

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

**MIDDLE/HIGH SCHOOL
(SECONDARY)**

**PARENTS/STUDENT
HANDBOOK**

**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.

SEAL OF BILITERACY POLICY

Beginning with the Class of 2018, students at IES' schools: Lighthouse Academy and Hope Academy of West Michigan, will be able to earn a Seal of Biliteracy on their diploma.

According to the Michigan Department of Education, the Seal of Biliteracy is an award given by a school, district, or state in recognition of students who have studied and attained proficiency in two or more languages by high school graduation. The Seal of Biliteracy encourages students to pursue biliteracy, honors the skills our students attain, and can be evidence of skills that are attractive to future employers and college admissions offices.

The Michigan Seal of Biliteracy has been created to recognize high school graduates who exhibit language proficiency in English and at least one additional world language. Students of IES schools may be awarded the Seal if they have received a high school diploma, a high school certificate of completion or a high school equivalency certificate, and they have also:

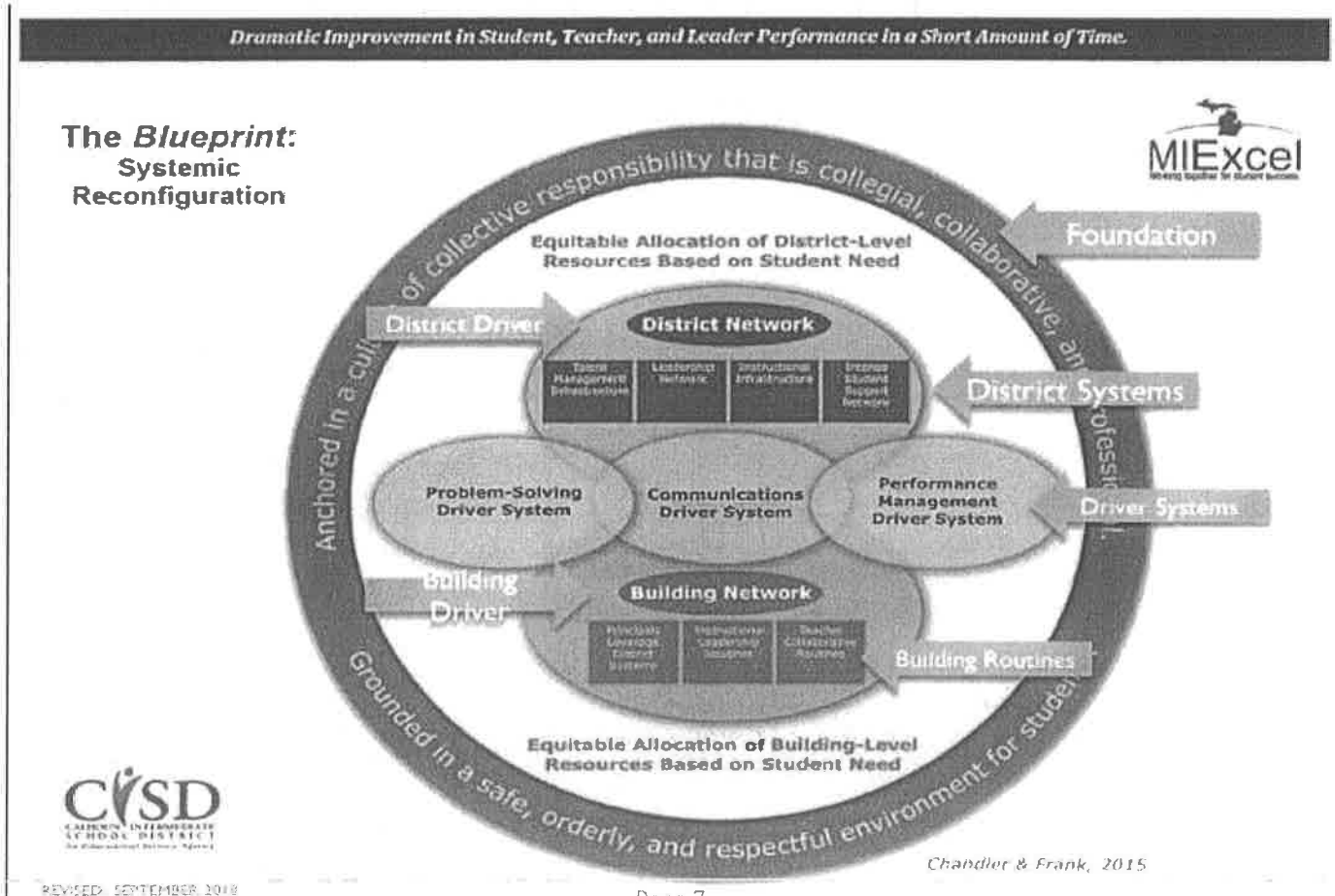
- Met ELA requirements for graduation:
 - 2.5 or higher on proficiency scale on standards in all ELA requirements for graduation and
- WIDA composite score of 4.0 (Intermediate High proficiency) or higher and/or eligible students must demonstrate "Intermediate High" proficiency on the ACTFL scale of a language other than English with the option that best fits their unique language skills/experiences (as reflected in IES' World Language Policy)

- b. HAWM cohort students in grades 8 through 11 will meet or exceed the established grade level targets based on the spring PSAT and SAT tests in mathematics, reading, science, and English.
- 2. Growth-to-Achievement — Student Growth:
 - a. All HAWM students in grades 2 through 8 will demonstrate quantifiable academic growth towards established achievement targets based on fall-to-spring MAP testing in reading and math.
 - b. All HAWM students in grades 9 through 11 will demonstrate quantifiable academic growth towards established achievement targets based on spring-to-spring PSAT and SAT tests in mathematics, reading, science, and English.

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 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, and are also available on the website at 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.

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. Parents may give permission using the **Medication Use Form** for students to receive Tylenol if necessary. If a student needs to take over-the-counter medication, parents 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 immunizations or waiver, the school may ask that the student be removed or require compliance with 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.

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

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, or 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 accomplishments of students with special Hope attire, including Jobs for Michigan Graduates, Student

- 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:

Student Devices:

Students must keep all electronic devices off and away during the school day.

1st Offense

Warning from the teacher and opportunity for the student to put the phone in their locker.

2nd Offense

The electronic device will be confiscated by the teacher and held until the end of the day.

3rd Offense

The electronic device will be confiscated and the student will be placed on a Phone Plan for 30, 60, or 90 days depending on previous record with this policy.

Any additional offenses will require review from the school Board for further disciplinary action.

Note: **Students should not bring items of value to school.** Items such as jewelry, expensive clothing, and electronic equipment are tempting targets for theft. **Hope Academy of West Michigan cannot be responsible for their safe-keeping and will not be liable for loss or damage to any personal valuables.** Students who purchase materials from other students while on school property will be suspended [unless selling items that may be periodically sponsored by the school and the student council (e.g. Valentine candy-grams, etc.)].

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.

TECHNOLOGY EXPECTATIONS: 2024-2025

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 in advance of upcoming field trips throughout the school year.

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

Mathematics	4.0	Students must take four: Algebra I, Geometry, Algebra II, and one other math credit. One of these must be taken senior year.
Science	3.0	Biology, Physics or Chemistry, and one other science credit.
Social Studies	3.0	Students must take Civics, Economics, World History, and U.S. History. AP credits can act as substitutes or additional elective credit.
Spanish/World Language	2.0	Two years of a foreign language are required for class of 2013 and beyond. Colleges recommend at least two years.
Visual/Performing Arts	1.0	A least one year of visual arts, choir, or band.
Physical Education/Health	1.0	0.5 credit for each is required.
Elective	4.0	Students may choose elective courses and/or an additional fifth year core class.
Online Learning		Throughout the high school required course of study, students must use technology as part of a course, as the primary means, or as an integrated learning experience.

Successful completion of these graduation requirements is necessary to earn a diploma from Hope Academy of West Michigan. Students with disabilities are assisted in meeting these graduation requirements as appropriate and as specified in their Individualized Education Program (IEP). Students with disabilities who are unable to meet these graduation requirements, or for whom these requirements are deemed inappropriate, may request a personal curriculum. A curriculum guide is available for parents to read about the courses offered and the descriptions of classes. Also available for parents to review is a binder with information about the sexual education unit offered within the health class.

MICHIGAN MERIT CURRICULUM AND PERSONAL CURRICULUM MODIFICATION

A personal curriculum is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. If you are interested in looking into a personal curriculum please contact Shatas Boerman, our student advocate.

Subject Area Credit Requirements	Personal Curriculum (PC) Modification Required
4 English Language Arts Credits	✓ No modification except for students with disabilities
4 Mathematics Credits	

Rewards will vary upon student achievement, but may include lunch with the Principal or board members, field trips, a school t-shirt, etc. The school guidance counselor, along with student advisors and the Principal, will recommend placement on the list per term.

CLASS PLACEMENT

Class placement is based on the year that the student entered high school. The number of credits to graduate high school is growing each year. Here is the number of credits students must meet to receive a diploma:

Class of 2022-2023 and beyond - 22 Credits

COLLEGE ADMISSION REQUIREMENTS

It is recommended that applicants to competitive colleges successfully complete the following high school program, including as many Advanced Placement (AP) offerings in each subject as possible:

- 4 years of English
- 4 years of Mathematics
- 4 years of Social Studies
- 4 years of Science
- 2 years (minimum) of a World Language

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

- Student is in the 11th or 12th grade
- Student is enrolled at both Hope Academy of West Michigan and post-secondary school, for the time of taking dual enrolled class
- The class is not offered at Hope Academy of West Michigan and is not a physical education, religious, or leisure skill class
- Student is taking the course as a post-secondary credit only, for high school credit, or both
- Student understands that post-secondary courses will not replace a failing grade
- Student agrees to maintain regular attendance at Hope Academy of West Michigan and the post-secondary class
- The student and parents have met with school counselor and transition coordinator
- Each party will sign the Dual Enrollment form indicating that all requirements have been met.

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.

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.

Secondary - PBIS Matrix 20-21

STANDARDS OF CONDUCT FOR SECONDARY STUDENTS

All students will be expected to sign a contract upon enrollment and to fulfill the following commitments:

1. I realize that bigotry and hatred is wrong no matter at whom it is directed. I agree not to engage in racism either by my actions or by my words while enrolled at Hope Academy of West Michigan.

12. I understand that the faculty is here to educate, advocate, and encourage mature and thoughtful behavior. They represent authority in the school setting. I understand that the contents and terms of this contract and the judgment of the faculty in their interpretations are not negotiable.

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.

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

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.

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 clean, 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 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,

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.

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.

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.

School Safety

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,

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 review the school's integrated pest management plan or records of pesticide applications, please contact the Principal.

STUDENT ACCIDENT INSURANCE

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

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.

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

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

SELECTIVE SERVICE REGISTRATION

Male students ages eighteen (18) or older are required by law to register for the Selective Service.

INFORMATION PROVIDED TO THE MILITARY

Two federal laws require that Hope Academy provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings. If you do not want the Academy to disclose this 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.