

HOPE Academy

OF WEST MICHIGAN

Providing RENEWED HOPE for academic success and a POSITIVE learning experience for students in our community!

By signing this document I acknowledge that I have received the Parent/Student manual from Hope Academy of West Michigan and am in agreement with the information herein on this date.

Students Name:

Grade:

Parent Signature:

Date:

Al firmar este documento, reconozco que he recibido el manual para padres/estudiantes de Hope Academy of West Michigan y estoy de acuerdo con la información contenida en este documento en esta fecha.

El nombre del estudiante:

Grado:

Firma de los padres:

Fecha:

240 Brown Street SE Grand Rapids, Michigan 49507

P. (616) 301-8458 F. (616) 264-3346 info@hopeacademywm.org www.hopeacademywm.org



2024-2025

ELEMENTARY SCHOOL

**PARENT/STUDENT
HANDBOOK**
(revised 5/23/23)

240 Brown Street SE
Grand Rapids, MI 49507

Phone: (616) 301-8458

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CORE VALUES

Common Focus
High Expectations
Personalized Instruction
Respect and Responsibility
Collaboration
Performance-based instructions
Student Growth and Proficiency
Integrity
Accountability
Safety

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

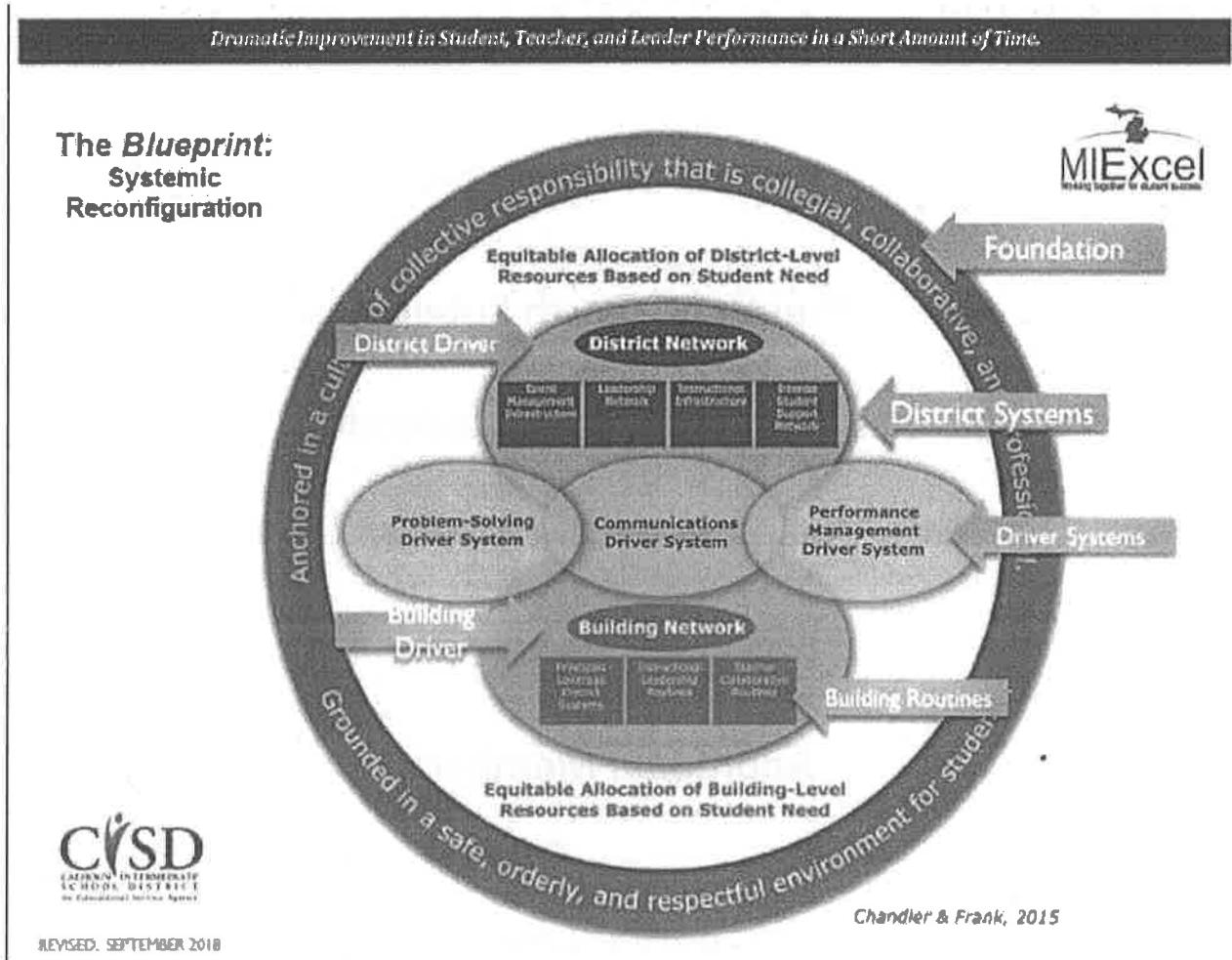
High levels of academic achievement are the very reason for HAWM's existence and will serve as the primary measure of the Board's accountability to the public and to the academy authorizer. Consequently, the establishment/monitoring of academy performance expectations are the most important responsibilities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

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.



**HOPE ACADEMY OF WEST MICHIGAN
Board of Directors**

240 Brown Street SE, Grand Rapids, MI 49507
Phone: (616) 301-8458

**2024-2025 Meeting Calendar
(Subject to change.)**

Monday, July 22, 2024	7:00 a.m.	Board Meeting & Organizational Meeting
Monday, August 26, 2024	7:00 a.m.	Board Meeting
Monday, September 23, 2024	7:00 a.m.	Board Meeting
Monday, October 28, 2024	7:00 a.m.	Board Meeting
Monday, December 2, 2024	7:00 a.m.	Board Meeting
Monday, January 27, 2025	7:00 a.m.	Board Meeting
Monday, February 24, 2025	7:00 a.m.	Board Meeting
Monday, March 24, 2025	7:00 a.m.	Board Meeting
Monday, April 28, 2025	7:00 a.m.	Board Meeting
Monday, May 26, 2025	7:00a.m.	Board Meeting & Budget Hearing
Monday, June 23, 2025	7:00a.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. 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 Director.

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.

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.

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.

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**

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 OSS (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 OSS.
- A discipline hearing will be scheduled with the school board to determine further action to be taken.

Electronics

Students are expected to follow the rules for all electronic devices as described below:

School Technology:

HAWM provides each student with a school device all parents or guardians must sign the technology expectations prior to receiving a school issued device.

parent/guardian, and staff to discuss other possible steps to address attendance.

Students will 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.

Absentee Phone Line: (616) 301-8458

Absences, Excuses, and Make-Up Work

A phone call is required for each student who is/has been absent. Phone calls or e-mail should be made to the school at 616-301-8458 by **9:00 AM** on the day of the absence in order for the absence to be considered excused. Please include the student's name 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 guardian and student, an attendance contract, home visits, emails, etc.

After a student has missed 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 to 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 unexcused absence** will result in a call home.
- **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.
- **10 or more excused/unexcused absences** may result in your student

Testing

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

MAP (NWEA) Testing: A computer-based test for all students that will gauge performance in the areas of mathematics and reading. MAP tests are done 3 times per school year, Fall, Winter and Spring.

M-STEP: All third 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.

PSAT and SAT Test (secondary students only): The PSAT is known as the Preliminary SAT/National Merit Scholarship Qualifying Test. A strong performance opens doors to scholarships and grants including National Merit Scholarships. The SAT is one of the key components of most college applications. Millions of students take the test, often multiple times, in order to put forth their strongest and highest score.

Transfer Students

When students transfer from another school, their previous passing class grades will be added to their record at Hope Academy of West Michigan.

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 Office

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

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 Principal.

BEHAVIORS

PBIS Positive Interventions Support System

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.

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 need. 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.

Elementary - PBIS Matrix 24-25

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

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 Adviser (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. 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 Practice

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 school 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

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.

Language

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

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 affection 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.

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

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 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 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.

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 16 or 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.

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.

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.

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.

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

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

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.

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.