guardians are expected to respond to the request for a meeting as soon as possible. The same expectations apply to staff if a parent/guardian requests a phone call or conference.

Monthly school newsletters are sent out and school family gatherings occur periodically to build a sense of community amongst the school staff, students, and their families.

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## TEACHER QUALIFICATIONS

All of the teachers at Hope Academy of West Michigan are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. The Hope Academy of West Michigan Academy teachers are all considered highly qualified in accordance with the Every Student Success Act (ESSA) for Highly Qualified Teachers. Any parent who wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Principal at any time. Hope Academy of West Michigan also supports Davenport University teacher placement program and Teachers of Tomorrow.

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## VOLUNTEERS

Volunteers are important to the school. Volunteers of the school are to be treated with the same respect as staff. If interested in volunteering, please speak to an office staff member.

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## MEDICATION

The following definition of "medication" is adopted for use at Hope Academy of West Michigan: Medication includes prescription, non-prescription, and herbal medications that are taken by mouth, inhaler, or injection; applied as drops to the eyes or nose; or applied to the skin. Oral medication may be administered to students by school personnel according to the following conditions: The parent/guardian has submitted a written request to the school to give medication following label directions, and has brought the medication (in original pharmacy bottles) directly to the teacher/social worker. Parent(s) may give permission using the Medication Use Form for students to receive Tylenol if necessary. However, Tylenol must be provided by the parent and dropped off in the school office. If a student needs to take over-the-counter medication, parent(s) must drop off medication in the school office with a note and pick up medication at the end of the school day. Failure to follow this policy will lead to discontinuation of medication being distributed at school.

Unsupervised use of an inhaler is allowed with physician authorization and parent/guardian permission. These students should be instructed by their parents to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians.

Parents/guardians of students who need an Epi-Pen must contact the school office at the beginning of each school year to institute a medical plan.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

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## IMMUNIZATIONS

Students must be current with all immunizations required by law, or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waiver, the school may ask that the student be removed or require compliance within a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to a staff member in the school office.

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## REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any classroom. Any parent who wishes to review materials or observe instruction must contact the Principal to set up an appointment prior to coming to the school. Parental rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

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## FOOD

- A breakfast and lunch program is available for all students.
- Hot Breakfast is served from 7:30 - 7:45 AM. After 7:45 AM, elementary students must enter through the side doors located near the gym.
- Hot lunch is served daily, including on early release and half days of school.
- Students may also choose to bring their own lunch to school. However, students may NOT order any lunch from outside businesses or vendors during school hours.

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## TRANSPORTATION

Students may not arrive earlier than 7:30 AM, or 20 minutes before school starts. If a student does arrive earlier than this, s/he will be allowed to wait outside the building until the appropriate time. Transportation is not provided for Hope Academy of West Michigan students. Families are expected to arrange transportation to and from school. Some of the students coming from the community to Hope Academy of West Michigan take the city GRATA bus. If a student is not picked up within 15 minutes after dismissal, the student will be expected to take public transportation home at parent/guardian expense.

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## HAWM DRESS CODE POLICY (UPDATED 5/23/23)

Hope Academy of West Michigan is committed to ensuring a safe learning environment for all students and acknowledges that school uniforms play an important part in creating a safe place for students to learn by:

1. Uniforms would create security through identification, enabling school officials to recognize intruders.
2. Similar clothing will eliminate peer pressure dealing with student attire.
3. Student uniforms will prevent any type of gang affiliation displayed by clothing.
4. Uniforms would promote a statement of identity through positive actions rather than by appearance only.
5. Uniforms will help develop a sense of school unity and pride.
6. Uniforms help instill a sense of discipline.
7. Uniforms will help alleviate families with the economic burden of clothing school age children since uniforms are less costly than most clothing.
8. A stress free, positive atmosphere, conducive to education will be established.

**Students will not be permitted into class if not in approved school uniform.**

**Students are not permitted to write on any part of their uniform.**

**Any clothing item that causes a reasonable hindrance to the learning environment is prohibited.**

## School ID Cards

Hope Academy school ID's must be worn at all times by all students K-12 as part of their uniform. ID's will be provided to students mid September. There is a \$5.00 fee for lost or stolen ID cards that will have to be paid before ordering a replacement.

## Bottoms

Black or tan khaki pants (can be denim) or black or tan khaki dress walking shorts (can be denim) are permitted. Dress walking shorts must be no more than three inches above the knee. Dress shorts are only permitted during appropriate times of the year. Skirts, jumpers (dresses) or skorts will be permitted and must be Khaki or black in color. Solid white, black or gray leggings can be worn under skirts, jumpers (dresses) or skorts. All pants and walking shorts must fit appropriately. None of the following will be permitted: ripped jeans, pants with holes, spandex pants, baggy slacks, sagging slacks, sweat pants, jogging suits, tight fitting shorts. Pants or shirts that have been marked up with markers, pens, or other writing utensils are not permitted.

## Tops

All tops must be Dark Green in color and display the Hope Academy of West Michigan Logo on the front of the polo. Both short sleeve and long sleeve polo shirts are available for purchase in the front office. Long sleeve shirts or sweatshirts are permitted under the polo shirt but must be solid white, black, or gray in color. The Hope logo must be clearly visible and the shirt must be worn as intended.

## Sweatshirts

Only Hope Academy of West Michigan Sweatshirts with the Hope logo may be worn on the outside of the polo shirt. No other sweatshirts or hoodies will be permitted unless worn under the Hope polo shirt. When a HAWM sweatshirt is worn, it must be zipped to ensure the Hope Logo is visible if the shirt underneath is not solid white, black, gray or the actual Hope polo shirt.

## Special Themed T-Shirts and Sweatshirts

There are times when Hope Academy of West Michigan will celebrate the accomplishment of students with a special Hope Attire, including Jobs for Michigan Graduates, Student Council, Kent Skill Center and PBIS. T-shirts and Sweatshirts that celebrate these groups are permitted. These T-shirts and sweatshirts may be worn on any day.

## Hats, Scarves, Head Coverings

No hats or hoodies are allowed. Headbands and headscarves are allowed. Bandanas, Bonnets, and Do Rags are not allowed.

## Dress Down Days

In the event that a dress down day has been called, students will be allowed to wear jeans (no ripped jeans allowed) and appropriate tops and sweatshirts. Shirts with graphics, pictures or writing must be school appropriate.

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## REFUSAL TO COMPLY WITH SCHOOL UNIFORM DRESS CODE POLICY

### 1st Offense and 2nd Offense

- Parent contact regarding uniform policy. Parents asked to bring dress code appropriate clothing to the school so the student can be compliant with the school uniform policy.
- If a parent is unable to bring the student the appropriate uniform, the student will be provided a Hope Academy polo shirt or Khaki pants and must change into uniform. The student's phone will be confiscated (or agreed upon item) and returned to the student at the end of the school day when the uniform is given back to the RTA.
- If a student refuses to get into approved uniform, the student will remain in ISS (In-school suspension).

### 3rd Offense

- Parent contact regarding uniform policy. Parents asked to bring dress code appropriate clothing to the school so the student can be compliant with the school uniform policy.
- The student will be provided a Hope Academy polo shirt and/or Khaki pants and must change into uniform. The student's phone will be confiscated as collateral and returned to the student at the end of the school day when the uniform is given back to the RTA.
- Students are assigned 1 day on ISS.

### 4th Offense

- Student assigned 1 day of O5S (Out of school suspension)
- Mandatory Parent Meeting will be scheduled to address ongoing refusal to comply with the school uniform policy.

### 5th Offense and Beyond

- Students will receive a 3-day O5S.
- A discipline hearing will be scheduled with the school board to determine further action to be take

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## FIELD TRIPS

Field trips will be scheduled periodically. A parent/guardian permission slip will be sent home and must be signed and returned before a student may participate. Parents/guardians will be informed of upcoming field trips throughout the school year.

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## PERSONAL ELECTRONICS (PHONES, SMART DEVICES, ETC.) (UPDATED MAY, 2025)

Students are expected to follow the rules for all personal electronic devices as described below. These guidelines take guidance for the State of Michigan guidance for prohibiting wireless communication devices in schools.

### Limited Possession of Personal Electronic Devices:

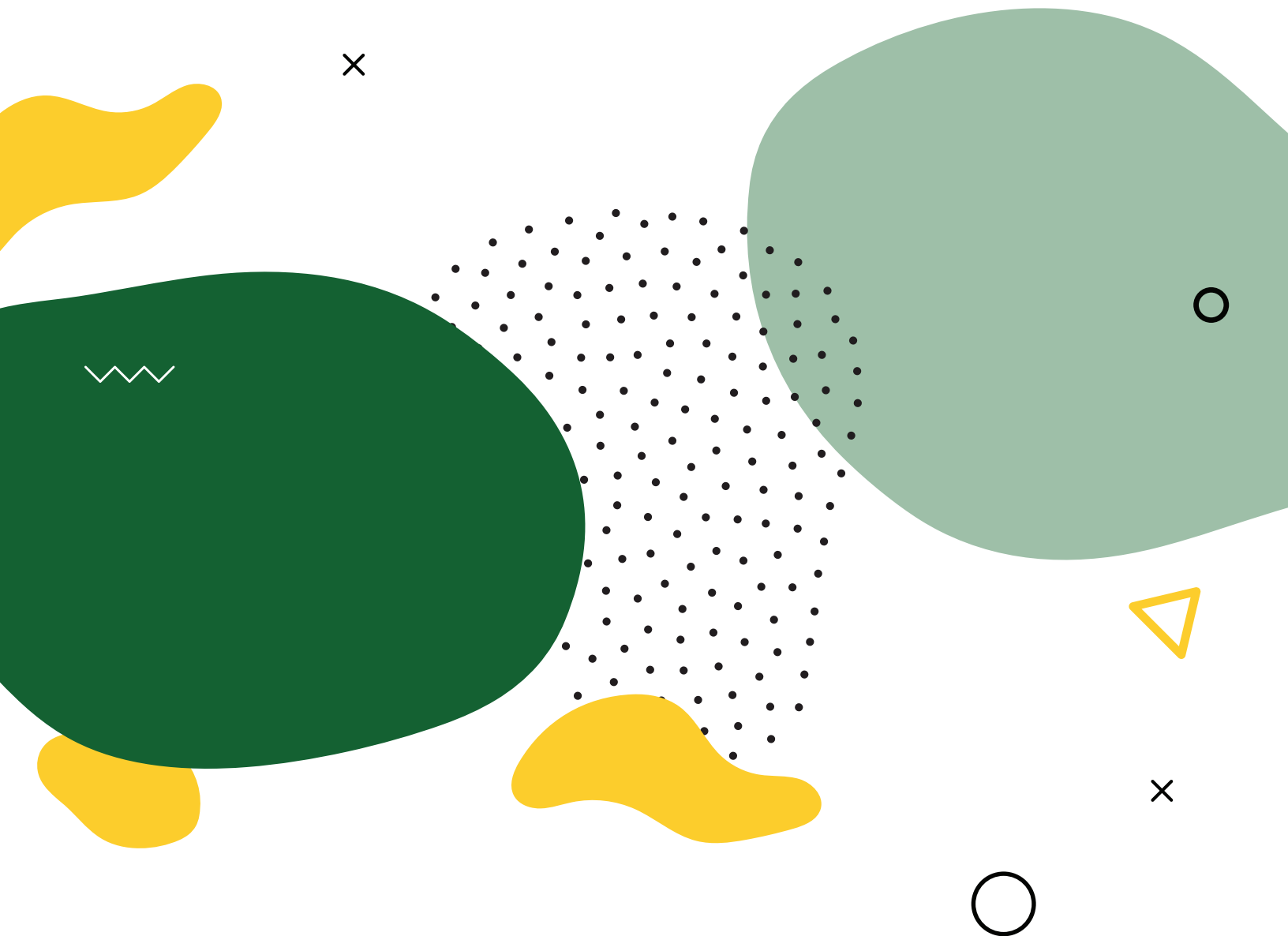
- For students in kindergarten through sixth grade, Hope Academy of West Michigan prohibits personal wireless communications device possession on school grounds
- For grades seven and eight, Hope Academy of West Michigan prohibits students from using a personal wireless communications device during instructional time, breaks between instructional time, lunch, and recess (if applicable).
  - *Times when personal wireless communication devices are allowed: Breakfast, Arrival, Dismissal*
- For students enrolled in grades nine through twelve, Hope Academy of West Michigan prohibits students from using a personal wireless communications device during instructional time, breaks between instructional time, lunch, and recess (if applicable).
  - *Times when personal wireless communication devices are allowed: Breakfast/Arrival, Dismissal*

In addition to the above required limitations, the school board may implement additional restrictions regarding the use of a wireless communications device. The school limits on personal electronics reflect updated guidance from the State of Michigan, and are updated annually depending upon the guidance of the state.

## SCHOOL-ASSIGNED ELECTRONICS (1-TO-1 TECHNOLOGY):

- For students in kindergarten through sixth grade, Hope Academy of West Michigan provides 1-to-1 classroom sets of Chromebooks. These devices are assigned to the classroom and then distributed to individual students as needed. Chromebook charging carts are available in every classroom.
- For students enrolled in grades seven through twelve, Hope Academy of West Michigan provides 1-to-1 Chromebooks assigned to each individual student. These are school-issued devices that are assigned to individual students. Students and families take on responsibility for their device during the period of time which the device is assigned (see Technology Acceptable Use Agreement in Appendices).
- All families / parents / guardians must sign the Technology Acceptable Use Agreement prior to receiving a school issued device. While general software updates, and replacement Chromebooks will be put into circulation on an annual basis, the basic care of the Chromebook is the responsibility of the student and outlined in the Technology Acceptable Use Agreement.

**The “Technology Acceptable Use Agreement” is available in the Main Office and sent out at the start of each year.**



## ATTENDANCE

**Absentee Phone Line – (616) 301-8458**

### TARDIES

**\*\*Students arriving after 8:05 a.m. are considered tardy.\*\***

Students are expected to be at school on time each day. If a student will be tardy due to an excusable reason (appointment, not feeling well, etc.), a parent/guardian/adult must call the school. Timeliness is a good work habit to develop as well as a good school habit, so the following policy will be enforced for each marking period:

- **1st time** – Warning
- **2nd time** – Warning
- **3rd time** – After-school detention or lunch detention.
- **Excessive tardiness** will result in a meeting with the student, parent/guardian, and staff to discuss other possible steps to address attendance.

Students may not be considered tardy if they have permission from their teacher to go to their locker/use the restroom before class starts or if they have a valid hall pass from another staff member.

### ABSENCES, EXCUSES, AND MAKE-UP WORK

Attendance is a crucial piece in student achievement. Saying that, Hope Academy expects its scholars to maintain a high attendance mark.

A phone call is required for each student who is/has been absent. Phone calls or e-mail should be made to the school by a parent /guardian at **(616) 301-8458 by 9:00 a.m. on the day of the absence** in order for the absence to be considered excused. Please include the student's name, grade/teacher, and reason for absence.

In accordance with Kent County ISD's transition to common definitions, Hope Academy of West Michigan has adopted the use of "counted" versus "uncounted" absences. **The first five absences FOR THE ENTIRE SCHOOL YEAR** for a student will be considered "uncounted". After the initial 5 absences, any following absences will be "counted" and monitored in relation to truancy law. After a student misses a total of five (5) days, a letter will be mailed to the address on file for the student. After the first five absences, any further absences will result in phone calls and other interventions that may include but are not limited to: meetings with the parent/guardian and student, an attendance contract, home visits, emails, etc.



After a student has missed ten (10) or more days, a referral will be submitted to the Kent ISD. This referral is then processed by the Attendance and Truancy Officer. It is our sincerest hope that interventions will improve the student's attendance prior to this action being taken.

The state defines a truant student as missing **more than 10 school days in an ENTIRE school year, not just in a trimester/semester**. The state also defines a student as "chronically absent" if they miss more than 10% of scheduled school days from their enrollment date. The terms "excused" and "unexcused" will still be used for the sake of missing work in the classroom. Excused absences include: funerals, medical or counseling appointments, court meetings, college visits, and illness. If absence is due to illness, please report the nature of the illness.

- **1st and 2nd unexcused absence** will result in a call home.
- **3rd unexcused absence** will result in a meeting with staff and Principal to discuss the reasons for the multiple absences.
- **Ten (10) or more excused/unexcused absences** may result in the student no longer being eligible to earn credits in their classes and/or a disenrollment from Hope Academy of West Michigan. The student will be required to reapply if they still would like to attend the academy.

Whenever possible, students will not be sent home from school for any reason without parent/guardian consent. We will have an emergency authorization form on file with contact information.

- Students will be given one (1) day to make up any work missed for every day of their absence (e.g. 2 days of excused absences will give students 2 days to make up their work). After this time period, it will be the teacher's discretion in accepting late work.
- Unexcused absences may result in an after-school detention.
- A large number of absences will result in a meeting to create a plan to address this issue and to monitor the student's attendance.
- Excessive number of absences will result in the student being helped to find a school that will accommodate the attendance concern.

**Students are considered truant when a pattern of absences is reported to the Principal. The parent/guardian will be notified. If the problem is not addressed, a referral will need to be made to the Kent ISD Office of Truancy & School Attendance, according to Michigan Law.**

## EXTENDED ABSENCES

Extended absences from school should only occur for special occasions or an emergency situation. If a student will be absent from school for 10 or more consecutive days, the student will be dropped from enrollment and will need to reapply for admission upon his or her return. Written notice must be provided to the office for any planned absences and / or medical excuse required for more than 3 days.

The school administration will contact the parent/guardian if a student has a pattern of multiple absences (10 or more) within a semester. An intervention plan will be made in consultation with the Kent ISD Office of Truancy & School Attendance. Should a parent/guardian not respond to the school's attempts to make a plan and/or the plan not be followed by the student and/or parent/guardian, and should no action be taken to rectify the problem within a reasonable time frame, the school may send notice of the decision to un-enroll the student.

**If an emergency extending absences is needed approval is required from the administration for students who will be absent from school for 10 or more consecutive school days or else the student will be dropped after 10 consecutive days of absences (excused or unexcused)**

## ILLNESSES DURING SCHOOL

If a student becomes ill during the school day, the parent/guardian will be notified. The school will not release a student unless there has been authorized consent.

**When a parent is notified that their student is ill, it is the parent's obligation to retrieve the student immediately.** If illness continues for more than 3 days, a medical note from the doctor will need to be presented upon student returning. If a parent is contacted and refuses to retrieve the student or if there is no response from emergency contacts, **CPS may be notified since this may be considered an action of neglect on behalf of the parent / guardian. In extreme cases, the Grand Rapids Police Department may also be notified if a parent does not respond to the school phone call.**

## ACADEMIC AND TESTING STANDARDS

### STANDARD BASED GRADING AND PERSONAL COMPETENCY BASED EDUCATION

Standard Based Grading and Competency-based strategies education provide flexibility in the way that credit can be earned or awarded, and provide students with personalized learning opportunities. By enabling students to master skills at their own pace, competency-based learning allows students to go at their own pace.

### TESTING

**SAT:** All eleventh grade students and some seniors will be required to participate in the redesigned SAT test which includes the SAT Test and Michigan WorkKeys Assessment.

**WIDA:** The English Language Proficiency Assessment will be provided for students who are learning English as a second language.

**MAP Testing:** A computer-based test for all students that will gauge performance in the areas of mathematics, science, reading, and English language arts.

**PSAT:** All eighth, ninth, and tenth grade students will be required to participate in the PSAT test which is a practice SAT test. The test will offer information regarding strengths and areas of concern to improve prior to participating in the SAT test in eleventh grade.

**M-STEP:** All 3rd through 8th grade students will be required to participate in the statewide assessment. The test will offer information regarding strengths and areas of concern to improve instruction. The online test will be administered in the spring.

### TRANSFER STUDENTS

When students transfer from another school, their previous passing class grades will be added to their transcript at Hope Academy of West Michigan. This means these class grades will be included in the cumulative high school GPA.

### SUPERVISION

Hope Academy of West Michigan is a closed campus. Students need to sign in at the school office if arriving late and sign out at the school office if leaving early and can only do so if pre-arranged with a parent/guardian. Students will be supervised at all times and are expected to remain with staff or a school representative at all times. There is no wandering in the building without permission. Passes will be given if a student needs to leave the classroom with teacher permission.

## STUDENT SUPPORT SERVICES

### STUDENT ADVOCATE

Students access the Student Advocate office for personal counseling, academic counseling, testing, test interpretation, career information and planning, college applications, and special program opportunities.

### SOCIAL WORK OFFICE

The Social Work Office provides consultation, collaboration, and advice to students, their family members, and school staff regarding students' social, emotional, and behavioral status impacting learning, development, mental health, and school success. The Social Work Office is responsible for the identification of issues that may interfere with student development, learning, and school success. Duties may include providing instruction and modeling to student, parent, and school staff in the implementation of effective behavior intervention strategies and techniques. The Social Work Office provides liaison, coordination, and case management services with schools, families, and other resources to influence positive school outcomes for students. Additional services include crisis prevention, planning, and intervention, including assessments of the impact of trauma on development, learning, and school performance.

### INDIVIDUALS WITH DISABILITIES

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

### LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an Academy. It is, therefore, the policy of Hope Academy of West Michigan that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the Principal to inquire about procedures and programs offered by the Academy.

### HOMELESS STUDENTS

It is the policy of the Academy to ensure that children/youth who meet the federal definition of "homeless" have equal access to the same free, appropriate public education as provided to other students. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required.

The Academy is committed to ensuring that there is no barrier to the enrollment, attendance, or success of homeless children and youths. In addition, no student will be stigmatized or segregated on the basis of their status as homeless. The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact the School Principal.

## BEHAVIOR

Hope Academy of West Michigan implements a Positive Behavioral Interventions and Support (PBIS) program in all grades, K-12. This system focuses on teaching and recognizing positive social behavior and good study skills, while preventing unwanted behaviors.

The **PBIS MATRIX** is available in the Main Office, as well as the school website and posted visibly around the school campus.

- **PBIS Tier 1** practices and systems are school-wide and help to establish a foundation of regular, proactive support while preventing unwanted or negative behaviors. These supports are available to all students.
- **PBIS Tier 2** practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at Hope Academy and are individualized to meet the needs of the student. Interventions might include Check-in/ Check-out, Attendance Contracts, and mentoring.
- **PBIS Tier 3** practices and systems support students who require more intensive, individualized support to improve their behavioral and academic outcomes. At this level the school relies on formal assessments to determine a student's needs. Interventions might include behavior plans, modified schedules, and school social work support.

Components of the PBIS program include HAWK tickets, school store, and monthly celebrations to reinforce positive behavior and build a sense of community.

Physical copies of the **ELEMENTARY BEHAVIOR MATRIX** are available in the Main Office, as well as the school website. They are also visibly posted around the school and reviewed with students after major holiday breaks.

### HOPE ACADEMY OF WEST MICHIGAN SCHOOL BOARD OF DIRECTORS ANTI-BULLYING POLICY

The Hope Academy of West Michigan (HAWM) board of directors 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.

Thus, HAWM has adopted this policy pursuant to subsection (1) of Act 241:

- (a) The HAWM school board of directors prohibits the bullying of any pupil attending the school.
- (b) The HAWM school board of directors prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying.
- (c) The HAWM school board of directors further maintains that all pupils are protected under the policy and that bullying is equally prohibited without regard to its subject matter or motivating animus.
- (d) The HAWM school board of directors identifies the school principal as being responsible for ensuring that the policy is implemented.
- (e) This policy is to be publicized by including information about the policy and anti-bullying programs at the school through school newsletters and parent meetings.
- (f) HAWM has procedures for providing notification to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying. These procedures include the referral of any acts of bullying to the Responsibility Thinking Advisors, school guidance counselor, and/or school social worker to address the issue.
- (g) If the procedure identified above is not followed properly as stated, a prompt investigation of a report of violation of the policy or a related complaint will be made to the principal or the principal's designee as the person responsible for the investigation.
- (h) Through the annual state behavior and discipline reporting process, HAWM will document any prohibited

incident that is reported and a procedure to report all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the board of directors of the public school academy on an annual basis.  
(Updated 2019-20)

## **RESPONSIBLE THINKING PROCESS (RTP)**

Students who have behavior issues within the school will need to follow the Responsible Thinking Process (RTP) in order to continue within their classes. The goal of behavior management and discipline is to teach self-control and develop character. Each situation is considered unique and will be handled as deemed appropriate by staff using a method described below. Steps may include: redirection, cool-down time, processing with multiple staff, and/or a behavior management plan. This will be determined on a case-by-case basis. Persistent behavior issues may lead to a meeting with the school board, and possible suspension or expulsion. Positive behavior will be rewarded. Please see the Principal or any Responsible Thinking Advisor for further information.

RTP is designed to provide constructive choices for students who disrupt classes and break rules. Through a series of questions, teachers and support staff help students decide when and if they want to redirect themselves.

The questions are as follows:

1. What are you doing?
2. What is the rule associated with that behavior?
3. What happens when you break the rules?
4. What will happen if you continue to break the rules?
5. What are you willing to do now?

If the student responds appropriately to the questions, the process stops there and class resumes. If at any point during the process the student becomes resistant, s/he is told that s/he has made a decision to report to the Responsible Thinking Center (RTC).

In the RTC, students meet with the Responsible Thinking Advisor (RTA), who assists them in developing a plan for classroom re-entry. The RTA then makes an appointment for the student to negotiate the completed re-entry plan with the teacher. It is the responsibility of the student to make an appointment with the teacher to negotiate and discuss the completed re-entry plan. Successful negotiation equals a return to class.

Gross misconduct such as excessive profanity, fighting, sexual harassment, and drug use are immediately referred to the RTC. The school Principal is consulted when serious issues such as these arise.

## **RESTORATIVE PRACTICES**

Helps the students build social discipline through participatory decision making. This process is designed to reduce violence and bullying while repairing self-harm and restoring relationships. Restorative circles improve behaviors while providing effective leadership skills.

## **SMOKING**

No smoking is permitted on grounds or on any off-campus activity by students, families, volunteers, or staff. "On grounds" is defined as the Hope Academy of West Michigan and St. Francis Xavier Catholic church property bordered by Brown Street. Hope Academy of West Michigan prohibits the use, possession, distribution, purchase, or sale of any tobacco product by any person on Academy property, in any Academy vehicle, or at any Academy event. In addition, any tobacco advertising or promotion is strictly prohibited. Violation of this policy would result in suspension or expulsion.

## **CONTRABAND ITEMS**

Consequences for bringing banned items to school will be determined case-by-case. Such items should be left at home or they will be taken and possibly destroyed. A call will be made to the parent/guardian, Principal, probation officer (P.O.), or police, as applicable. Contraband items include illegal substances or paraphernalia, knives, lighters, etc.

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## PROHIBITION OF ALCOHOL AND DRUGS

Hope Academy prohibits the use, possession, distribution, purchase, or sale on Academy property, in any Academy vehicle, or at any Academy-sponsored event of any of the following prohibited substances:

- Alcoholic beverages
- Any illegal drug, controlled substance, or cannabis (including marijuana and hashish)
- Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision
- Any prescription drug not prescribed for the student by a licensed health care provider or not used in the manner prescribed
- Any inhalant, vape, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or the nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- Look-alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student explicitly or implicitly represented to be an illegal drug or controlled substance.
- Drug paraphernalia, vape apparatus, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; or (b) grow, process, store, or conceal cannabis or controlled substances.

Students under the influence of any prohibited substance are not permitted to be on Academy property, in an Academy vehicle, or at an Academy-sponsored event. The student will be treated as though they have the prohibited substance in their possession.

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## GANG-RELATED BEHAVIORS

Any student involved in any activity, symbol, sign, or communication that is determined by staff to be gang-related, or even possibly so, will be asked to discontinue the behavior without question. Items may be taken, destroyed, etc. Parent/guardian, Principal, and/or probation officer may be involved. Suspension may result and will be determined on a case-by-case basis.

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## LANGUAGE

Conversations must be clean, non-violent, non-offensive, and not negative or derogatory toward race, gender, sexual orientation, or appearance as determined by staff.

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## SEXUAL BEHAVIOR, COMMENTS, ETC.

No sexually-related behavior or comments will be tolerated. They will be dealt with on an individual basis. No public displays of affection (PDAs). Displays of affections such as kissing, extensive embracing, sitting on someone's lap, or any contact that may be considered sexual in nature will not be allowed on Academy grounds, in Academy vehicles, or at any Academy-sponsored event/activity. Excessive displays of affection as described above may result in suspension from school, or possibly expulsion.

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## POLICY AND PROCEDURES FOR STUDENT DISCIPLINE

The goal of behavior management and discipline at Hope Academy of West Michigan is to teach self-control and develop character.

## CODE OF CONDUCT

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The behavioral areas listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of students.

A student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined. Additionally, a student who engages in a prohibited act that violates the law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student engages in a prohibited act:

- on school property
- in a motor vehicle being used for a school-related purpose
- at a school-related activity, function, or event
- in travel to or from school
- involving another student who is traveling to or from school
- off school premises, which act, in the judgment of the administration, in such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, or would endanger the proper functioning of the educational process.

## GROSS MISDEMEANORS OR PERSISTENT DISOBEDIENCE

Any student guilty of gross misdemeanors, persistent disobedience, or persistent disregard of dress code policy may be suspended by the Principal or expelled by the Board.

## WEAPONS, ARSON, OR CRIMINAL SEXUAL CONDUCT

Any student possessing, using, controlling, or transferring a dangerous weapon (defined by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles"), any item which may be used to cause or threaten harm to others, or a look-alike weapon; or who commits arson or criminal sexual conduct on Academy property, in an Academy vehicle, or at an Academy-sponsored event, shall be permanently expelled for a period of not less than one hundred eighty (180) days.

Possession, use, or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in suspension by the Principal or expulsion by the Board. A dangerous item is any object capable of inflicting bodily harm, as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

## PHYSICAL ASSAULTS AGAINST ACADEMY PERSONNEL AND STUDENTS

Any student who commits a physical assault against an Academy employee, volunteer, contractor, or another student on Academy property, in an Academy vehicle, or at an Academy-sponsored event may be suspended by the Principal or expelled by the Board. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

## VERBAL ASSAULTS

Any student who commits a verbal assault on school property, on a school bus or other school vehicle, or at an Academy-sponsored activity or event against a Hope Academy of West Michigan employee, volunteer, or contractor may be suspended by the authorized School Leader or expelled by the Board.

Verbal assault is defined as a threat of immediate harmful or offensive touching, coupled with an apparent immediate ability to commit the same action, which puts a person in a reasonable apprehension of such touching; the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (e.g.

excessive taunting or teasing, bullying, hazing, or other verbal harassment, or aggressive behavior); or a bomb threat (or similar threat) directed at a school building, other school property, or a school event. A student who encourages others to engage in such behavior also violates this policy. For purposes of this policy, the definition of assault also includes written threats.

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## **OTHER PROHIBITED STUDENT CONDUCT**

- Using a cell phone, video recording device, Chromebook, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. Rules for electronics as described on page 15 of this handbook must be followed.
- Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Bullying, hazing, or any kind of aggressive behavior, or encouraging other students to engage in such behavior.
- Using or possessing a laser pointer, unless under a staff member’s direct supervision and in the context of instruction.
- Damaging or attempting to damage another person’s personal property.
- Stealing or attempting to steal another person’s personal property.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to: (a) be a threat to or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or Academy property.
- Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Being absent without a recognized excuse.
- Disobeying rules of student conduct or directives from staff members or Academy officials.

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## **DAMAGE OF PROPERTY**

Vandalism and disregard for school property will not be tolerated. A student who damages or attempts to damage; or steals or attempts to steal Academy property will be disciplined. Violations could result in physical or financial restitution, suspension, or expulsion. (Graffiti is considered vandalism.)

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## **APPLICATION TO STUDENTS WITH DISABILITIES**

Hope Academy of West Michigan complies with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student’s misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

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## **DUE PROCESS RIGHTS**

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student’s due process rights under the law.

## LONG-TERM SUSPENSIONS AND/OR EXPULSIONS

Persistent behavior issues may lead to a meeting with the Principal and possible suspension for up to ten days. Long-term suspensions (defined as those greater than ten days) and/or expulsions will be decided by a disciplinary team consisting of the Principal, one other Hope Academy of West Michigan staff member, and a Board member.

## EXCLUSION FROM THE ACADEMY

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle, or to participate in or attend any before- or after-school activities (including, but not limited to, the student's attendance as a spectator of or participant in sport or weekend activities). Once a student has been suspended, s/he is not allowed on campus until his/her suspension has been completed and/or s/he has met with the Principal or school designee.

## REPORTING

Consistent with controlling law, all matters of student out-of-school disciplinary suspensions and expulsions shall be permanently maintained in a student's permanent educational record (CA-60), and shall be transferred to any other private or public elementary school in which the student may seek enrollment. However, such disciplinary records may be deleted upon graduation, except for expulsions for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a staff member, volunteer, or contractor.

Suspension and/or expulsion will be listed as an excused absence within the student's attendance record.

## CORPORAL PUNISHMENT

The administration or teachers will not perform corporal punishment for any reason. However, the use of reasonable physical force necessary to maintain order and control for the purpose of providing an environment conducive to safety and learning is permitted in the following situations as stated by the Michigan Department of Education:

- To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
- For self-defense or the defense of another.
- To prevent a pupil from inflicting harm on himself or herself.
- To quell a disturbance that threatens physical injury to any person.
- To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.

All guidelines for the use of seclusion and restraint will be adhered to at all times.

### STUDENT WELL-BEING AND EMERGENCY INFORMATION

Student safety is a responsibility of the staff. All Hope Academy of West Michigan staff is familiar with emergency procedures such as fire and tornado drills, lockdown procedures, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have emergency contact information completed and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. If your daytime phone number and/or address changes anytime during the school year, please promptly notify the office immediately. We need to reach you as quickly as possible if an emergency occurs.

If a special education student is recommended for Hope Academy of West Michigan, an Individualized Education Program (IEP) team meeting must be held. A representative from the student's resident district should attend and provide input regarding the student's educational needs. The IEP team will determine whether goals/objectives, accommodations, and/or related service support are needed for the student to progress in the general education curriculum.

### SAFETY DRILLS

The school complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt, and orderly evacuation of the building. During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual situation, an "Out of Order" sign will be posted on the doors, and parents/guardians/visitors must return to their vehicles. Situations may include external concerns such as hazardous material spills, police actions, etc.

### POLICE INVOLVEMENT

The assistance of police agencies may be requested when a student:

- Is assaultive.
- Refuses to leave the building when requested to do so by school personnel.
- Does physical damage to the environment.
- Commits an apparent illegal act.
- Runs away.
- Is reasonably suspected of having a weapon on his/her person or in his/her vehicle located on the property.

Generally, when police involvement is requested by school authorities, a formal complaint will be filed. Once this action has been taken, the complaint will not be withdrawn. The initiation of police involvement must be approved by the Principal.

### CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the school's administrative guidelines and with the guidance of the Health Department. Parents/guardians are asked to notify the office if their child has contracted a communicable disease. The school is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

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## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

Hope Academy of West Michigan is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Academy's Preparedness for Toxic Hazard and Hazard Policy and asbestos management plan will be available for inspection at the school office upon request.

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## PESTICIDE NOTICE

The Academy is required by Michigan Regulations 637, Rule 14, PA 171 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances, chemical treatments will be a last resort. When pesticides are used, a notice will be posted on the front door of the school and in the school newsletter. If you would like to request prior notification of the application of pesticides or herbicides, please see the school office. However, pesticides may be used in an emergency situation without advance notice. In such a case, we would make every effort to inform all affected parties. If you have any questions or wish to review the school's integrated pest management plan or records of pesticide applications, please contact the Principal.

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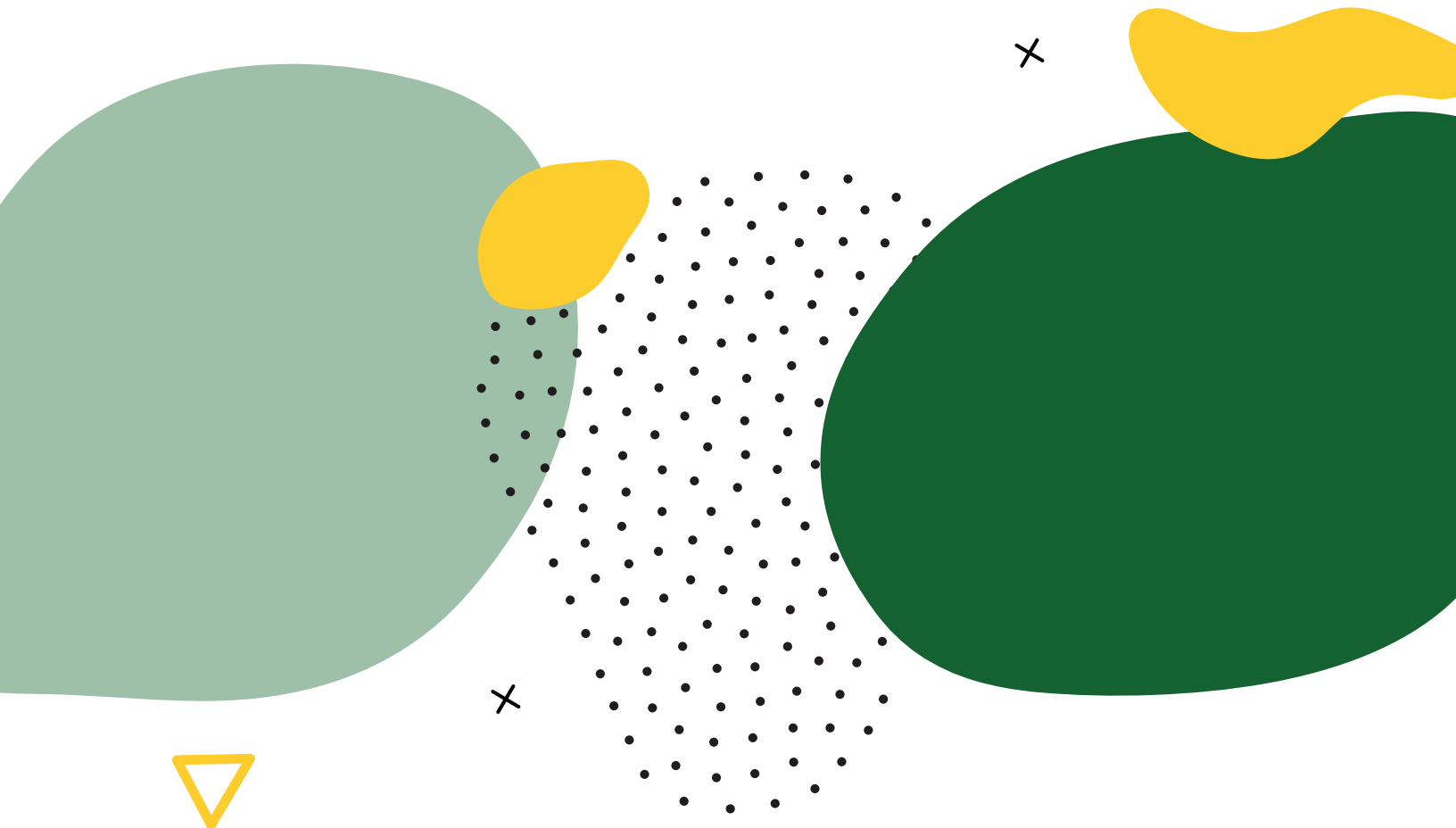
## STUDENT ACCIDENT INSURANCE

Student accident insurance is not available. It is recommended that parents carry a family insurance plan.

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## OTHER INFORMATION

Please contact our main school office if you have any questions or concerns.



## STUDENT RIGHTS

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and fair treatment to be honored as long as they respect the rights of their fellow students and the staff, and their actions are not disruptive to the educational process. Students will be expected to follow the directions of all staff and obey all school rules.

No information which may be considered of a confidential or personal nature may be released to outside agencies without the specific approval of the parent/guardian and school official.

### EQUAL EDUCATION OPPORTUNITY

It is the policy of Hope Academy of West Michigan to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at the Academy or an Academy activity should immediately contact the Principal. Complaints will be investigated in accordance with the administrative guidelines. Any student making a complaint or participating in an Academy investigation will be protected from any threat or retaliation. The Principal can provide additional information concerning equal access to educational opportunity.

### MANDATORY REPORTING POLICY PROTECTIVE SERVICES/DHS

Michigan's Child Protection Law requires that any mandated reporter (which includes Hope Academy of West Michigan staff members) who "has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report to Children's Protective Services of FIA, in the county in which the alleged abuse or neglect occurred. A written report must be made within 72 hours of the oral report to CPS, using form FIA-3200 ("Report of Suspected Child Abuse or Neglect")."

### SEXUAL HARASSMENT

The Academy is committed to providing for its students an educational environment that is respectful of human dignity and free from sexual harassment. Abuse of the dignity of any student by means of sexist slurs, or sexually-oriented obscene, lewd, vulgar, unwanted, offensive, or indecent language will not be tolerated. Sexually derogatory or objectionable conduct, including but not limited to unwanted or offensive touching and physical contact will also not be tolerated.

Any student who feels he or she is being sexually harassed by any other student or students shall report such incidents to a teacher, counselor, school psychologist, school social worker, or Principal. Such reports shall be reported to and investigated by the Principal. Any student who is determined to have committed sexual harassment will be subject to disciplinary action, based upon the severity and frequency of the offense(s).

### SEARCH AND SEIZURE

All lockers, cubbies, and other storage places assigned to pupils are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies, or other school-supplied storage areas. The Principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the Principal or his/her designee. The Principal or his/her designee may search lockers, locker contents, cubbies, or other school-supplied storage areas at any time, without notice and without parental/guardianship or student consent.

The Academy assigns lockers, cubbies, and other storage places to its pupils for their convenience and temporary use. Pupils are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the Principal or his/her designee in advance of pupils bringing the items to the Academy. Pupils are solely responsible for the contents of their lockers, cubbies, and other storage places and should not share these storage areas with other pupils, nor divulge locker combinations to other pupils, unless authorized by the Principal or his/her designee.

The Principal or his/her designee may request the assistance of a law enforcement officer in conducting a search, but

shall not be obligated to do so. The Principal or his/her designee shall supervise the search. In the course of a search, the Principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against Academy policy and rules.

When conducting searches, the Principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the Principal or his/her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the Principal or his/her designee shall be removed and held by Academy officials for evidence in disciplinary proceedings, and/or turned over to law enforcement officials. The parent/guardian of the pupil shall be notified by the Principal or his/her designee of items removed from the storage area.

## **INDIVIDUALIZED SEARCH USING HAND-HELD METAL DETECTOR**

Purpose: In order to ensure student, staff, and visitor safety, it is the policy of the Academy to authorize Academy administrators or their designee to conduct searches of students and visitors and their belongings and to seize any weapons or other dangerous items.

The Academy administrator or their designee may conduct an individualized search utilizing a hand-held metal detector. The Academy administrator or his/her designees may request the assistance of a law enforcement officer in conducting such a search but shall not be obligated to do so. This policy prohibits strip searches and washroom searches. When practical, an Academy administrator or his/her designee of the same gender as the student or visitor should scan the student or visitor with the hand-held metal detector.

An individualized search is justified in its inception when a school administrator has a reasonable suspicion that a student or visitor has a weapon or dangerous item in his/her possession.

The search must:

1. Be reasonably related to the objective of the search; and
2. Not be excessively intrusive given the age and gender of the student/visitor and the nature of the suspected violation.

A reasonable suspicion can be defined as the Academy administrator or his/her designee having sufficient grounds to suspect that the search of the student or visitor will turn up evidence of possession of a weapon or dangerous item. For example, reasonable suspicion may arise from seeing a weapon-shaped bulge under clothing; information from a reliable student/staff/adult that a student or visitor has possession of a dangerous weapon or item; or reports that a student or visitor has threatened to bring a dangerous weapon or item into the Academy.

During the search, the Academy administrator may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the Academy administrator or his/her designee to be a potential threat to the safety or security of others. Law enforcement officials shall be notified immediately upon seizure of items listed in the Statewide School Safety Information Policy. Any items seized by the Academy administrator or his/her designee shall be held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of the pupil shall be notified by the Academy administrator of any such items found. The Academy administrator or his/her designee shall respect the privacy rights of the searched individual regarding any items discovered that are not illegal or against Academy policy and rules.

Nothing in this policy shall deter any Academy administrator or staff from taking any action s/he reasonably believes is necessary to protect any student, staff member, or visitor from physical threat or danger.

Any Academy utilizing hand-held metal detectors for individualized dangerous weapons searches shall post signs at entrances notifying visitors entering the building that they are subject to search.

Any Academy administrator or his/her designee who violates this policy will be subject to disciplinary action, up to and including discharge.

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## STUDENT RECORDS

Hope Academy of West Michigan maintains many student records, including both directory information and confidential information. Educational records of students at Hope Academy of West Michigan are safeguarded by policies of federal legislation entitled Family Educational Rights and Privacy Act of 1974 and Michigan law. Parents/guardians and/or students eighteen years of age or older who wish to read the educational record should contact the school office.

When transferring student records, school officials are required to transmit disciplinary records, including suspension and expulsion actions against the student.

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## DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (“FERPA”) requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child’s education records. However, the Academy may disclose appropriately designated “directory information” without written consent, unless you have advised the Academy to the contrary in accordance with Academy procedures. The primary purpose of directory information is to allow the Academy to include this type of information from your student’s education records in certain school publications. Examples include:

- A playbill showing your student’s role in a drama production
- The annual yearbook
- Individual or group recognition of achievement and/or accomplishments
- Graduation programs
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Hope Academy to disclose directory information from your child’s education records without your prior written consent, you must notify Hope Academy in writing by the end of the first week of the school year. Hope Academy has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph/video/DVD
- Honors, awards, and other recognitions
- Classroom or unit designation

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## CAMERA SURVEILLANCE (UPDATED MAY, 2025)

Hope Academy of West Michigan authorizes the use of surveillance cameras on District property to ensure the health, welfare and safety of all students, employees and visitors; and to safeguard District facilities, vehicles and equipment. The District reserves the right to videotape student activities and behavior in common areas within school buildings, with or without specific advance notice.

Students or employees in violation of Board policies, administrative directives, school rules or law shall be subject to appropriate disciplinary action. Illegal activities of students, employees or others shall be referred to appropriate law enforcement.

Students or employees who vandalize, damage, disable or render inoperable surveillance cameras and/or equipment shall be responsible for such losses, damages and costs, and shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Video may become a part of a student’s educational record or an employee’s personnel file. Video may also be used in a criminal investigation when such images may aid in the investigation. No video or audio recording shall be released to any student 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 District shall comply with all applicable state and federal laws related to recording, maintaining and retaining video recordings. Only the District, school administrators, and specifically designated staff shall have access to video monitors while they are in operation. Records should be viewed on a need-to-know basis only, in such a manner as to avoid public viewing.

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Legal Ref.: Section 9528 of the ESEA (20 USC §7908), as amended by the No Child Left Behind Act of 2001 (PL 107-110); the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

