



**2022-2023**

**MIDDLE/HIGH SCHOOL  
(SECONDARY)**

**PARENTS/STUDENT  
HANDBOOK**

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

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# **District Information**

## **MISSION**

**Hope Academy of West Michigan (HAWM) is a safe place for its students to learn and grow.**

## **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**

## **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:
  - o 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)

## **Application and Award Process**

Students may apply for the Seal of Biliteracy by contacting their building rep./Student Advocate/EL coordinator who will complete the application through MDE and verify that the requirements are met.

## **Methods of Recognition for Students Receiving the Seal of Biliteracy**

Each individual school will determine the medium of recognition including the school website, school newsletter, social media, board meetings, school announcements, showcase, etc. Seals of Biliteracy may be awarded retroactively to the 2017-2018 school year to ensure all students who qualify are recognized. Personnel will be identified at each building level that will be responsible for identifying and locating qualified applicants. Students with completed and eligible applications will be permitted to wear the biliteracy collar at the graduation ceremony.

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 (Positive Behavior Intervention Support) school. 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**

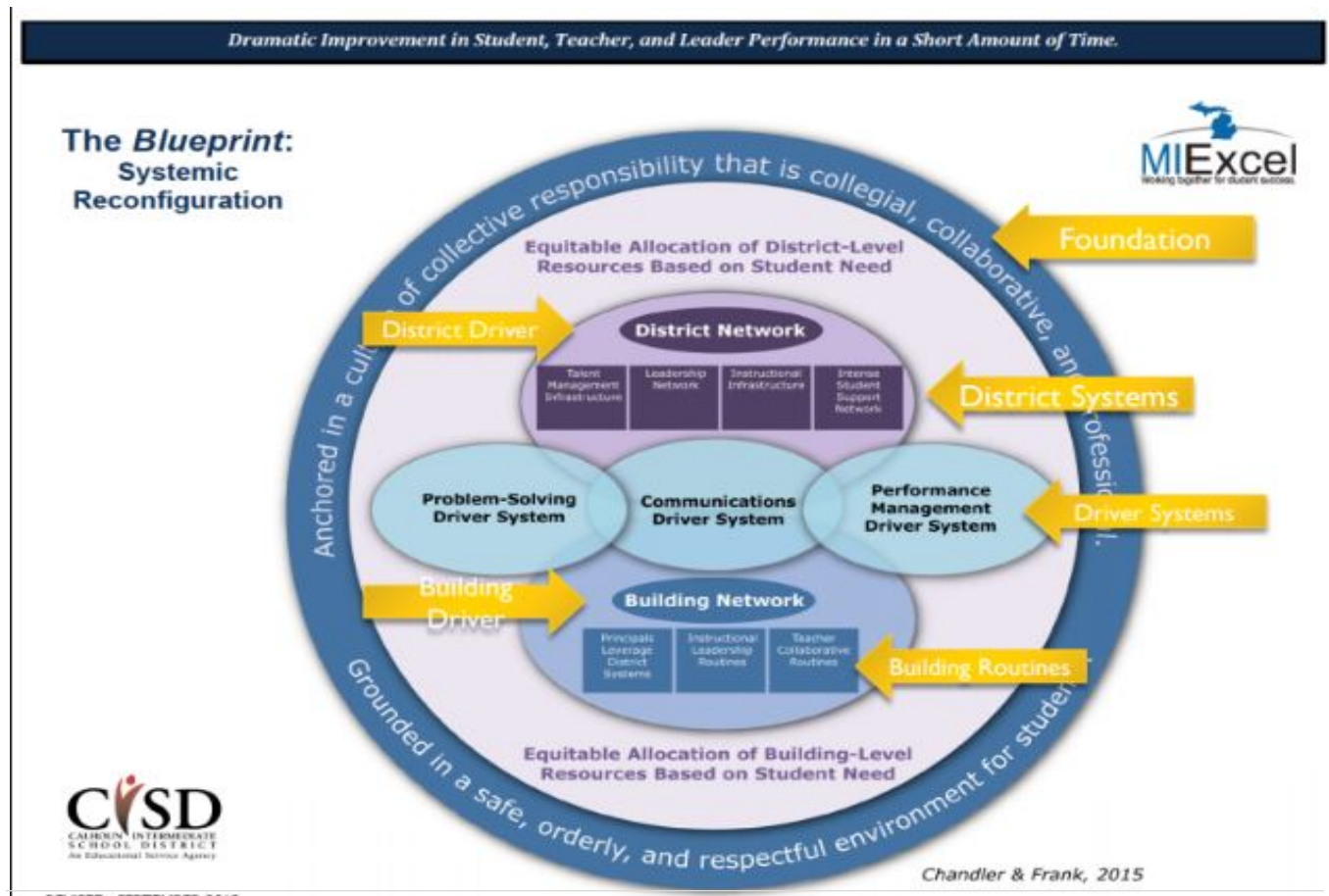
1. Growth-to-Achievement — Student Achievement:
  - a. HAWM students enrolled for three or more years in grades 2 through 8 will meet or exceed the established grade level achievement targets based on the spring MAP scaled scores in mathematics and reading.

- 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  
240 Brown Street SE  
Grand Rapids, Michigan 40507  
Telefono: (616) 301-8458  
EFax: (616) 264-3346**

**Board Members:**

**President: Barth Roberts**

**Vice President: Todd Medendorp**

**Secretary: Peter Kladder**

**Treasurer: Barb Foster**

**Additional Members:**

**Dennis Cuson and**

**Dr. Bernard Ayoola**



HOPE ACADEMY OF WEST MICHIGAN  
240 Brown Street SE, Grand Rapids, MI 49507  
Phone: (616) 301-8458

Board of Directors

**2021-2022 Meeting Calendar**

Monday, July 26, 2021	7:00 a.m.	Board Meeting & Organizational Meeting
Monday, August 23, 2021	7:00 a.m.	Board Meeting
Monday, September 27, 2021	7:00 a.m.	Board Meeting
Monday, October 25, 2021	7:00 a.m.	Board Meeting
Monday, December 6, 2021	7:00 a.m.	Board Meeting
Monday, January 24, 2022	7:00 a.m.	Board Meeting
Monday, February 28, 2022	7:00 a.m.	Board Meeting
Monday, March 28, 2022	7:00 a.m.	Board Meeting
Monday, April 25, 2022	7:00 a.m.	Board Meeting
Monday, May 23, 2022	7:00a.m.	Board Meeting & Budget Hearing
Monday, June 27, 2022	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](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 Information**

## **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 the Kent County major TV stations, radio stations, and through our Remind app. 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.

## **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 those concerns. Communication is encouraged, vital, and welcomed. The school values parental involvement in the 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.

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.

## **KCTC SCHEDULE**

Session 1 -- Start time 6:55AM -- End Time 9:10AM

All students will be picked up outside the building near the main office entrance at 6:20 a.m.

## **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 teachers are all considered highly qualified in accordance with the No Child Left Behind Requirements 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.

## **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 to coming to the school. Parental rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **FOOD**

A breakfast and lunch program is available for all students.

Breakfast is served from 7:45 a.m.–7:57 a.m. After 7:57 a.m., secondary students must enter through the front office door. Breakfast cannot be guaranteed if students arrive after 7:57 a.m.

Students may also choose to bring their own lunch to school. However, students may NOT order any lunch from outside businesses during school hours.

## **DRESS CODE**

### **HAWM Uniform Policy (updated 11/18/2019)**

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.**

### **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 accomplishment of students with 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 and appropriate tops and sweatshirts. Shirts with graphics, pictures, or writing must be school appropriate.

## **REFUSAL TO COMPLY WITH SCHOOL UNIFORM DRESS CODE POLICY**

### **1st and 2nd Offense**

- Parent contact regarding uniform policy. The parent will be 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 (or agreed upon item) will be confiscated and returned to the student at the end of the school day when the uniform is given back to the RTA.

- If the student refuses to get into approved uniform, the student will remain in ISS (in-school suspension).

### **3rd Offense**

- Parent contact regarding uniform policy. The parent will be 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 and returned to the student at the end of the school day when the uniform is given back to the RTA.
- The student will be assigned 1 day of ISS.

### **4th Offense**

- The student will be assigned 1 day of OSS (out-of-school suspension).
- A mandatory parent meeting will be scheduled to address ongoing refusal to comply with the school uniform policy.

### **5th Offense and Beyond**

- The student 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:

### **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: 2022-2023**

### **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.

### **TRANSPORTATION**

Students may not arrive earlier than 7:30 a.m., 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. Students who have a valid driver's license and are legally able to drive may drive to school. The student must register the car s/he will be driving to school at the school's main office before s/he begins driving to school. 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 the parent/guardian's expense.

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

### **TARDIES**

**\*\*Students arriving after 8:00 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 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.

Secondary classroom doors are closed and locked as soon as the bell rings. If students are late they will spend the class period in RTC where they will be required to work on school work and call home to inform their parents/guardians.

Students are allowed to enter their first hour class and class after lunch (fourth hour on MTThF, fifth hour on Wednesdays) up to five minutes after the bell rings; however, they are still considered tardy.

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 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.

**Graduation**

**GRADUATION REQUIREMENTS**

The Michigan Merit Curriculum (MMC) requires students entering 8<sup>th</sup> grade in or after 2006 to obtain a minimum of 16 credits for graduation, which could be met using alternative instructional delivery methods such as alternative course work, humanities course sequences, career and technology courses, industrial technology or vocational education courses, or through a combination of these programs. In addition, students enrolled after 2006 need to complete two credits of a language other than English in grades 9-12, OR an equivalent world language learning experience in grades K-12 prior to graduation.

MMC Requirements & HAWM 2020 22 credits required		
Department	Credits	Clarification
English	4.0	Students must take four years of English.
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 <ul style="list-style-type: none"> <li>• 3 credits aligned with the required state content expectations (i.e., Geometry, Algebra I, and Algebra II)</li> <li>• 1 math or math-related credit (not required to be aligned with state content expectations)</li> <li>• 1 math or math-related course required in the final year which could include any of the 4 credits described above or may be an additional district credit Note: Students may earn 2 math credits for Algebra II</li> <li>• When the credit is earned over 2 years, or 1.5 credits over 1.5 years, without requesting a personal curriculum</li> </ul>	✓ 1 credit of Algebra II may be modified to ½ credit Algebra II, statistics, or functions and data analysis ✓ Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school
3 Science Credits (no sequence required) <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry or Physics</li> <li>• 1 additional high school level science credit</li> </ul>	✓ No modification except for students with disabilities
3 Social Studies Credits (no sequence required) <ul style="list-style-type: none"> <li>• .5 Civics</li> <li>• .5 Economics</li> <li>• US History and Geography</li> </ul>	✓ No modification of Civics ✓ 2 credits must be earned ✓ Modified only if student takes additional credit(s) beyond the required credits in English

• World History and Geography	Language Arts, Math, Science, or World Languages
1 Physical Education and Health Credit • How this credit is offered is a local district decision	✓ Modification allowed only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages**
1 Applied Arts Credit	✓ Modification allowed only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages**
Online Learning Experience or Credit • Online course or learning experience OR • Online experience is incorporated into each of the required credits	✓ No modification except for students with disabilities
2 World Language Credits • Graduating Class of 2016 • Credits earned in grades 9-12 OR • An equivalent learning experience in grades K-12	✓ No modification except for students with disabilities

*\*To find out more about Personal Curriculum, see your counseling office for details.*

\*\*Preplan - a student must, with a necessary academic plan, work with appropriate school staff and parents/guardians to develop a one- to four-year plan that allows the student to bolster core classes in lieu of required courses. It must be shown that it is not possible to take missed requirements.

## **HONOR ROLL**

Honor Rolls are used to identify and celebrate student achievement at Hope Academy of West Michigan. Several lists will be generated at the end of each semester based upon student academic achievement, attendance history, and behavior. **Perfect attendance means no absences or tardies for all days in all classes.**

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.

## **TRANSCRIPTS**

A transcript is an official school record of courses taken, grades, credits taken, credits earned, and GPA.

## **TESTING OUT POLICY**

Hope Academy of West Michigan will grant high school credit to any pupil who can demonstrate mastery in the subject area content expectations or guidelines for a course. Teachers will establish the assessment process that measures a student's understanding of the subject area content expectations for the course. To all students who wish to test out of a course, teachers will provide all the learning objectives for that course, a summary of the course syllabus, a sample written examination, and a description of the final assessment required to establish mastery. The teacher will ensure that the assessment used to determine mastery is comparable to that required of students taking the actual course for credit.

If a student wishes to test out of a particular course for credit, they should notify the school counselor prior to the beginning of the term. Testing will be held during the first full week of the new term. Once notified, the school counselor will provide an assessment schedule and supervise the examinations or other form of assessment as established by the teacher.

The teacher will determine whether sufficient mastery has been achieved to grant credit. Mastery can be achieved in the following manner:

- Attaining a grade of not less than 80% on a final exam in the course.
- Exhibiting mastery through the basic assessment of that course, which may include a speech, portfolio, performance, paper, project, or presentation.

The standards must be comparable to the standards used for the regular course.

The Principal is responsible for notifying the student and his/her parents/guardians of the student's performance and whether credit will be issued. Credit earned under this policy shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this policy may be counted towards graduation, fulfillment of a requirement for a subject area course, and fulfillment of a requirement as to course sequence. Once credit is earned under this policy, a pupil may not receive credit thereafter for a course lower in course sequence in the same subject area.

### **CREDIT RECOVERY**

Opportunities for credit recovery will be provided on an as-needed basis. These opportunities may include working on past assignments, taking/retaking assessments, or completing projects to prove student understanding of the Michigan Merit Curriculum for their specific course. Please see the counselor for additional information on such options.

### **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.

### **WORK PERMITS**

Any student wishing to obtain the necessary paperwork to receive a work permit should make a request to the school office.

### **DUAL ENROLLMENT**

Dual enrollment permits an eligible high school student to take a college class while still enrolled in high school. The college class may be taken for high school credit, college credit, or both. The law that governs the dual enrollment program provides that a portion of the cost may be paid for by the school district. It does not cover fees for books, transportation, parking costs, or activity fees.

Eligible classes at college are generally in academic areas in which the student has exhausted the high school curriculum, or in classes not offered by the high school. All dual-enrollment courses must be approved before the student registers. The student must register through the college's admissions office.

Students interested in enrolling in a dual enrollment (MDE, Dual Enrollment, 2007) must meet the following requirements. When all requirements below are met then the student and parent/guardian can meet with the school counselor and transition coordinator.

- Student meets the testing scores in the subject area in order to qualify for dual enrollment
- Student is at least 16 years of age
- Student is in the 11<sup>th</sup> or 12<sup>th</sup> 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.
2. I realize that the use of alcohol and drugs and non-prescription drugs will not be tolerated at Hope Academy of West Michigan. I agree not to use any drugs or alcohol before school, during school hours, at lunch, or at any other school events. I understand that it is illegal to smoke less than 500 feet from school grounds. I agree to respect the law and the school grounds by observing this guideline.
3. I realize that open displays of affection and sexually explicit language or innuendoes are not conducive to a productive learning environment. I will refrain from such behavior while at Hope Academy or while attending any school functions.
4. I will demonstrate respect to the faculty of Hope Academy of West Michigan as indicated by my non-hostile obedience to their directives and requests. I will show respect to my fellow students by not fighting or gossiping.
5. I appreciate the organization that owns the school building and grounds in which I attend. I will not damage this property in any way. I understand that I am subject to disciplinary action and payment for damages if I do so.

6. I will demonstrate appropriate language habits and not use profanity in any language. I realize that I am subject to disciplinary action if I curse at a staff member or exhibit profanity.
7. I realize that consistent attendance is necessary for academic progress. Excessive tardiness (including all class periods throughout the day) or absences will require a conference with my parents/guardians and/or possible disciplinary action. Truancy may be reported to the proper authorities as appropriate and necessary.
8. I have a bright future. I do not want to jeopardize it by a rash and senseless act of violence. I realize that if I initiate or perpetuate a fight or other acts of violence, I am subject to discipline. I also understand that bringing a firearm or other weapon to school will result in expulsion.
9. I must dress appropriately according to the uniform guidelines. My student ID must be worn around my neck and be visible at all times. I understand that I will be sent to the office and wear loaned clothing if the faculty determines my dress to be inappropriate.
10. I will exhibit proper classroom behavior in order to provide my fellow students and myself the best possible opportunity to learn. I understand that disruptive and inappropriate behavior will not be tolerated. If misbehavior continues, I will be subject to disciplinary measures.
11. I will do all the work assigned by my teachers in all my classes. I will complete my work promptly. I will take notes as needed in class and study hard for all my tests. I understand that if I refuse to do my work or turn in below-standard and incomplete assignments, I will be subject to disciplinary measures.
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 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)

### **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.

### **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, 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
- 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.

### **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.

### **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.)

### **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.

### **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.

## **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, 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.

## **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.

### **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.

### **STUDENT VEHICLES**

Students who have a valid driver's license may choose to drive their own vehicle to school. They may purchase a parking permit at the school's front office. They must submit a copy of the driver's license, vehicle registration, insurance, and license plate number in order to receive a parking permit. Vehicles on school grounds are available for search and seizure of items deemed inappropriate on school grounds. Permits may be revoked at any time. Vehicles also may be subject to being towed away at the owner's expense.

### **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.

### **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

### **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.

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.