

**2018-2019**

**ELEMENTARY SCHOOL**

**PARENT/STUDENT**

**HANDBOOK**

240 Brown Street SE

Grand Rapids, MI 49507

616-301-8458

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**District Information**

**Hope Academy of West Michigan**

**MISSION**

**Hope Academy of West Michigan 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 measures of the Board’s accountability to the public and to the academy authorizer. Consequently, the establishment/monitoring of academy performance expectations are the most important responsibilities of the Board.

**Accordingly, the board expects**

* Student performance on standardized assessments will show annual progress ultimately targeted for results that demonstrate 80 percent of HAWM students achieve proficiency levels 1 and 2 for all tested subjects at all grade levels.
* Student performance on other standardized tests will show progress of at least one grade level for all students in all subjects at all tested grade level, 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.

Accordingly the board has established the following expectations:

1. All students will demonstrate positive character traits as specified in HAWM programs and efforts.
2. A character development curriculum will be used in grades K-6 to develop and measure character development.
3. A character development curriculum will be used in grades 7-12 to develop and measure character development and leadership skills.
4. Community Leaders will come into the school to model positive character traits to students and field trips will be used to bring students to places where they can see people in leadership model positive character traits.
5. Students with noticeable need for improvement in specific areas will demonstrate improvement at an accelerated pace. The Responsibility Thinking Center will be used to address the needs of students who show character deficiencies. Success will be measured by decreased referrals of these students.

**Mission Specific Achievement**

1. Knowledge of the world and U.S. history and cultural context of the arts, and expanding knowledge of the varieties, specifics, and nuances of particular arts.
2. Increasing fluency in one or more foreign languages.
3. Increasing awareness and knowledge of environmental issues.
4. Demonstration of an increase in knowledge of key mathematics principles and foundational literacy.
5. Ninety-five percent of all students will increase their pro-social skills.
6. By the end of each school year, 95 percent of all students will progress in their individualized learning plan as evidenced by improvements noted by documentation in the discipline and advising portions of the student database.

**Prescribed Educational Goals from the Authorizer—FSU**

1. Growth-to-Achievement: Student Achievement:
2. HAWM students enrolled in 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.
3. 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.
4. Growth-to-Achievement: Student Growth:
5. 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.
6. 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.



**Hope Academy of West Michigan**

**240 Brown Street SE**

**Grand Rapids, Michigan 40507**

**Phone: (616) 301-8458**

**Fax: (616) 264-3346**

**Board of Directors**

|  |  |
| --- | --- |
| Barth Roberts | President |
|  |  |
| Todd Medendorp | Vice President |
|  |  |
| Robert Berkoff | Treasurer |
|  |  |
| Dennis L.Cuson,  | Director |
|  |  |
| Peter KladderBarbara Harvey | DirectorTrustee |

**HOPE ACADEMY OF WEST MICHIGAN**

Board of Directors

240 Brown Street SE, Grand Rapids, MI 49507

Phone (616)301-8458

2018-2019 Calendar

June 25, 2018 7:00a.m. Board Meeting

July 30, 2018 7:00a.m. Board Meeting & Organizational Meeting

August 27, 2018 7:00a.m. Board Meeting

September 24, 2018 7:00a.m. Board Meeting

October 22, 2018 7:00a.m Board Meeting

November 26, 2018 7:00a.m. Board Meeting

December 17, 2018 7:00a.m. Board Meeting

January 28, 2019 7:00a.m. Board Meeting

February 25, 2019 7:00a.m. Board Meeting

March 25, 2019 7:00a.m. Board Meeting

April 22, 2019 7:00a.m. Board Meeting

May 20, 2019 7:00a.m. Board Meeting & Budget Hearing

June 24, 2019 7:00a.m. Board Meeting

*Regular Board meetings typically take place on the Third 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 Telephone No. (616) 301-8458

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

**HOPE ACADEMY of WEST MICHIGAN**

**2018-2019 SCHOOL CALENDAR**

August 6 First Day of School

August 15 Parents of Hope Meeting

\*August 17-20 Festival of Rose/no school

\*\*August 31-Sept 3 Labor Day/Office Closed

September 11 - October 11 NWEA MAP Testing (Fall)

September 19 Parents of Hope Meeting

September 20 Academic Night – Reading

September 21 School Picture Day

October 3 Count Day

October 10 & 11 Parent Teacher Conferences

\*October 12 Staff Professional Development

\*\*October 15-19 Intersession

\*\*October 22-26 No School

October 29 School Picture Re-take

November 14 Parents of Hope Meeting

November 15 Academic Night-Math

\*\*November 21-23 Thanksgiving Holiday/Office Closed

December 19 Parent of Hope Meeting

December 19 & 20 Exams

December 20 End of First Semester

\*\*December 21- January 4 Winter Break/Office Closed

January 7 School Resumes

January 8 - February 7 NWEA MAP Testing (Winter)

January 16 Parents of Hope Meeting

January 17 Academic Night- Social Studies

\*\*January 21 MLK Day / Office Closed

February 13 Count Day

February 13 Parents of Hope Meeting

February 15 Valentines Dance

\*\*February 18-22 Intersession

February 28 Academic Night- Science

**\*No School for Students**

**\*\* No School for Students or Staff**

**HOPE ACADEMY of WEST MICHIGAN**

**2018-2019 SCHOOL CALENDAR cont.**

**March 20 & 21 Parent Teacher Conferences**

March 20-22 Vision and Hearing Screening

\*\*March 25-29 Intersession

\*\*April 1-5 Spring Break/ No School

April 8-22 Open Enrollment

April 8 - May 3 M-STEP Testing for Grades 5, 8, and 11

April 9 – June 8 NWEA MAP Testing (Spring)

April 9 SAT/PSAT Testing

April 10 ACT/WorkKeys Testing

April 17 Parents of Hope Meeting

\*\*April 19 Good Friday/No School

April 25 Academic Night-Math

April 29 – May 24 M-STEP Testing for Grades 3, 4, 6, and 7

May 15 Parents of Hope Meeting

May 16 Academic Night – Social studies

May 18 Prom Dance

\*\*May 24-27 Memorial Day / Office Closed

June 6 Last Day for Seniors

June 13 High School Graduation Day

June 17 Preschool fly up and Kinder graduation

June 18 Award Ceremony

June 18 & 19 Exams

June 19 Elementary Field Day

June 19 Last Day for Students

**\*No School for Students**

**\*\* No School for Students or Staff**

**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 major TV and radio stations in the Kent County area under “Hope Academy of West Michigan.” If the school district in which the student resides has delayed or canceled school, the parent/guardian may call the school office to indicate their student is staying home from school that day, and this absence will be considered excused.

**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 them. 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.

**Daily Teaching Schedule – Elementary**

**Grades K-1st Monday, Tuesday, Thursday and Friday**

 **Activity Start Time\* End Time**

|  |  |  |
| --- | --- | --- |
| AM Block | 8:05 AM | 10:45 AM |
| Recess and Lunch | 10:45 AM | 11:15 AM |
| PM Block |  11:17 AM  | 3:05 PM |

**Grades K-1st Wednesdays - Early Release Day**

**Activity Start Time\* End Time**

|  |  |  |
| --- | --- | --- |
| AM Block | 8:05 AM | 10:30 AM |
| Recess and Lunch | 10:30 AM | 11:00 AM |
| PM Block | 11:02 AM | 2:05 PM |

**Grades 2nd-3rd Monday, Tuesday, Thursday & Friday**

**Activity Start Time\* End Time**

|  |  |  |
| --- | --- | --- |
| **AM Block** | **8:05 AM** | **11:15 AM** |
| **Recess and Lunch** | **11:15 AM** | **11:45 AM** |
| **PM Block** | **11:47 AM** | **3:05 PM** |

**Grades 2nd-3rd Wednesdays -Early Release Day**

**Activity Start Time\* End Time**

|  |  |  |
| --- | --- | --- |
| **AM Block** | **8:05 AM** | **10:30 AM** |
| **Recess and Lunch** | **10:30 AM** | **11:00 AM** |
| **PM Block** | **11:02 AM** | **2:05 PM** |

**Grades 4th - 6th Monday, Tuesday, Thursday and Friday**

 **Activity Start Time\* End Time**

|  |  |  |
| --- | --- | --- |
| **AM Block** | **8:05 AM** | **11:00 AM** |
| **Recess and Lunch** | **11:00 AM** | **11:30 AM** |
| **PM Block** | **11:32 AM** | **3:05 PM** |
|  |  |  |

**Grades 4th - 6th Wednesdays –Early Release Day**

**Activity Start Time \* End Time**

|  |  |  |
| --- | --- | --- |
| **AM Block** | **8:05 AM** | **11:15 AM** |
| **Recess and Lunch** | **10:45 AM** | **11:15 AM** |
| **PM Block** | **11:17 AM** | **2:05 PM** |

**\* Start Time is the time when the student has to be inside the classroom.**

**Teacher Qualifications**

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

 **Volunteers**

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

**Medication**

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

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

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

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

**Immunizations**

Students must be current with all immunizations required by law, or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waiver, the school may ask that the student be remove 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.

**Hot Breakfast** is served from 7:35 – 7:50 AM. After 7:51 AM, elementary students must enter through the front office door. Cold breakfast cannot be guaranteed if students arrive after 8:05 AM.

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

**Lunch Schedules for Monday, Tuesday, Thursday and Friday.**

**Grades K-1st Starts Ends**

|  |  |  |
| --- | --- | --- |
| Lunch | 11:00 AM | 11:15 AM |

**Grades 2nd 3rd Starts Ends**

|  |  |  |
| --- | --- | --- |
| Lunch | 11:30 AM | 11:45 AM |

**Grades 4th-6th Starts Ends**

|  |  |  |
| --- | --- | --- |
| Lunch | 11:15 AM | 11:30 AM |

**Lunch Schedules for Wednesdays**

 **Grades K-1st Starts Ends**

|  |  |  |
| --- | --- | --- |
| Lunch | 10:45 AM | 11:00 AM |

 **Grades 2nd 3rd Starts Ends**

|  |  |  |
| --- | --- | --- |
| Lunch | 10:30 AM | 10:45 AM |

 **Grades 4th-6th Starts Ends**

|  |  |  |
| --- | --- | --- |
| Lunch | 10:45 AM | 11:00 AM |

**Transportation**

Students may not arrive earlier than 7:35 AM, or 20 minutes before school starts. If a student does arrive earlier than this, s/he will be allowed to wait outside the building until the appropriate time. Transportation is not provided for Hope Academy of West Michigan students. 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 parent/guardian expense.

**Dress Code**

We believe appearance and grooming show respect for fellow students and staff, and create the appropriate tone for school and the classroom. The uniform policy as described below is for all Hope Academy students.

Uniforms:

1. All Grades, K-12: Forest Green Hope Academy polos may be worn. Shirts may be long or short sleeved. Polos can be purchased through the school office.
2. Uniform pants must be Khaki pants and be khaki in color. Skirts and shorts are alright but need to be longer than finger-tip length.
3. Zip-ups, pull-over sweatshirts and sweaters with the school logo may be purchased and worn to school if any family chooses to do so. **Students may not wear zip-up and pull-over sweaters unless they contain the school logo.**
4. Uniform pants are not denim or jeans or tight pants.

**If a student comes to school and is not in uniform, a phone call will be made to the parent/guardian and the student will not be allowed to enter the classroom until the appropriate clothing is brought to school for them.**

Staff will address violations of the following additional dress code requirements:

* No hats, hoods, do-rags, or bandanas
* No sagging
* No bare midriffs, belly shirts, short skirts/shorts
* No low-cut shirts or anything sexually suggestive
* No references to alcohol, drugs, tobacco, or violence
* Hooded shirts underneath or long sleeves hanging out of the uniform shirt.

Electronics

Students are expected to follow the rules for electronic devices (i.e. cell phones, music players, handheld games, IPods, etc.) as described below:

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

If this policy is not followed, the item will be confiscated for the day (1st offense). If problem persists, parent/guardian will have to retrieve item (2nd offense). Parent/guardian will take the item and ensure that it is not at school for the remainder of semester upon 3rd offense.

**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.)].

**Computer Lab Time**

Students are expected to be on task and working on academic assignments while in the computer lab. Other unauthorized computer use (e.g. on-line shopping, social networking, IM, message boards, etc.) will not be allowed.

* 1st time - Warning
* 2nd time - Restrictions placed on the student’s account
* 3rd time - Meeting with student, parent/guardian, Principal, and staff to discuss other possible steps prior to student being allowed to access computers

**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.

**Attendance**

**Tardies**

**Student arriving after 8:05 am is 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.), 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 student, parent/guardian, and staff to discuss other possible steps to address attendance.

**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 must be made to the school at

616-301-8458 by 9:00 AM on the day of the absence in order for the absence to be considered excused. Please include student’s name, grade/teacher and reason for absence.

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.

* Students will be given a day to make up any work missed for every day of their absence (Example, 2 days of excused absences will give students 2 days to make up their work). After this time period, it will be 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 will not be sent home from school for any reason without parent/guardian consent.

***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**

If an extended absence is anticipated, the teacher and Principal should be notified in writing in advance. If an absence extends beyond three days, written notification is required. When a student is absent as a result of a family vacation, it is the responsibility of the student and the parent/guardian to keep the student up-to-date in his/her school work. The teacher is not required to prepare student homework prior to the student’s leaving. It is the student’s responsibility to find out which assignments, quizzes, and tests were missed. The teacher will decide when make-up work and tests will be given. Students will be given one day for each day absent to complete all assignments, quizzes, and tests.

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 state truancy office**. 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.

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.

**Academic and Testing Standards**

**Testing**

WIDA: English Language Proficiency Assessment will be provided for students whom 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. MAP tests are done 3 times per school year, Fall, Winter and Spring.

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

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

**Transfer Students**

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

**Supervision**

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

**Student Support Services**

**Guidance Office**

Students access the Guidance 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 advisement services 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 Principal.

**BEHAVIOR**

**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 March 8, 2012

**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 Student Responsibility Advisor (SRA), who assists them in developing a plan for classroom re-entry. The SRA then makes an appointment for the student to negotiate the completed re-entry plan with the teacher. Successful negotiation equals a return to class.

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

**Restorative Practice:**

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

**Smoking**

No smoking is permitted on school grounds or on any off-campus activity by students, families, volunteers, or staff. “On grounds” is defined as the Hope Academy of West Michigan and St. Francis Xavier Catholic church property bordered by Brown Street. Hope Academy of West Michigan prohibits the use, possession, distribution, purchase, or sale of any tobacco product by any person on Academy property, in any Academy vehicle, or at any Academy event. In addition, any tobacco advertising or promotion is strictly prohibited. Violation of this policy could 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, 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, 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, is of 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 employee, volunteer, or contractor may be suspended by the authorized School Leader or expelled by the Board.

Verbal assault is defined as a threat of immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, 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 cellular telephone, video recording device, personal digital assistant (PDA), 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 21 or this handbook must be followed.
* Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing 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 changes anytime during the school year, please promptly notify the office. 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 supports 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.

**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 to 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 designeeshall respect the privacy rights of the searched individual regarding any items discovered that are not illegal or against Academy policy and rules.

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

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

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

**Student Records**

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

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

**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

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.