



**Parents and Student Handbook
2025-2026**

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Foreword

This Student-Parent Handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your children. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher(s) and/or Principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Directors and the Academy. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's rules as of **July 1, 2025**. If any of the policies or administrative guidelines referenced herein are revised after **July 1, 2025**, the language in the most current policy or administrative guideline prevails.

ABOUT HOPE ACADEMY

Hope Academy was founded in 1998 by Bishop Andrew J. D. Merritt, Bishop of the *Straight Gate International Church* in Detroit, Michigan.

Hope Academy is a Public School Academy serving students in grades K-8. We are located on Broadstreet & Cortland near Davison & I-96 (Jeffries Freeway).

Hope Academy opened grades K-3 in September of 1998. An additional grade was added each year until we reached 8th grade.

We currently have 1-2 sections of each grade level. The maximum class size is 28 students per class. Hope Academy's overall student capacity is 756. Kindergarten has a paraprofessional and/or Grandparents to help provide individualized instruction for the students.

Board of Directors Meetings are held at 5:30pm., the second Tuesday of every month in the Media Center. All parents are welcome to attend. Please call the office to ensure that the Board of Directors will meet.

Mission Statement

The Mission of Hope Academy is to provide a positive, nurturing, and collaborative educational environment where we ensure the intellectual, social, and physical development of every student.

Vision Statement

Hope Academy will be the premier charter school of choice for elementary and middle school students.

RESTORATIVE PRACTICES COMMUNITY

Hope Academy is a Restorative Practices Community (RPC). Our aim is to build proactive relationships with parents, students, community and each other in order to foster an environment of accountability, growth and fairness. As a RPC, our staff is brave enough to manage conflicts and tensions by employing fair process, the psychology of affect and the restorative practices continuum. We consistently use affective language that teaches empathy, sets boundaries and provides feedback. We manage conflicts and tensions by using affective questions that promote deeper thinking, reflection and accountability. Finally, we incorporate proactive circles as a means to build community that creates safety, equality, equity and connection.

EDUCATIONAL BELIEFS

- ☐ Children are happier, more cooperative and more willing to make positive changes in their behavior when those in positions of authority do things with them rather than to them or for them.
- ☐ High expectations produce high achievement.
- ☐ Learning occurs best when each student is active in a positive and academically challenging environment.
- ☐ All children have value and are able to learn with appropriate support.
- ☐ Learning is maximized through the development of self-worth and pride and achievement.

- ☐ Self-disciplined students are productive students.
- ☐ A successful teacher motivates, encourages, and values the worth of every student.
- ☐ Instruction should motivate, encourage curiosity, develop interests, and foster a positive attitude toward learning.
- ☐ Goals and expectations need to be clear and consistent for staff and students.
- ☐ The school environment should be caring, comfortable, and safe.
- ☐ The school improvement occurs when the faculty, parents, and community are committed to quality education.

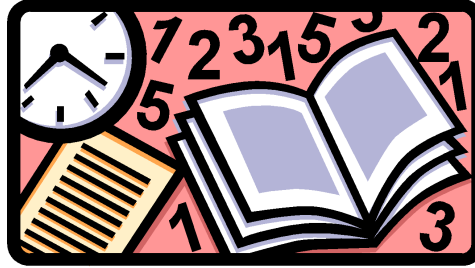
EQUAL EDUCATION OPPORTUNITY

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

Hope Academy does not discriminate on the basis of race, religion, national origin, color, disability, marital or parental status or gender in any of its employment practices, or in providing education or access to benefits of education services, activities and programs in accordance with Title IX. Any person who believes that she/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 Academy Compliance Officer listed below: Rhonda Calloway, School Leader, at 313.934.0054. You may also contact the Office for Civil Rights.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in an Academy investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

DAILY SCHEDULE



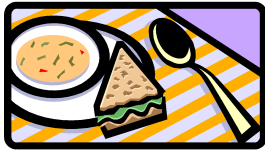
Elementary K-5th
Middle School 6-th

8:00-3:15p.m

8:00-3:30p.m.

Arrival after 8:15 is considered late and students will be marked tardy.

LUNCH / RECESS



Lunch: Students will be eating lunch in the cafetorium under supervision of Lunch Aides, Special Subject Teachers, Administration and parent volunteers.

<u>Grade</u>	<u>Lunch Period</u>	<u>Recess Time</u>
K-1	10:55 - 11:25	11:30 – 12:00
2-3	11:15 - 11:45	11:30 - 12:00
6-8	11:55 - 12:25	No recess
4-5	12:35 - 1:05	1:05 - 1:35

Lunch Notes:

1. Staff and faculty members are not able to heat up any food for students. Also, please send your children to school with food that does not require a microwave.
2. Proper behavior and eating habits are to be developed at home and should be carried out in school. Students will be required to:
 - a. Talk quietly during lunch.
 - b. Respect all, especially classmates and lunchroom workers.
 - c. Use proper language and table manners.
 - d. Keep personal property at their own eating area.
3. Students will deposit their lunch trash in the appropriate waste containers.

Special Note: When lunches must be delivered during the school day, they should be delivered between 10:15 a.m. and 10:45 a.m. to the Main Office. This will help keep classroom interruptions to a minimum.

Lunchtime Recess Notes:

It is the policy of the school to give the students an opportunity to play outdoors unless it is raining, or the temperature and/or wind chill are **below -10°F** (see Wind Chill chart). Students must have a doctor's excuse indicating that the student may not play outdoors. **[DURING INCLEMENT WEATHER STUDENTS WILL HAVE APPROXIMATELY 10-15 MINUTES FOR OUTDOOR RECESS AFTER LUNCH. Students should dress appropriately for outdoor activity (warm coat, hat, gloves, boots etc.).]**

Temperature (°F)

Wind (mph)	Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
	5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
	45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
	55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
	60	25	17	10	3	-4	-11	-18	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98
								Frostbite occurs in 15 minutes or less											

The *National Weather Service* issues a Wind Chill Advisory when wind chills are: -15 or colder.

The *National Weather Service* issues a Wind Chill Warning when wind chills are: -25 or colder.

ARRIVAL & DISMISSAL PROCEDURES

Students will be permitted to enter the building at 7:55 a.m. unless the weather is inclement; then they will be admitted upon arrival. Classes will begin promptly at 8:00 a.m. Classes will be dismissed promptly at 3:30 p.m. Parents/Guardians must pick up students no later than 3:35 p.m. Kindergarten -3rd grade parents may pick up students from their classrooms. 4th – 5th grades will be dismissed from the cafetorium and middle school students will be dismissed from the main entrance. **No students are allowed to leave the building unescorted unless they walk or ride the bus. Students who have siblings in the building must have a parent to fill out a form in the office that gives permission for the oldest sibling to pick up the other sibling from their teacher outside.**

STUDENT RIGHTS AND RESPONSIBILITIES

The restorative community of the Academy is designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and fair treatment. Students will be expected to help build a positive climate and culture in the school by upholding the values, principles and regulations of Hope Academy. Restorative procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Excessive poor behavior may result in suspension or expulsion.

The education and well-being of our children works most effectively when there is collaboration between parents and staff. Therefore, parents have the right to know how their child is succeeding in the Academy and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a proactive relationship with their child's teachers and support staff by informing the staff of suggestions and/or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at the Academy on time, prepared to learn and participate in the educational program. When children do not arrive at school on time and/or are consistently absent, this dramatically impacts the child's behavior and academics in school. As a community that prioritizes parents and students, it is important to keep the school informed about challenges that may be a barrier to your child arriving on time and being present.

E.P.I.C. (Engaged Parents In the Community)

In an effort to aid in communication, we encourage parents/guardians to become active members in the **E.P.I.C. (Engaged Parents In the Community)**. The purpose of E.P.I.C. is to welcome a community of caring, engaged and involved parents who are interested in learning new skills about improving the quality of life for their children. E.P.I.C. is also an opportunity for parents' voices to be heard as it relates to improving attendance, behavior and academics. E.P.I.C. also celebrates the relationship between children and their parents by hosting special events that highlight nurture and love. This network of parents ultimately impacts the positive climate and culture of the school by being active, engaged and present. E.P.I.C. meets the second Wednesday of each month in the Media Center at 8:30am or 1:15pm and via Zoom.

Parents/Guardians are asked to volunteer a minimum of 20 hours per school year. Twenty hours may be completed in several short blocks of time. Parents/guardians may chaperone on field trips, assist during special activities, assist teachers with daily routines, serve during lunch, or monitor hallways.

Parents/Guardians must obtain FBI background clearance in order to volunteer.

STUDENT WELL-BEING

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the Academy office.

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the Academy's Main Office.

In the event of an emergency, time is of the essence. That is why it is important to make sure that your contact information is up-to-date. Please check to make sure that we have your current cell, home and/or work phone number and home address on file at the beginning and throughout the school year.

Why? Having accurate contact information allows us to reach you immediately if necessary. At a minimum we need at least your current home or cell phone number and a work phone number (if applicable). If there are backup emergency contacts, please provide their contact information as well. The more ways we can stay connected with you, the better.

INJURY AND ILLNESS

All injuries must first be reported to the teacher of record, the Assistant Principal and then the Main Office. All students will be treated and may return to class. If medical attention is required, the office will follow the Academy's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office, Assistant Principal or the Principal will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Parents/guardians will be contacted for injuries or illnesses such as a bump to the head, prolonged headaches, stomach aches, fevers and serious nosebleeds.

If you prefer to be notified for any illness or injury, please inform your child's teacher.

GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school in which their parent or legal guardian resides.

- unless enrolling under the Academy's open enrollment policy.

New Students under the age of eighteen (18) must be enrolled by their parent(s) or legal guardian. When enrolling, parents must provide copies of the following:

- A. Birth Certificate,
- B. *Signed* Custody/Court papers allocating parental rights and responsibilities,
- C. Proof of Immunizations/Vaccines,
- D. The most recent Report Card and Behavior Record
- E. Individual Education Plan (*IEP*), if applicable.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of "homeless" may enroll and will be under the direction of the Academy Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the Academy during the period of

suspension or expulsion even if that student would otherwise be entitled to attend school in the local school district.

Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the Academy during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the suspending school had the student committed the offense while enrolled in the school/academy.

Prior to denying admission, the Principal shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the School Leader determines to be relevant.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal. It has been the school policy to make no promises or guarantees for specific teachers based on parent request. That policy remains. If, however, you have strong reasons why you feel a specific teacher would be beneficial for your child, you may put that request, with supporting reasons, in writing and submit it to the Principal for that grade level. Your voice matters and your request will be considered.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the main office or by the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. Parents requesting early dismissal should be at the school no later than 2p.m.

TRANSFER OUT OF THE ACADEMY

Parents must notify the Main Office about plans to transfer their child to another school. Transfer will be authorized only after the parent and/or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Main Office for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have followed the State Policy to obtain an authorized waiver for immunizations. If a student does not have the required immunizations or appropriate waiver, he/she will be given a compliance deadline to submit all documents prior to exclusion from the Academy. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Principal's Administrative Assistant.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATION

Medication will only be dispensed to students who have a physician's signed statement on file indicating daily dosage instructions. By law, Hope Academy cannot dispense over the counter medication. The Main Office where medication will be dispensed will maintain a medication log. **Students are not to bring or take any form of medicine that is not dispensed to them in the Main Office. Students may not keep any medication on their person or in their possession (locker, desk, book-bags etc.) Parents of asthmatic children should inform the office if their child needs to carry an inhaler and submit a doctor's order.**

CONTROL OF 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: flu, diphtheria, scarlet fever, strep infections, whooping cough, mumps, 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.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) 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 student, 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 and/or the Special Education Coordinator to inquire about evaluation procedures and programs.

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 the Academy. It is, therefore, the policy of this Academy 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 evaluation procedures and programs offered by the Academy.

STUDENT RECORDS

The Academy maintains many student records including both directory information and confidential information.

Directory Information

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice which can be found in the school office. (See the last page of this publication)

Other than directory information, access to all other student records is protected by *FERPA* and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the Academy is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing, and if the request is denied,

the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the Academy has violated *FERPA*.

Consistent with the *Protection of Pupil Rights Amendment (PPRA)*, no student shall be required, as a part of the school program or the Academy's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sexual behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the *PPRA* and Board policy, the Principal shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon written request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Principal.

The Principal will provide notice directly to parents of students enrolled in the Academy of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Principal will notify parents of students in the Academy, at least annually at the beginning of the school year, regarding specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing, selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both *FERPA* and *PPRA*. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov
PPRA@ED.Gov

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS & ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FIRE, LOCKDOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire 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.

Tornado drills will be conducted during the tornado season, following the procedures provided by the State.

EMERGENCY CLOSINGS AND DELAYS

The process used to determine school closings is up to the Board of Directors. Announcements will be made by the *Detroit Media School Closing Alliance*. Closings will be identified on channels 2, 4, 7, 62 and 50. You may also listen to WJR 760 AM or WWJ-950 AM for closings. **NOTE: our school is “Hope Academy”. We are NOT listed under Detroit Public Schools Community District or “Hope of Detroit Academy”.**

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The Academy 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 Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the school office upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school. During instructional time, parents are asked not to confer with teachers; appropriate times for meetings will be communicated. All visitors must maintain proper social etiquette while in the building. Hope Academy is held by law to ensure that students are not exposed to inappropriate language, improper adult attire or recreational fragrance.

USE OF THE MEDIA CENTER

The Media Center is available to students throughout the school day. Every class will have an assigned media/library time.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom. Permission must be given, by the Principal, to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use. Records may be held if student has a balance for damage to a laptop they are allowed to use.

LOST AND FOUND

Lost and found items are located in a room within the cafetorium. Students who have lost items should check there and may retrieve their items if they give a proper description.

USE OF OFFICE TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

ACADEMICS

CURRICULUM

Hope Academy is currently using the following:

- *HMH Anywhere*
- *HMH Reading*
- *HMH Literature*
- *HMH Science*

- HMH Social Studies
- Special Subjects (Computer, Art, Music & Physical Education)

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without written parental consent. Attendance rules apply to all field trips and school policy regarding behavior.

GRADES & GRADING SYSTEMS

Hope Academy grading policy guidelines reflect what students know and are able to do in relation to grade-level expectations. Grading procedures will be applied consistently throughout the school as approved by the school administrative team.

Teachers assess student learning in a variety of ways:

- Grades are based on multiple measures over time.
- Learning is evaluated using varied tasks/assignments such as tests, projects, reports, teacher observations, and discussions.
- Use of "I" for Incomplete or Insufficient Evidence may be used as a grade alternative.
- Extra credit is not used.

In general, students are assigned grades based upon test results, homework, projects, and classroom participation and attendance. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. The grading policy should be indicated in each teacher's syllabus.

Grades K-2 Grading System:

Mark	Description	Percent	Value
4	Excellence	85.00	4.00
3	Proficient	75.00	2.75
2	Approaching Proficiency	65.00	1.50
1	Below Grade Level	0.00	0.00

Grades 3-8 Grading System:

Mark	Description	Percent	Value
A+	Excellence	100.00	4.05
A	Excellence	96.00	4.00
A-	Excellence	90.00	3.75
B+	Proficient (Skilled)	87.00	3.50
B	Proficient (Skilled)	83.00	3.00
B-	Proficient (Skilled)	80.00	2.75
C+	Making Progress	77.00	2.50
C	Making Progress	73.00	2.00
C-	Making Progress	70.00	1.75
D+	Below Standards	67.00	1.50
D	Below Standards	63.00	1.00
D-	Below Standards	60.00	0.50

REPORT CARDS/PROGRESS REPORTS

Report cards are issued four times a year at the end of each card-marking period. The card-marking period is approximately 9-weeks in duration. **A progress report indicating any difficulties a student is having will be sent home bi-weekly.** A parent-teacher or administration conference to discuss the academic progress and solution will be called in the event a student shows deficiency in any subject which may result in the failure of that subject or grade. **Note: Report cards will be held if there are outstanding fees for unreturned textbooks.**

Our goal is to continually keep parents informed of their children's progress. The weekly report is one tool we utilize. No parents should be surprised by their child's progress in school. One hallmark of exemplary schools is ongoing feedback regarding student's progress. See Page 24 for report card and progress monitoring schedule.

PARENT PROGRESS MONITORING CONFERENCES

The education of our children is a partnership between the parent/guardian and teacher(s). Therefore, in order to continue a collaborative relationship, Parent-Teacher conferences are held at least 3-times during the school year. All parents/guardians are requested to confer with teachers during this time. At any time during the year, special conferences may be scheduled by appointment.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

Students must put forth a serious effort in demonstrating sufficient mastery of key skills particularly in core classes.

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity
4. Good attendance

Retention

Retaining a student from being promoted to the next grade is a serious matter. Parents/Guardians are informed frequently regarding their child's academic performance. Every effort will be utilized to provide remedial services to your child to offset retaining him/her. Exceptions to the rule will be absences involving chronic attendance patterns affecting student's performance and lack of student participation in assignments.

Hope Academy

2025-2026 Dates for Reporting Academic Achievement

Progress Reports

It is a policy at Hope Academy that teachers must complete bi weekly progress reports for students who are not completing assignments, not turning in homework, performing at a C or below grade level, etc...

PROGRESS MONITORING & REPORT CARD

Quarter 1			
Quarter Dates	Progress Monitoring	Grades Due	Report Card Distribution
Sept.2 –Nov. 7	Oct. 15, 2025	Nov 5, 2025	Nov. 14, 2025
Quarter 2			
Nov.3 – Jan. 30	Dec. 10, 2025	Jan 28, 2026	Feb. 6, 2026
Quarter 3			
Feb. 1 – April 10	March 18, 2026	April 15, 2026	April 17, 2026
Quarter 4			
April 10 – June 12		June 5, 2026	June 12, 2026

HOPE ACADEMY

PLAGIARISM/ARTIFICIAL INTELLIGENCE (AI) is prohibited. Plagiarism is “Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. Artificial Intelligence is using leveraging machines to present work to mimic the problem-solving and decision-making capabilities of the human mind. Students are to present their own thoughts and ideas. Students who are identified as participating in these activities will have consequences that is age appropriate and may result in failing of the course.

HOMework POLICY

Definition: Homework is an assignment that is given to a student to be completed outside of the classroom.

Homework will not consist of textbook assignments alone. A variety of worthwhile activities will be used, such as: reading, visiting and reporting about places of interest in the community, keeping records of weather conditions, etc. All homework assignments given should meet the following criteria:

Purpose

- It will be educationally worthwhile
- The student should be able to work independently
- Provide essential practice in needed skill areas
- Train pupils in good work habits
- Afford opportunities for increasing self-direction
- Enrich and extend school experiences
- Help children learn to manage time
- Bring pupils into contact with out-of-school learning experiences
- Promote growth in responsibility

Evaluation

- Each teacher will determine the content of the homework based on grade level, student ability, and teacher expectations. Evaluation and follow-up activities will be immediate.

Parental Assistance:

Parents/Guardians are requested to assist in the following manner:

- Set a regular study time
- Provide suitable study conditions
- Check your child’s homework and encourage him/her to complete all assignments
- Show interest and assist your child with homework, but do not complete it for him/her
- Communicate with your child’s teacher often
- All homework assignments should be signed by a parent/guardian

Results

Your child will receive the best education possible by developing good study habits, a healthy attitude toward school, strengthened academic skills, and the ability to work independently. Frequent communication with your child's teacher is important. It enables your child to receive the best possible education to meet his/her individual needs.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Academy policy.

Unless exempted, each student will be expected to pass the appropriate state required test. Students only need to retake those parts of the test they missed. Make up dates are scheduled, but unnecessary absences should be avoided.

NWEA-MAP Assessment Dates			Please Note
	Begins	Ends	Kindergarteners will not test in the fall. Testing will begin with <i>M-STEP</i> Grades. The Academy will focus on Reading and Math first. All other subjects will follow; we are a "priority school" and we will use this data to drive instruction. Kindergartners will begin testing in the Winter 2026.
Fall	09/08/25	10/10/25	
Winter	01/12/26	02/06/26	
Spring	04/06/26	04/30/26	

M-STEP Assessment Dates				Please Note
Grades	Subject Area	Begins	Ends	Special Education students who are identified and qualify for alternative assessments, will be noted before testing begins.
5 th & 8 th	Reading Math Social Studies	4/6/26	05/16/26	
3 rd , 4 th , 6 th & 7 th	Reading Math Science	04/6/26	05/16	

PSAT	Please Note
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			The dates for PSAT Assessments are subject to change.
	Begins	Ends	
Spring	04/6/26	04/24/26	

Spring AfterSchool & Summer Tutoring			Please Note
	Begins	Ends	These programs are federally funded with <i>Title IA</i> . Students who perform below grade level in the areas of Math and/or Reading will be considered for tutoring.
Spring	TBD	TBD	
Summer	TBD	TBD	

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or Academy curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Hope Academy will not violate the rights of consent and privacy of a student participating in any form of evaluation.

STUDENT CONDUCT

ATTENDANCE

School/Academy Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. A lot of important learning results from active participation in the classroom and other school activities which cannot be replaced by individual study.

- Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

However, students who are sick must remain home to ensure the safety of themselves and others. Students who come to school and are assessed to be ill must be picked up by their parents.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After **10-unexcused days of truancy** in any grading period, a student will be considered a "habitual truant" which can result in:

- A poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- A hearing before a judge in a court of law; and/or
- Reporting to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests: Students with a health condition that causes repeated absence are to provide the school office with a written explanation of the condition from a physician.

Parents must provide an explanation for their child's absence by calling the school office at 313.934.0054. If the absence can be foreseen the "good cause" must be approved by the Principal, and the parent should arrange to discuss the matter prior to the absence, so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10-days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

- A suspended student will be responsible for making up class work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and submit them to the teacher upon his/her return to school. Assignments may be obtained from the Principal beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.
- The student will be given credit for properly completed assignments and a grade on any made up tests.

Excusable, Non-approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

- No credit shall be given for any school work not completed as a result of truancy.

Notification of Absence

If a student is going to be absent, the parents must contact the school at 313.934.0054 by 8:30 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If student absences appear to be questionable or excessive, the *Attendance Liaison* will contact parents/guardians daily to assist in improving their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

- If the absence is unexcused or unauthorized by the Principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

A student who is not in his/her assigned location by 8:15 a.m. shall be considered tardy. Students arriving late to school must report to the Main Office before proceeding to class. All parents/students should receive a pass from the designated staff person before proceeding to classrooms.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the vacation.

Make-Up Tests and Other School Work

Students who have been excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the Principal as soon as possible to obtain assignments.

- Make up work due to suspension must be completed and submitted upon returning to school.
- Make up work due to excused absence must be completed and submitted upon returning to school.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a state or school required test or other standardized test, the student should consult with the Principal to arrange a make-up, if the testing window is not closed. We strongly discourage absenteeism during testing periods.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The Academy encourages students to attend as many after school events as possible, as long as they don't interfere with their home work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent/guardian or an adult chaperone when they attend events. The Academy will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in an Academy activity. Students must comply with the Code of Conduct at school events, regardless of the location.

Students who are suspended from school may not participate in after school activities.

CODE OF CONDUCT

A major component of the educational program and social-emotional learning at Hope Academy is to prepare students to become responsible and productive citizens, by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;

- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for no uniform days:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Are my clothes disrespectful? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance to present socially? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting or required to change clothing or remove facial designs.

Hope Academy Dress Code

Students will be expected to dress in uniform on a daily basis. The uniform consists of:

All Students

- | | |
|--------|---|
| Boys: | Pants: Navy slacks (K-8) Khaki (Middle school only)
Shirt: Light blue, navy blue or yellow button down or polo shirts
Sweater: Navy or White Cardigan style can be worn only
Khaki pants (Middle school students only) |
| Girls: | Pants: Navy blue or black skirts or slacks
Shirt: Light blue or yellow button down blouse or polo shirt,
Sweater: Navy blue or sweaters can be worn. No Fashion Sweaters
Khaki pants (Middle School students only) |

- *** NO HOODIES, Crop tops, shirts with insignias (other than Hope Academy) Legging, Jeggings, CROCKS or SANDALS at any time will be worn in classes at any time.

All uniforms and other garments not picked up from lost and found at the end of the school year will be given away to charitable organizations.

Students who are representing Hope Academy at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students will be disciplined if they wear, carry or display gang paraphernalia or exhibit behaviors or gestures that symbolize gang membership or cause and/or participate in activities designed to intimidate another student. Prohibited gang paraphernalia will be specifically identified and posted by the Principal.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The Academy may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents may be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Examples of valuables also include, but is not limited to: Cellular Telephones, personal computers, tablets, MP3 Players, Video Games, Expensive clothing etc.

STUDENT DISCIPLINE CODE

The Board of Directors has adopted the following Restorative Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board of Directors has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the Academy Staff and Administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

This involves engaging students in affective, restorative questions that allow them to reflect deeper on their behavior and take accountability for their actions. We will not suspend or expel a student with the restorative discipline process taking place.

EXPLANATION OF TERMS-THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. *Use of drugs*

- The school has a "Drug Free" zone that extends 1000-feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. *Use of tobacco*

Smoking and other tobacco use is a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. Tobacco use is prohibited 1000-feet beyond the school's

boundaries. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

3. *Student disorder/demonstration*

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

4. *Possession of a weapon*

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on Academy property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blow-gun, toy gun, etc.).

The Board of Directors prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, or a school-sponsored event. A parent or legal guardian of a student of the school, who is properly licensed to carry a concealed weapon, may carry a concealed pistol while

in a vehicle on school property, if s/he is dropping the student off at the school or picking up the child from the school.

5. *Use of an object as a weapon*

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

6. *Knowledge of dangerous weapons or threats of violence*

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the School Leader or his/her designee. Failure to report such knowledge may subject the student to discipline.

7. *Purposely setting a fire*

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony, and will subject the student to expulsion.

8. *Physically assaulting a staff member/student/person associated with the School/Academy*

Physical assault at school against a Academy employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

9. *Verbally threatening a staff member/student/person associated with the School/Academy*

Verbal assault at school against an Academy employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity, will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion, Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

10. *Extortion*

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

11. *Gambling*

Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

12. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism, AI and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

13. False alarms, false reports, and bomb threats

A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

14. Explosives

Explosives, fireworks, and chemical reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

15. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

16. Theft

If a student is caught stealing the school's or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

17. Disobedience

School staff is acting "*in loco parentis*," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers

assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

18. Damage of property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

19. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the workplace. Parents/Guardians of students with excessive absences will be referred to the Attendance Liaison. The Attendance Liaison will inform the parent/guardian of The State of Michigan, Wayne County and City of Detroit Ordinances pertaining to excessive student absences. As documented in this handbook, **5-tardies will equal 1-absence.**

20. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion. The Acceptable Use Policy of the Technology Plan details additional information.

21. Refusing to accept restorative discipline

The school will use restorative discipline to prevent the student from being removed from school. When a student refuses to accept or be involved in restorative discipline for an infraction, it can result in a sterner action such as suspension or expulsion.

22. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

23. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

24. Possession of electronic equipment/use of camera cellular telephones

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, laser pens, *iPods*, *MP3* Players and the like without the permission of the Principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

25. Student cellular telephone policy

A student may possess a cellular telephone in school, on school property, at after school activities and at school related functions, provided that ALL cellular phones are turned in during school hours. ALL school student phones are collected daily and returned at dismissal.

Also during school activities when directed by the administration, faculty or sponsor, cell phones shall be turned off and stored away out of sight.

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone and returned to parent the first offense.

When allowed the student who possesses a cellular telephone shall assume responsibility for its care. At no time shall the school/academy be responsible for preventing theft, loss or damage to cell phones brought onto its property.

26. Use of camera cellular telephones

The Hope Academy Board of Directors has approved banning students from using camera cellular telephones on school property or during school-sponsored activities.

Hope Academy prohibits camera cellular telephones from any restroom or other location where students and staff "have a reasonable expectation of privacy." A student caught improperly using any telecommunication device to take or transmit digital photographic images will face a suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting digital images during testing is also prohibited. If a student is caught transmitting digital images during testing, s/he will fail the exam and receive minimally one day of Alternate Day Assignment or be suspended.

S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

27. Use of video devices

The school prohibits the use of any video device from any restroom or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive minimally one day of Alternate Day Assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

28. *Violation of individual school/classroom rules*

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

29. *Disruption of the educational process*

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions include the delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

30. *Harassment*

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough or is serious enough to negatively impact a student's educational, physical, or emotional well being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status, or disability.

This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name calling, taunting, hazing, and other disruptive behaviors.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher or Principal.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment:

- A. Submission to un-welcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the Academy;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the Academy;
- C. the unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;

- C. repeated remarks with sexual or demeaning implications;
- D. unwelcomed touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

30a. Hazing

The Board of Directors believe that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Academy sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

(Board Policy 5516 - "Student Hazing" Adopted 8/11/15)

30b. Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the Academy, including activities on school property and those occurring off school property if the student or employee is at any school sponsored, school approved or school-related activity or function, such

as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying - intimidation of others by acts, such as, but not limited to, the following:

- A. Threatened or actual physical harm;
- B. Unwelcome physical contact;
- C. Threatening or taunting verbal, written or electronic communications;
- D. Taking or extorting money or property;
- E. Damaging or destroying property;
- F. Blocking or impeding student movement.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the Principal.

(See Attached Board Policy 5517.01 - "Bullying" Adopted: 8/11/15; Revised: 7/11/17)

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigative process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be circulated **annually** within the Academy, and discussed with students as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted. All new hires of the Academy will be required to review and sign off on this policy and the related complaint procedure.

31. Possession of a firearm, arson, and criminal sexual conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either

arson or criminal sexual conduct in an Academy building or on Academy property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

32. Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of the school/academy is involved in crimes occurring in the school, as well as in the community, related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, and property crimes including but not limited to, theft and vandalism.

33. Safety concerns for personal transportation devices

Students should not use in-line skates (roller blades), shoes with rollers, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or Academy pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

34. Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community- held standards of good taste will be subject to disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation vehicles. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the Academy shall attempt to make restorative discipline prompt and equitable and to allow student's voices to be heard in determining appropriate consequences for the misbehavior.

RESTORATIVE PRACTICES

Restorative practices is used in various ways to address discipline.

- *Small Impromptu Conversations* – are conversations that are had to immediately address a minor harm that has occurred. For example, if a student is disruptive in class then the teacher may speak to the misbehaving student alone and engage him/her in affective statements and questions.
- *Using affective questions to address the student who has misbehaved.* Those questions are:
 - o *What happened?*
 - o *What were you thinking of at the time?*
 - o *What have you thought about since?*
 - o *Who has been affected by what you have done? In what way?*
 - o *What do you think you need to do to make things right?*
- *Using affective questions to address the student who has been harmed.* Those questions are:
 - o *What did you think when you realized what had happened?*
 - o *What impact has this incident had on you and others?*
 - o *What has been the hardest thing for you?*
 - o *What do you think needs to happen to make things right?*
- *A Restorative Justice Conference is held when a student's misbehavior rises to the level of impacting the community and there is a need to repair the harm. In this instance, the following takes place:*
 - o *A preconference is held with each involved party individually*
 - o *Supporters for both the one who has committed the harm and the one who has been harmed are called in order to get their buy-in to participate in the conference.*
 - o *Once all participants have been briefed and notified, the trained facilitator will set a date and location in a safe and secure environment.*
 - o *The conference is held in order to restore the students to wholeness and repair the harm to the community.*

Restorative practices may include victim-offender conferences that:

- A. *are initiated by the victim;*
- B. *are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;*
- C. *are attended voluntarily by the victim, a victim advocate, the offender, member of the school community, and supporters of the victim and the offender (the "restorative practices team");*

would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to signed by all participants.

The following factors will be considered prior to suspending or expelling a student,

- A. *the student's age*
- B. *the student's disciplinary history*
- C. *whether the student has a disability*
- D. *the seriousness of the violation or behavior*
- E. *whether the violation or behavior committed by the student threatened the safety of any student or staff member*
- F. *whether a lesser intervention would properly address the violation or behavior*

The Academy will utilize restorative practices before suspension or expulsion of a student. The nature of restorative discipline is to emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices *are given first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.*

Informal Discipline

Informal discipline takes place within the school. It may include:

- change of seating or location;
- () lunch-time () after-school detention;
- in-school suspension;
- withhold activities such as Friday Clubs

Detentions

During, lunch and after school detention is in place for students who conduct themselves inappropriately while in school. The detention policy and other information about the program are provided at the beginning of the year.

In-School Suspension

In-School Suspension (ISS): The purpose of “In-School Suspension” is to provide for the students, parents/guardians, and school administrators an alternative to out-of-school suspension. This alternative involves suspensions of one (1) to ten (10) days in which the students are allowed to remain in the school setting and receive credit for academic work and attendance. The student will not attend regular classes and will not be permitted to attend or participate in any extra-curricular activities.

ISS will provide a place to learn new behaviors in a well structured setting so the students can focus on class work. ISS will not be a place to warehouse students and disconnect students from learning. Resources will be provided for the students. Also, behavior writing assignments will be available for students that finish their work early.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension in writing to the School Leader, and a formal appeal hearing will be held.

- Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Directors. The parents will be given written notice of the hearing and will be expected to attend. The Board of Directors then takes testimony and determines if a recommendation to expel is to be made to the Board of Directors. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the Academy rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the *Individuals with Disabilities Education Act* (I.D.E.A.) and the *Americans with Disabilities Act* (A.D.A.), or *Section 504 of the Rehabilitation Act of 1973*.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side, and the Principal will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Principal. The request for an appeal must be in writing.

- Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process,

- The student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting, and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Directors, the hearing is governed by the *Open Meetings Act*. Under the *Open Meetings Act*, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make up work missed

- after the return to school.
- while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence;
- The time and place of the Board meeting;
- The length of the recommended suspension or expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and counsel;
- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who either were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Directors during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 5 days (as in AG 5610) after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the Principal. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Directors. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed

session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Hope Academy will make a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

SEARCH AND SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Directors if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the homeroom teacher. The homeroom teacher must submit a combination list to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the Academy are the Academy's property and are to be used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Academy with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the Academy retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The Academy recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions, buttons, badges, clothing, insignia, banners, audio and video materials. All items must meet the following school guidelines:

A. Material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent, or vulgar,
2. Advertises any product or service not permitted to minors by law,
3. Intends to be insulting or harassing,
4. Intends to incite fighting or presents a likelihood of disrupting school or a school event,
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes, or is likely to cause, a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administrator for their grade twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the officers of the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, written concerns and grievances may be directed to the Principal or to the officers of the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

ATTACHMENTS

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The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, **FERPA** allows schools to disclose those records, without consent, to the following parties or under the following conditions (**34 CFR § 99.31**):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under **FERPA**. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (800.872.5327) (voice). Individuals who use *TDD* may use the Federal Relay Service at 800.877.8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education

BULLYING

Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478 of 2014 (MCL § 380,1310b).

The Board believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the Academy to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying and Cyberbullying are Prohibited

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors and volunteers, is prohibited. All pupils are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

Definition of Bullying

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

- C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since "bullying" also includes "cyberbullying," any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying and cyberbullying that does not occur "at school," as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the ESP. Complaints against the ESP shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The ESP or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up

to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The School Leader is the school official responsible for ensuring that this policy is implemented. Confidentiality

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The School Leader, or the School Leader's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publically disclosed.

Notification

This policy will be annually circulated to parents and students, and shall be posted on the Academy website.

Reporting

As required by state statute, the Academy shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by state statute, the Academy's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

Adopted 8/11/15
Revised 7/11/17

HOPE ACADEMY ADDENDUM BOARD POLICY UPDATES

2210: “Curriculum Development – Approved Courses”

Revised: 10/20/20

Approved Courses

This policy revision is based on additional requirements put forth in MDE's Pupil Accounting Manual 2019-2020. The Hope Academy Board shall adopt a list of the individual courses that have been approved. The list shall include courses offered by the Academy for credit or grade promotion and shall be used when determining which courses may be included in membership for State aid purposes and for auditing purposes when examining the membership counted for State school aid on the count days. The list of approved courses shall include traditional offerings and courses offered through other means, such as experiential learning courses, online courses, and all courses offered in shared time programs under appropriate provisions of the State School Aid Act. (M.C.L. 388.1766b). The list of approved courses shall include all extended learning opportunities associated with each course and a description of each such opportunity. The list shall also include a description of the content of each approved course and documentation related to course approval (including the list of approved courses for membership purposes).

2412 - “HOMEBOUND INSTRUCTION PROGRAM”

Revised: 10/20/20

This policy revision is based on changes in MDE's Pupil Accounting Manual 2019-2020 that allow certification by a licensed physician's assistant for count purposes. Applications for individual instruction shall be made by a parent/guardian, a student, other care giver, or a physician **or physician's assistant** (licensed to practice in Michigan).

2628 - “STATE AID INCENTIVES”

Revised Policy: 5/12/20

The revision to this policy reflects the current “ At-Risk” characteristics specified in Section 31a(20) of the Michigan School Aid Act. This revision reflects the current state of the law.

At-risk characteristics include low achievement on State or local-administered assessments in mathematics, ELA, SS, SCI, failure to meet proficiency standards in reading by the end of 3rd grade or career and college readiness for high school students

at the end of 12th grade; a victim of child abuse or neglect; is pregnant teenager or teenage parent; has a family history

of school failure, incarceration or substance abuse; is **economically disadvantaged; is an English learner (EL); is chronically absent as defined and reported to the Center for Educational Performance and Information (CEPI); is an immigrant who has immigrated within the immediately-preceding three(3) years;** and in the absence of State or local assessment data, meets at least two or more identified risk factors.

5230 – “LATE ARRIVAL AND EARLY DISMISSAL”

Revised Policy: 5/12/20

This revision provides an option for the Academy to require photo identification when releasing a student to a non-parent/guardian.

5512 – “USE OF TOBACCO BY STUDENTS”

Revised Policy – 5/12/20

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on Academy premises, in Academy provided transportation and in all Academy buildings owned and/or operated by the Academy. For the purpose of this policy, tobacco means:

- a. Product:
 - i. to be inhaled, chewed, or placed in one’s mouth
- b. Use of Product:
 - i. a lighted cigarette, cigar, pipe, or other lighted smoking devise,
 - ii. Inhaling or chewing of a tobacco product
 - iii. Placing a tobacco product within a person’s mouth
 - iv. Use of or smoking of electronic, “vapor.” or other substitute forms of cigarette, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term tobacco includes and product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to JUUL’s”) but does not include any cessation product approved by the USFDA for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

This policy **Prohibits:**

- Possession, consumption, purchase of attempt to purchase, use of tobacco or substitute products by students at all times.
- Smoking advertising is prohibited on Academy grounds.

7434– “USE OF TOBACCO OF ACADEMY PREMISES”

Revised: 5/12/24

The Board of Directors believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

The term “tobacco” includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's" and Vapes), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times.

Within any enclosed facility owned or leased or contracted for by the Board and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:

- a) Academy grounds,
- b) Athletic Facilities,
- c) Tobacco may not be advertised or promoted on academy property or at academy-controlled events. Therefore, signs, clothing, bags, accessories, and other items promoting tobacco or containing tobacco branding are prohibited on academy property and at academy-controlled events,
- d) Tobacco companies/products may not sponsor any academy activity or project,
- e) Violations of this policy may result in removal from academy property or the academy activity in accordance with Policy 9150 – Academy Visitor,
- f) The Educational Service Provider shall designate the individuals and the methods to monitor compliance with this policy.

8400 – “ACADEMY SAFETY INFORMATION”

Revised: 5/12/24;

In furtherance of its commitment to a safe academy environment, the Board has prohibited weapons on academy property and at academy-sponsored events, except in very limited circumstances. (See Board Policy 3217 and Policy 5772) This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on academy property or at academy-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses, which disrupt the educational process and learning environment for students.

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any academy property in relation to weapons **and** drugs. Individuals are prohibited from **possessing or using weapons or drugs** at any time on academy property, within the Student Safety Zone, or at any academy-related event.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the Academy's *School Safety Information Policy Agreement*, then, upon request by academy officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow academy officials access to academy, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

8462 – “STUDENT ABUSE AND NEGLECT”

Revised: 10/20/24

This policy has been revised to reflect the latest reporting and posting requirements of the statute regarding disciplinary action taken and incidents of crime occurring at the Academy.

Any staff and all other persons employed by the Educational Service Provider who are mandatory reporters under the law with reasonable cause to suspect child abuse or neglect shall be responsible for immediately reporting every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The staff member or other mandatory reporter shall immediately call the local office of the Department of Human Services and make the appropriate report within seventy-two (72) hours following the verbal report. The staff member shall make a written report on a form prescribed by the Department. He/She shall also notify the

appropriate administrator, according to the Academy's Reporting Procedure for Student Abuse or Neglect.

2410– “PROHIBITION OF REFERRAL OR ASSISTANCE”

Adopted 2/13/18; Revised: 5/12/20

In accordance with Michigan statute, any academy official, member of the Board of Directors, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Any academy official, member of the Board, or employee of the Board who violates this policy is subject to disciplinary action.

Any alleged violation of this policy shall be reported to the **Educational Service Provider**, who shall follow the procedures set out in Policy 1439, Policy 3139, or the current negotiated bargaining agreement, whichever is applicable, to investigate the allegation. If the allegation relates to an academy official, member of the Board, or employee of the Board to whom Policy 1439, Policy 3139 or a current negotiated bargaining agreement does not apply, the **Educational Service Provider** shall conduct an investigation, as appropriate to the situation, including providing the person with reasonable notice and the opportunity to respond. All disciplinary measures available under Board Policy 1439 may be utilized, as appropriate, if the **Educational Service Provider** determines that a violation of this policy occurred.

2414 – “REPRODUCTIVE HEALTH AND FAMILY PLANNING”

Adopted 2/13/18; Revised: 5/12/20

No person shall dispense or otherwise distribute in an Academy or on Academy property a family planning drug or device. Additionally, any academy official, member of the Board, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion.

1422 – “NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY”

Revised: 5/11/21

It is the expectation of the Hope Academy Board that the Educational Service Provider will prohibit discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, in its programs and activities, including employment opportunities.

The Complaint Officers (Cos) are responsible for coordinating Hope Academy's (Academy) efforts to comply with applicable Federal and State laws and regulations, including the Academy's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access.

Employees are required to report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other Academy official so that the Board may address the conduct. Any administrator, supervisor, or other Academy official or official who receives such a report shall file it with the CO within two (2) days.

The complete Informal and Formal Complaint Procedures are listed in the policy manual under Policy 1422. All complaints involving an Academy employee or any other adult member of the Academy community and a student will be formally investigated. It should be further noted that this policy has been revised to reflect changes in terminology and definitions, terms, and processes that are consistent with the latest regulations released by the United States Department of Education (USDOE), specifically Title IX regulations released in May 2020 (effective August 2020).

2260 – “NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY”

Revised: 5/11/21

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Hope Academy Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information in its educational programs or activities and will not permit discrimination in any of these categories from its Educational Service Provider.

The Board also does not discriminate in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

The Board will not permit discrimination of the employment practices of its Educational Service Provider as they relate to students, and will not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Academy, or social or economic background, to learn through the curriculum offered in the Academy. Educational programs shall be designed to meet the varying needs of all students.

The complete Informal and Formal Complaint Procedures are listed in the policy manual under Policy 2260. All complaints involving an Academy employee or any other adult member of the Academy community and a student will be formally investigated. It should be further noted that this policy has been revised to reflect changes in terminology and definitions, terms, and processes that are consistent with the latest regulations released by the United States Department of Education (USDOE), specifically Title IX regulations released in May 2020 (effective August 2020).

1662 – “ANTI HARASSMENT” (Administration)

5517 – “ANTI HARASSMENT” (Students)

Revised: 5/11/21

General Policy Statement

It is these policies of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Academy operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on Academy property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the Academy community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Academy will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting

and/or investigating harassment charges comprises part of one's supervisory duties.

It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Academy operations, programs, and activities. All students, administrators, teachers, staff, and all other Academy personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The complete Informal and Formal Harassment Complaint Procedures are listed in the policy manual under Policy 1662 (administration/adults) and Policy 5517 (students). All complaints involving an Academy employee or any other adult member of the Academy community or a student will be formally investigated. It should be further noted that this policy has been revised to reflect changes in terminology and definitions, terms, and processes that are consistent with the latest regulations released by the United States Department of Education (USDOE), specifically Title IX regulations released in May 2020 (effective August 2020).

2260.01 - "SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY"

Revised: 5/11/21

This policy places particular emphasis on protections for students who are identified under the Americans with Disabilities Act of 1990 (Section 504) and Americans with Disabilities Act of 1910 or ADA, including accessibility to qualified individuals with regard to facilities, programs and activities according to federal law. The recent revisions to this policy are based on recent Office for Civil Rights (OCR) investigations and reviews of compliance issues, particularly related to vocational education/Career-Technical education programs with particular emphasis on vocational education.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEA)

With respect to vocational education services, a qualified person with a disability means a person with a disability who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. The Board will not deny a student with disabilities access to its vocational education programs or courses due to architectural and/or equipment barriers, or because the student needs related aids or services to receive an appropriate education.

5341 - EMERGENCY MEDICAL AUTHORIZATION

Revised: 5/11/21

The School Leader will distribute the Emergency Medical Authorization Form annually to parents or guardians of all students. If an emergency medical treatment for a student is necessary, the Academy will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in the Academy office during the year.

This revision is necessary to comply with the revisions to the Do Not Resuscitate (DNR) laws that allow DNR orders for minors under appropriate circumstances. This revision is also required to remain compliant with Michigan law.

5342 - Do Not Resuscitate Orders (DNR) for Minor Students

New – Adapted: 5/11/21

- This new policy is necessary to comply with revisions to the Do Not Resuscitate (DNR) laws that now allow DNR orders for minors under appropriate circumstances and require specific procedures academies must follow if they receive such an order.
- The policy is in compliance with M.C.L. 380.1180.
- All stakeholders will ensure that all of the conditions are met as stated in the Policy.

5343 – “PHYSICIAN ORDER FOR SCOPE OF TREATMENT” (POST)

New – Adapted: 5/11/21

- This new policy is necessary to comply with the new statute setting out specific procedures that academies must follow if they receive a physician order for scope of treatment (POST) form for a student.
- This policy is compliant with M.C.L. 380.1181.

7440.01 – VIDEO SURVEILLANCE AND ELECTRONIC MONITORING “

Revised: 5/11/24

Due to the significant increase in the use of virtual/on-line learning, this policy has been revised to allow an Academy to use prerecorded lessons or observations of on-line or virtual learning sessions as part of an employee’s evaluation, in accordance with a collective bargaining agreement or Memorandum of Understanding approved by the Board.

Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the School Leader or Board President,

The Educational Service Provider will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring. However, prerecorded lessons or observations of on-line virtual learning sessions may be included as part of an employee's evaluation in accordance with a collective bargaining agreement or Memorandum of Understanding approved by the Board. These revisions are provided to enable expanded use of technology monitoring for appropriate purposes.

8321 – CRIMINAL JUSTICE INFORMATION SECURITY (NON CRIMINAL JUSTICE AGENCY)

Revised: 5/11/21

Hope Academy is required by State law to obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the Academy and contractors, vendors and their employees who work on a regular and continuous basis in the Academy. The Academy shall comply with all rules established by the Michigan State Police (MSP) and the FBI while processing, storing, and sharing CHRI.

8330 – “STUDENT RECORDS”

Revised: 5/11/21

This policy has been revised to comply with the obligation not to disclose the address of a student who provides the Academy with notice that they have received a participation card issued by the attorney general under the address confidentiality program act. After June 26, 2021, if the parent or legal guardian of a student provides the Academy with notice that s/he/they have received a participation card issued by the attorney general under the address confidentiality program act, the Academy shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Educational Service Provider, or his or her designee, shall develop a process to ensure that a student's participation in the address confidentiality program act is appropriately noted to avoid disclosure of this information to any person or entity.

8510 – "Wellness"

8510 – "Appendix C" (Free Water)

8510 – "Appendix E" (Varied Free Food)

These policies reflect updated requirements for evaluation and review of Hope Academy wellness policies (at least every three years) and the updated regulations issued by the U.S. Department of Agriculture (USDA). These regulations provide the basis for USDA review and monitoring of Hope Academy's compliance with the Health and Hunger – Free Kids Act. **WELLSAT:3.0** is the assessment tool widely used to audit school wellness policies.

- 8510 Wellness: The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually. Academy-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.
The Seven Dimensions of Wellness: (1) Physical, (2) Emotional. (3) Intellectual, (4) Social, (5) Spiritual, (6) Environmental. (7) Occupational.
- 8510 Appendix C: Free drinking water shall be available to students during designated meal times and may be available throughout the school day.
- 8510 Appendix E: The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma. (Fruit and Vegetables Program).

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Hope Academy is a "Restorative Practices" Community
