



Student Safety/Discipline Procedures

Excerpt from Student Handbook

2020-2021

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Student Safety/Discipline Procedures

Hope Academy is committed to providing a safe campus for all students and faculty. We recognize that in order for a child to succeed academically they must be in an environment that feels comfortable and welcoming. Hope Academy teachers and faculty promise to uphold the outlined safety standards.

Visitors

Parents are welcome at school, but they should understand that prolonged visits in a classroom are not in the best interest of their child. As a courtesy and as a safety measure, parents should make an appointment with the principal in advance and notify the office before going to the classroom. All visitors must register in the school upon arrival at the school. Visits to a given classroom should not be for more than a one-hour duration. Children visitors are not allowed.

Parents are allowed to take their child offsite at their discretion but it may result in docked attendance. Exceptions to this include but are not limited to:

- Student birthdays
- Medical appointments
- Family emergencies
- Preplanned vacations
- Any other extenuating circumstance approved by the principal

School Bus Safety

Students that use our bus transportation are expected to adhere to proper transportation etiquette:

- While the vehicle is in motion all students are expected to remain seated.
- Students are allowed to talk quietly, but we expect the noise level to remain low to ensure that our drivers are not distracted.

- Students may not stick arms, legs, head, or any other part of the body outside of the vehicle at any time.
- All buses stop at train crossings and students are expected to be quiet during these stops.
- In the event of a breakdown the driver and or vehicle aide will call the school and organize a solution.
- An aide will ride the bus each morning and evening to ensure that the child's safety needs are met.
- If a field trip is scheduled all parents must authorize their child's participation to attend said field trip and all bus safety rules still apply.
- Parents with students that fail to adhere to the safety standards may be asked to organize a different transportational method.
- Students shall be instructed in all safe riding practices.

Legal References: A.C.A. § 6-19-119(b), A.C.A. § 5-60-122

Custody of Child

Unless a school is provided legal documentation that denies a parent of their custodial rights, either parent or guardian may pick their child up at school. A school must have a court order that indicates a parent does not have the right to take their child from the school. When a non-custodial parent or adult requests to have copies of their child's school records, they should be provided these records unless there is a court order indicating otherwise. In order for an adult that is not a child's legal guardian/parent to pick a child up from school, Hope Academy must receive written and/or spoken confirmation from the parent that the adult is allowed to remove the child from the school. Parents may provide a list of approved adults that are allowed to remove their child from school. This list must be submitted to the principal and all adults on the list will be required to show proper identification upon arrival.

Medication at School

Any medication to be administered at school must be brought to the school by a parent in the original prescription container. The parent will need to

complete a medicine dispensation form. The medication will be kept in the nurse's station under lock and key. All medication will be administered by school personnel and documented in writing. Hope Academy will only dispense medications that are required to take during school hours. Any medications that can be passed at home will not be accepted by Hope Academy. See "Health Services" (50-56) for more.

Accidents

Accidents involving injury must be reported to the principal. The following procedures are to be followed:

1. The supervising teacher will send for the nurse/aide and/or the principal to assist the child to the office or the nurse's station.
2. The nurse/aide will proceed as follows:
 - a. by inspecting injury, cleansing wound, and applying first aid;
 - b. by calling parents (or authorized person) if deemed necessary;
 - c. by calling doctor (listed on enrollment card) if condition is believed to be serious (ambulance if necessary) and parent is not available;
 - d. by following procedure outlined by medical authorities;
 - e. by providing enrollment card to doctor's office to provide emergency permit;
 - f. by filing an injury report in the principal's office

Hope Academy Property Destroyed by Student

Due to the nature of our academic environment Hope Academy assumes that some destruction of school property by our students may occur. In the event of a child destroying school property, Hope Academy will notify the child's legal guardian. Our faculty will handle the situation and process the event with the child. Parent's will not be responsible for compensating the school for damage. A parent may be asked to pick their child up from school only if the damage has injured a child or faculty member or if the damage goes beyond minor destruction and puts other students at a severe risk.

Student Aggression Towards Self and Others

Due to the nature of our academic environment, Hope Academy assumes that some students may show aggression towards themselves and/or others. Hope Academy teachers and faculty are trained to handle these events. Legal guardians will be asked to pick up their child only if the child proves to be a severe threat to the health of others. Hope Academy is dedicated to handling these events and keeping the child in school for the duration of the day. If a child causes severe harm to themselves or to another student, and this incident requires medical attention, Hope Academy will notify the child's legal guardian and may request permission to send the child to a hospital. Legal References: A.C.A. § 6-18-502, A.C.A. § 6-17-113

Discipline of Students with Disabilities

A student with a disability, as defined in state standards, who engages in inappropriate behavior is subject to normal school disciplinary rules and procedures, provided the student's right to a free and appropriate public education is not violated. The following provisions will apply:

The individualized education plan (IEP) team for a disabled student should consider whether particular disciplinary procedures should be adopted for that student and included in the IEP, and if a disabled student's placement is to be changed for a period of time exceeding ten (10) days, District special education personnel will be consulted to assure that proper due process procedures are followed.

Tobacco/Alcohol Products

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District or other school vehicles, or property utilized for school sanctioned events is prohibited. Students who violate this policy, at any school sanctioned event, may be subject to legal

proceedings in addition to student disciplinary measures. With the exception of recognized tobacco cessation products (nicotine patches), this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

Hope Academy and the Northwest Arkansas Children's Shelter is a tobacco and alcohol free campus. Any individual found with either substance may be asked to leave the campus. Any tobacco products must be kept in the owner's vehicle before they are allowed to enter the school. Under no circumstances will alcohol be allowed within school grounds. Any parent, teacher, administrator, visitor, or volunteer who enters the school grounds under the influence of alcohol may face legal repercussions.

Legal References: A.C.A. § 6-21-609

Student Sexual Harassment

The District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated. Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the District does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students. It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including,

expulsion. Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

- Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor,

teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. A.C.A. § 6-15-1005(b)(1)

Weapons and Dangerous Instruments

“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any: Firearm; Knife; Razor; Ice pick; Dirk; Box cutter; Nunchucks; Pepper spray, mace, or other noxious spray; Explosive; Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her

vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office.

Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy. Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The Superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws. The District shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

If a parent, volunteer, faculty member, or visitor has a concealed carry license we request that they still leave their firearm outside of the campus grounds. All incidents of firearms within school grounds must be reported to the ADE.

Legal References: A.C.A. § 6-18-502(c)(2)(a)(b), A.C.A. § 6-18-507(e)(1)(2), A.C.A. § 6-21-608, A.C.A. § 5-4-201, A.C.A. § 5-4-401, A.C.A. § 5-27-210, A.C.A. § 5-73-119(b)(e)(8)(9)(10), 20 USC § 7151

Dress Code

Students shall not practice a mode of dress, style of hair or standard of personal grooming that will present a health or safety hazard or cause disruption or disturbance to the educational process. The following dress code is prescribed for all students, grades K-6:

Students will not be permitted to wear:

- Shirts with straps that are less than two inches wide, cut-off T-shirts, midriff shirts/blouses, netted shirts, muscle shirts, cutoffs (pants).
- Shirts, hats, buttons, etc. displaying obscene or inappropriate printing; or advertising of alcohol, drugs, or tobacco products, either explicit or implied.
- Offensive clothing and offensive writings and drawings on the body, books, and clothing.
- Rips, tears, or holes in clothing must not expose skin or undergarments above mid-thigh.
- Short shorts or dresses/skirts, including splits, must extend below mid-thigh.
- Head coverings (including bandanas) worn during the school-day in the buildings.
- Sunglasses, inside the school building, unless medically required.
- Clothing which sags (the waistband of pants, shorts, skirts, or jeans must be above the hip bones).
- Clothing which shows underwear or lack thereof when doing normal school activities (including, but not limited to, leggings, tights, yoga pants, and jeggings). If these items are worn, there must be sufficient coverage to a minimum of mid-thigh.
- Rolling or wheeled shoes.

- Pajamas or any other sleepwear except when authorized by the building administration.
- Blankets

The final decision regarding wearing apparel will be at the discretion of the school principal.

Safety and Welfare of Students

School personnel should make every effort to insure the safety and welfare of all students. Communication between school and home is needed to promote this goal.

1. Students on errands – Teachers may not send students on errands away from the building during school hours.
2. Leaving the building – Under no circumstances should a student be sent home without permission from the office and then only when the parent is notified.
3. Appointments – The school must be notified of any offsite appointments during school hours. These appointments will not count against school attendance.
4. Parents/Guardians must report to the office when checking a student out of school. Parents/Guardians will be asked to identify themselves in order to confirm their identity and relationship to the student.

To ensure the health and safety of all students:

1. All teachers and faculty will be CPR certified.
2. Nurses will work with the building principal to schedule state mandated screening for vision/hearing/scoliosis/BMI. Due to state reports, the nurses have a time frame to complete the designated screenings.

Disaster Drills and Student Safety

Emergency Communication

In the event of an emergency, the staff involved shall notify the Shift Supervisor/Hope Academy Principal via walkie-talkie, and request communication be moved on the radio to Channel 2 in order to maintain confidentiality.

Emergency Codes

Hope Academy utilizes two emergency codes:

1. Code Red (indicates behavioral emergency requiring immediate assistance): staff calls code plus his/her location over walkie-talkie and the school principal initiates a switch to Channel 2 and proceeds accordingly. Situations that warrant the call of a Code Red would be but are not limited to:
 - o A Student running away from the facility and to the road
 - o Two or more students fighting
 - o Major property destruction

2. Code Blue (indicates medical emergency requiring immediate assistance): staff calls code plus his/her location over walkie-talkie and the principal/school nurse initiates switch to Channel 2 and proceeds accordingly. Situations that warrant the call of a Code Blue would be but are not limited to:
 - Student goes unconscious
 - Student has a seizure
 - Student has a serious physical injury
 - Student experiences a severe allergic reaction

Evacuation Plan

All school areas will have evacuation maps available for reference. The following information will be marked on all evacuation maps:

1. Emergency exits.
2. Primary and secondary evacuation routes.

Scheduled Drills

- Emergency drills shall be unannounced and conducted as required and timed to measure the effectiveness and efficiency of emergency procedures.
- Emergency Drill Forms shall be completed by the designated faculty member conducting the drill(s) and returned to the Principal for submission.
- Special Drills (earthquake, medical emergency, threat of violence, and utility failure) will be conducted on an as needed basis.

Fire - Hope Academy has a plan for evacuating the building in case of fire, and a plan for positioning students away from the building. Fire drills should be held on a monthly basis, and a record kept of the evacuation time. Monthly fire drill dates and evacuation times should be reported to the superintendent and the state compliance authorities.

Hope Academy's fire procedure is as follows:

When fire or smoke is discovered: The nearest fire alarm must be activated.

A key is required to activate any fire alarm located on the school property.

Upon being notified about the fire emergency:

1. Teachers/paraprofessionals will maintain supervision of assigned students at all times.
2. Teachers/paraprofessionals will evacuate assigned students, volunteers and visitors in his/her area, following the determined evacuation route for that area.
3. While exiting the building, a designated staff member will check each room for occupants.
4. Teachers/paraprofessionals will assemble and remain with assigned students at the designated assembly point until further instruction is given.

5. One faculty member for each assigned area will keep a walkie-talkie at all times during the emergency in order to maintain contact with the principal and other designated staff members.
6. Each teacher is responsible for ensuring that each child is present and accounted for at the designated meeting zone.
7. The principal will ensure that no one reenters the building.
8. In the event of a fire every classroom and faculty member will evacuate the building and head to the front parking lot.
9. In the event of fire in both the main building and gymnasium/recreation building, the assembly point will be the baseball field behind campus.
10. In the case of inclement weather or other outdoor threat children will proceed to the gym building.
11. Once attendance is taken to determine if anyone may be remaining in the building, all staff, students, volunteers and visitors will evacuate to the subdivision across the street from the school campus.

Hope Academy staff will ONLY fight the fire if:

1. The fire alarm has been activated, and all students are being evacuated to the designated assembly point.
2. The fire is small and is not spreading to other areas.
3. The fire extinguisher is in working condition and staff is trained to use it.
4. Escaping the area is only possible by backing up to the nearest exit.

Tornado - Hope Academy has a plan to be followed in case of a tornado alert. Hope Academy will conduct four tornado safety drills each year.

Hope Academy's Tornado procedure is as follows:

When a watch is issued:

- The Principal will instruct everyone to remain in the building until the watch/warning is over.

When a warning is issued by sirens, announcement or other means:

- Teachers/paraprofessionals will maintain supervision of assigned students at all times.
- Teachers/paraprofessionals will assemble assigned students, volunteers, and visitors in the nearest Severe Weather Shelter Area.
- One teacher/paraprofessional for each assigned area will keep a walkie-talkie at all times during the emergency in order to maintain contact with the school principal.
- The principal will be responsible for ensuring that all students, teachers, paraprofessionals, faculty, visitors, and volunteers are present and accounted for. Attendance will be taken once all individuals are secure in a shelter.
- All occupants will remain in the Severe Weather Shelter Area until further instruction is given.

Threatening Telephone Calls - In the case of threatening telephone calls, school and public authorities will be notified.

Hope Academy's procedure for threats of violence is as follows:

When a serious, direct threat is made during a telephone call (i.e. "I am coming to NWACS/Hope Academy with a gun," "I will kill you," etc.) Hope Academy personnel will:

1. Remain calm and speak courteously.
2. not challenge, agitate or interrupt the caller.
3. Listen carefully and gather as much information as possible.
 - Complete the Telephone Threat Checklist, located at the front desk and each of the supervisor's office.
4. If the telephone call is received by any person other than the principal, the school principal and NWACS supervisor will be immediately notified.
5. Shift Supervisor/principal will notify the appropriate authorities.

Threat of violence made by a person on campus:

1. If a threat is made and witnessed by, or made toward any person other than an NWACS Shift Supervisor/ Hope Academy principal, the staff member involved will notify the Shift Supervisor/principal immediately if possible.
2. The principal or NWACS Shift Supervisor (or other designated person) will make the following announcement over the intercom/walkie-talkie – “All staff report to the nearest Severe Weather Shelter Area.”
3. Teachers/paraprofessionals will assemble assigned students, volunteers and visitors in the Severe Weather Shelter Area located in his/her current area.
4. Teachers/paraprofessionals will maintain supervision of assigned residents at all times.
5. One teacher/paraprofessional for each assigned area will keep a walkie-talkie at all times during the emergency in order to maintain contact with the principal and other designated staff.
6. Teachers/paraprofessionals are only to use walkie-talkies to respond to a Shift Supervisor’s/principal’s request for information or to report an additional emergency. This will ensure an organized transfer of information.
7. All occupants will remain in the Severe Weather Shelter Area until further instruction is given.
8. The Shift Supervisor/school principal will call 9-1-1 and provide information. Any person may call 9-1-1 if it is not possible to notify a Shift Supervisor safely.
9. After appropriate action has been taken, the Shift Supervisor/principal will notify the appropriate authorities.

Bomb threat- During a telephone bomb threat Hope Academy staff will:

1. Remain calm and courteous to the caller. They will not challenge, agitate, or interrupt the caller.
2. Listen carefully and gather as much information as possible.

3. If possible, communicate to another person in the area (without alerting the caller) to call 9-1-1. If that is not possible, call 9-1-1 immediately after the call has ended.
4. If the bomb-threat communication is received by any person other than an NWACS Shift Supervisor or the Hope Academy Principal, the staff member will notify s Shift Supervisor/principal immediately and provide any information gathered.
5. Any search for a bomb will be conducted by the appropriate law enforcement agency, and NOT STAFF. Staff shall not:
 - o Touch any light switch, electrical appliance or radio.
 - o Transmit any message over the 2-way radios or cellular phones.
 - o Touch or open any mail or packages.
 - o Touch or open any suspicious item. Any such item(s) shall be reported to the investigating law-enforcement agency.

During a bomb threat situation.

1. The Shift Supervisor/school principal will make the announcement over the intercom for staff to report to the nearest storm shelter and await further instruction.
2. Walkie-talkies & cell phones are to be shut off immediately.
3. Teachers/paraprofessionals will assemble assigned students, volunteers and visitors in the nearest Severe Weather Shelter Area.
4. Hope Academy faculty will be alert for any items that look out of place along the evacuation route. Such items are not to be tampered with but reported to the Shift Supervisor/school principal.
5. Teachers/paraprofessionals will maintain supervision of assigned students at all times.
6. All occupants will remain in the Severe Weather Shelter Area until further instruction is given.
7. A Shift Supervisor/principal will call 9-1-1 via a land-line phone and provide information. Any person may call 9-1-1 if it is not possible to notify a Shift Supervisor safely.

8. After appropriate action has been taken, the Shift Supervisor will notify the appropriate authorities.

Earthquake- Hope Academy staff will follow the procedure below:

1. Teachers/paraprofessionals will maintain supervision of assigned residents at all times.
2. Teachers/paraprofessionals will assemble assigned residents, volunteers, and visitors in the nearest Severe Weather Shelter Area.
3. One teacher/paraprofessional in each shelter will keep a walkie-talkie with him/her at all times during the emergency, in order to maintain contact with NWACS Shift Supervisor/Hope Academy Principal.
4. Teachers/paraprofessionals are only to use walkie-talkies to respond to a Supervisor's/principal's request for information or to report an additional emergency. This will ensure an organized transfer of information.
5. All occupants will remain in the Severe Weather Shelter Area until further instruction is given.
6. After appropriate action has been taken, the Shift Supervisor/Hope Academy principal will notify the appropriate authorities.

Medical Emergency- Medical emergencies include but are not limited to accidents/injuries, medication overdose or adverse reaction, anaphylaxis/severe allergic reaction, and complications arising from chronic health conditions (asthma, heart disease, etc.). In the event of a medical emergency, an employee shall remain with the person and direct another employee to call a "Code Blue" plus his/her location or call 9-1-1 (depending on the severity of the situation). The school nurse and school principal must be notified of the situation.

Utility Failure

1. If there is a power outage, the generator to the emergency building will activate. The generator will allow the door locks, lights, heat/air and the kitchens on each wing to remain in operation. The gymnasium

building and the warehouse will not be in operation when the generator is activated.

2. If the generator does not come on, and it does not appear that there is any immediate danger, the NWACS shift supervisor/school principal will contact the utility company to ensure the company is aware of the outage and then assess the best action to take.
3. If the generator does not activate, the school principal will ensure all exterior doors are locked.
4. If the power has been off for more than 30 minutes, the Shift Supervisor shall contact the Director of Residential Services for instructions. Some appropriate actions may be: contacting the utility company, taking the children on an outing or locating an alternate setting where the children can be best served.

Sex Offenders – Building administrators should keep a notebook of all notifications of registered level 3 and 4 sexual offenders. The notebook should be available to office personnel.

Registered sex offenders are prohibited from entering a school campus with the following exceptions:

1. is a minor and is a student.
2. They can come for a public event where admission is charged, a graduation ceremony, or a baccalaureate ceremony.
3. They can come on a non-student contact day.
4. A sex offender who is a parent of a student can come for a parent-teacher conference but must be escorted around the school by a designated school official or employee.
5. A parent sex offender can come to deliver food, medicine, or personal items but must come directly to the school office.
6. A school official may allow a parent sex offender on campus if there is reasonable notice and someone is available to escort them. If a designated escort is not available, the parent sex offender shall not enter the campus until he or she is notified that a school official or

employee is Available. (See Commissioner's Communication COM-08-027 for additional information.)

Illegal Drugs

In compliance with applicable state and federal laws, the unlawful use, possession, dispensation, or manufacture of illegal drugs or illegal possession of controlled substances or paraphernalia, will result in disciplinary action, up to and including a student's termination from the school, the employee's or volunteer's termination and may also have other legal consequences. If a parent, volunteer, or visitor enters the school with illegal substances the proper authorities will be notified and the adult will be removed from the campus.

If such illegal item(s) are discovered:

1. The employee or volunteer who discovers the item(s) will notify the school principal and remain in sight of the item(s) until the principal arrives.
2. The principal will secure the illegal item(s) in a locked cabinet that has limited staff access.
3. The principal will notify the NWACS team of the situation.
4. The principal will contact the legal authorities and request the immediate removal of the illegal substance.
5. The principal and/or the staff member/volunteer who discovered the item(s) will document the incident on the appropriate Accident/Incident Report.
6. The Shift Supervisor will contact the legal guardian of any student(s) involved.

Anti-Bullying Policy

Hope Academy will not tolerate any instance of bullying. However, we recognize that bullying may have underlying causes that need to be addressed. Hope Academy is dedicated to solving bullying issues with each child in order to create a safe and comfortable environment.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school-day following the receipt of the credible report of bullying: a) Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and b) Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school-day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying: a) That a credible report or complaint of bullying against their student exists; b) Whether the investigation found the credible report or complaint of bullying to be true; c) Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and d) Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include: a) A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying; b. Any action taken as a result of the investigation; and

6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, and school bus.

Parents, legal guardians, persons having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying. Copies of this policy shall be available upon request.

Arkansas Mandated Reporter

State law requires all teachers and faculty to register as mandated reporters for child abuse. Any Hope Academy team member that suspects possible child abuse is required by law to report it to the Child Abuse Hotline.

Teachers, paraprofessionals, and any other Hope Academy team member does not have to investigate any suspicion of child abuse before calling the hotline.

Communications to Parents

Teachers should believe that parents are doing the best they can for their children in terms of what they know, the resources they have at their command, and the values and beliefs of their social group. Any communication should be objective and realistic, and at the same time, courteous and considerate. In lieu of a long, involved note, it is better to ask for a conference. All delicate information should be communicated in person or by phone. Arkansas Standards require each

elementary classroom teacher to make personal contact with parents or guardians at least once each semester.

Parents will be notified if any of the following events occur with a student:

- Firearm/illegal substance/tobacco/alcohol possession
- Police intervention
- Severe violence towards self and/or others
- Severe property damage
- Runaway attempt
- Medical emergency

Runaway Attempt

In the event of a student runaway:

- The teacher/paraprofessional/faculty member involved with the incident will notify the school principal immediately.
- Teachers/paraprofessionals will make sure all other children are in a secure location.
- If the child is redirected back to the school without leaving the property the incident will be documented and the child's legal guardian will be notified.
- If the child leaves the property the principal may contact law enforcement to assist as needed.

Loss or Theft

Teachers cannot be responsible for toys or personal belongings or student personal communication devices brought to school by students. Money or valuables should not be left in the teacher's desk. Students who bring these items take the risk of losing them. Hope Academy will not take responsibility for these lost items. If there is suspicion of theft, Hope Academy will investigate but if no evidence is found and the items are not recovered, the matter will be considered resolved.

Food and Beverages in Schools

According to the ADE rules governing nutrition, students will not have access to vended food and beverages anytime, anywhere on school premises during the declared school day. A school may not serve; provide access to, through direct or indirect sales, or use as a reward, any food of minimal nutritional value (FMNV) or competitive food. This includes FMNV and competitive foods given, sold, or provided by school staff, students or student groups, parents or parent groups, or any other person, company or organization associated with the school.

The ADE does allow the following exceptions to the guidelines above:

1. Parents Rights – Parents are not restricted in what they can provide for their own child’s lunch or snack but they may not provide restricted items to other children at school.
2. School Nurses – School nurses may use FMNVs or candy during the course of providing health care to individual students.
3. Special Needs Students – If a student’s IEP indicates the use of a FMNV or candy for behavior modification, it is permissible.
4. School Events – Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by the administration. These items may not be given during meal times in the areas where school meals are being served.
5. Snacks – Snacks may be provided or distributed by the school as part of the planned instructional program (ex. kindergarten snack).
6. Foods for Instructional Purposes – Foods integrated as a vital part of the instructional program are allowed at the discretion of the building principal (ex. edible manipulative, a nutrition food experience, food production in family and consumer science units, and food science units). All food used for instructional purposes must be approved by the building principal.

Staffing

It is the principal's responsibility to work with the Human Resources Department to fill vacated and new positions, following the procedures outlined by the HR Department. These responsibilities include, but are not limited to the following: notifying the HR department of resignations and retirements; reviewing transfer/applicant electronic applications; interviewing and checking references; making hiring recommendations and completing appropriate forms and paperwork.

Each teacher is responsible for finding a substitute in the event of their absence. All other staffing needs will be addressed by the principal.

Kitchens

The main kitchen in the cafeteria is off limits to all students. It is impossible to closely monitor all the items that could be dangerous to the residents.

Locked Items

Doors, cabinets, and drawers that have locks must be kept locked at all times. Chemicals must always remain in a locked area. When students participate in an activity that requires cleaning supplies, staff will handle all chemicals and will not allow the children to handle them. It is each staff member's responsibility to dispense the cleaning supplies in or on objects to be cleaned, and then return the cleaning supplies immediately to the locked areas.

School Access

- All exterior doors shall remain locked at all times. All students, employees, volunteers, and visitors shall enter and exit the facility through the school entrance and sign in/out.
- All Hope Academy visitors and volunteers must present a valid form of identification and a legitimate purpose for visiting before being granted access to the school.

- Volunteers and specific approved visitors (therapists, etc.) will be issued a volunteer badge upon entrance, which will allow these visitors limited access to specific areas of the building. All other visitors must be accompanied by a staff member at all times.

Security Cameras

For the safety of all faculty and students Hope Academy has installed security cameras in all public areas. These are recording cameras that are used to witness critical incidents and investigate allegations made against faculty or other students. The cameras are reviewed on a case by case basis. They are not located in restrooms.

Raptor System

- NWACS/Hope Academy has initiated a screening program called Raptor that identifies sex offenders. The purpose of the program is to keep sex offenders away from the children. All guests 18 years of age or older will be required to scan an ID upon each visit. In addition, such visitors will receive a printed badge to wear while at Hope Academy.
- Guests will be expected to provide a valid driver's license or a valid state ID and will not be able to enter the facility without a scanned license or ID. If a visitor's identification is scanned in Raptor and the person is listed in the database as a sex offender, the receptionist will ask the individual to leave the premises and report the finding to the principal or NWACS shift supervisor, who will then report the situation to law enforcement. If such a person becomes irate, follow the procedure for threats of violence made by a person on campus.

Sign-in/out for Staff and Visitors

All staff, volunteers, parents/legal guardians, and visitors must sign in and out before entering the school common grounds. Having an accurate record of the arrivals and departures of all staff, volunteers and visitors allows Hope

Academy to better account for each person's whereabouts, in the event of an emergency.

General Discipline Procedures

Hope Academy is an organization that utilizes progressive forms of discipline when interacting with students exhibiting challenging behaviors. These methods are non-invasive and utilize evidence based therapeutic approaches to work with children struggling to regulate themselves. The main purpose of these strategies is to keep children regulated throughout the school day and help these instances of challenging behavior become less frequent.

School Suspension

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. Hope Academy faculty and administration set a high threshold for behaviors that would constitute an out of school suspension. It is our goal to handle the vast majority of disruptions/challenging behavior that may be exhibited by a child. There are instances, however, when the needs of the other students or the interests of the learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed three (3) school days, including the day upon which the suspension is imposed. A student may be suspended for behavior including, but not limited to that which:

- Substantially interferes with the ability to maintain a safe educational environment for the other students.
- Involves severe violence or aggression towards the self or others.
- Involves overt sexual behavior that jeopardizes the safety and security of other students and faculty.
- Is the act of bringing a firearm on school campus.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.

- The principal/designee will review the incident warranting suspension on the schools camera systems.
- He/she will then consult with the teacher/faculty member involved with the incident.
- He/she will then speak with the student to gather all necessary evidence needed in order to make an appropriate decision.
- If the principal finds the student guilty of severe misconduct, he/she may be suspended.

When possible, a notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s) or legal guardian(s) prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as possible.

Out-of-school suspensions shall be treated as excused absences, and during the period of suspension, students shall not be permitted on campus except to attend a student/parent/administrator conference.

It is the responsibility of the student's parents, legal guardians, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use

to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means listed in order of priority:

- A primary call number; (the contact may be by voice, voicemail, or text message.)
- An email address;
- A regular first-class letter to the last known mailing address

The school shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The school shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of Out of School Suspension (OSS). During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education programs.

A parent/guardian may appeal suspension decisions to the building principal. If the principal upholds the suspension, the parent may make a second appeal to the Executive Director of Education per student level. If the Executive Director of Education upholds the suspension, the parent may make a third appeal to the Superintendent/Superintendent Designee.

At each level of appeal, the person or group hearing the appeal may affirm, revoke or alter the decision made at the previous level. Procedural due process, as defined by statutes and court decisions, will be followed at the stage of the suspension process.

Please note that Hope Academy strives to avoid any out of school suspension. Our faculty are trained and prepared to handle the majority of

concerns that may arise with the students we serve. Suspension is one of the last resorts and will be only used in the most extreme of circumstances.

School Expulsion

Hope Academy may expel a student for a period longer than three (3) school days for a violation of the most severe nature. The Superintendent or school principal may make a recommendation of expulsion to the Board for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the safe learning environment or would pose an unreasonable danger to the welfare of other students or staff. Hope Academy has no intention of expelling any student. Expulsion will only be considered in the most strenuous of circumstances. The school faculty are dedicated to taking all necessary steps to keep each and every child enrolled at Hope Academy.

Expulsion shall not be used to discipline a student in kindergarten through third (3rd) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm or weapon on school campus.

Prior to any expulsion recommendation being forwarded to the Board, the case will be reviewed by the Administrative Disciplinary Hearing Team (ADHT) composed of three current administrators who will hear the case as presented by the Principal or designee. The Principal will also make a recommendation at the hearing for action to be taken. At the conclusion of the hearing, the ADHT will issue its decision based on the information presented by the Principal or designee.

After reviewing the decision of the ADHT, the Superintendent may recommend to the Board that the student be expelled for the specified length of time. In this event, the Superintendent or his/her designee shall

give written notice to the parents or legal guardian (mailed to the address reflected on the school's records) that he/she will recommend to the Board that the student be expelled and state the reasons for the recommendation. The notice shall give the date, hour, and place where the Board will consider and vote to affirm, reject or modify the recommendation.

If the parent or legal guardian of the student, involved in the disciplinary actions, wishes to appeal the expulsion to the Board, the parent or legal guardian may request an appeal hearing through the Superintendent.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The parent/legal guardian and/or student may choose to be represented by legal counsel. Both the District administration and Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or older requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, or legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled. Parents/legal guardians, teachers, and the school principal can collaborate to ensure this requirement is carried out and the child is still receiving the education he/she deserves.

Please note that Hope Academy has no intention of expelling any of its students, nor do we believe that a situation will come up that requires

expulsion. The school faculty are committed to handling and processing every situation that comes up with the child and are dedicated to keeping each child in school throughout the entire year. That being said, we do reserve the right to expel any student that poses a severe threat to other students.

Trust Based Relational Intervention (TBRI)

Every Hope Academy teacher, paraprofessional, and faculty member will be trained in Trust Based Relational Intervention. This groundbreaking child support strategy is evidence based and has produced incredible results in children who come from traumatic backgrounds. TBRI looks at the root causes of a child's behavior and recognizes that in order for a child to properly regulate, they must first overcome the emotional and social barriers put in place by their trauma. TBRI looks at the ways trauma negatively affects a child's brain development and social progress. The ultimate goal of TBRI is to connect with vulnerable children and give them the tools they need to live productive and meaningful lives.

Conscious Discipline (CD)

Every Hope Academy teacher, paraprofessional, and faculty member will use principles of Conscious Discipline (CD) when interacting with Hope Academy students. These principles are designed to help children unlock their decision making skills and help them interact with others in a safe and progressive way. Conscious discipline is an evidence based intervention model that helps adults (parents/legal guardians/teachers) teach their children the best ways to handle difficult situations. It is a highly successful intervention method that has helped thousands of vulnerable children.

Trauma-Centered Care

Hope Academy's educational model focuses on Trauma-Centered Care. Trauma-Center Care works with children who come from difficult backgrounds and helps reverse the negative effects of their trauma. A major component of this educational model is recognizing that trauma hinders a

child's brain development and social functioning. Through intensive care and consistent educational support each child will be given the opportunity to thrive regardless of the barriers placed before them by their traumatic experiences.

Complaints/Concerns/Grievances

It is the goal of Hope Academy to be responsive to the community it serves and to continuously improve the educational program offered. Hope Academy welcomes constructive criticism when it is offered with the intent of improving the quality of the educational program or the delivery of the school's services.

The School Board formulates and adopts policies to achieve the School's vision and hires a Superintendent to implement its policies through administration and supervision of the School. In order to secure prompt and equitable resolution of any student/parent complaints, students and/or parents must comply with the following steps to ensure the complaint can be properly addressed. A student may be represented by an adult at any level of the complaint.

If the complaint involves a problem with a teacher, the student/parent must discuss the matter with the teacher before requesting a conference with the principal. If the complaint does not involve a teacher, the student/parent must request a conference with the principal who shall schedule and hold a conference with the student/parent.

If the outcome of the conference with the Principal is not to the student/parent's satisfaction, the student/parent may request a conference with the Superintendent/Superintendent Designee who shall schedule and hold a conference. The Superintendent/Superintendent Designee shall listen to the student/parent's complaint and take whatever action is deemed appropriate.