

Tulsa Hope Academy Handbook 2009-2010

Table of Contents	
Tulsa Hope Academy Mission, Core Values and Contact Information	2
Tulsa Hope Academy Staff Message	2-3
General Information	3-5
Attendance Policy	5-6
Academic Achievement Policy	7
Graduation Policy	7
Creating a Safe and Healthy Community	8- 10
Drug and Alcohol Recovery Policy	10

Tulsa Hope Academy Mission

Our mission is to give hope and bring about transformational change in the lives of our students through quality education and youth development activities and programs. We hope to help each student find their God-given potential and self-worth.

Tulsa Hope Academy Core Values

The following values are essential to the ministry of Tulsa Hope Academy:

1. Believing that Jesus transforms lives.
2. Believing that God uniquely creates everyone for a purpose.
3. Serving people who are committed to growth.
4. Creating and maintaining a safe and healthy community through a culture of trust and mutual respect.
5. Respecting all members of the community and valuing their unique contributions.
6. Caring for the whole person by focusing on the educational, social, emotional, spiritual and physical needs of each person.
7. Commitment to taking responsibility, admitting harm, making amends and moving toward change.
8. Honoring one another through consistent and clear expectations and healthy boundaries.
9. Participation in collective decision making.
10. Encouraging creative thinking and collective problem solving.
11. Creating opportunities for each person to learn from failures and “try again”
12. Living a balanced life inclusive of work, play and rest

Tulsa Hope Academy Contact Information:

Mailing Address: 5251 E. Newton St., Tulsa, OK 74115

Phone Number: (918) 398-8192

Fax Number: (918) 398-0173

Web Site: www.tulsa hope.org

Tulsa Hope Academy Staff Message

Our commitment is to honor those who are committed to growth by providing the tools and resources for spiritual, educational, personal, emotional, relational and physical transformation. Welcome to Tulsa Hope Academy where we believe every student is a unique creation who God has fashioned for his purpose. We recognize that life and circumstances, often beyond our students' control, have dimmed the picture of who and what they were created to be. We recognize that many teenagers struggle with finding productive ways to invest in themselves and others. At Tulsa Hope Academy we believe that young people can move beyond their past and present situation by committing themselves to growth. Tulsa Hope Academy's solid, yet innovative, educational practices provide opportunities for students to re-engage with their intellectual and creative capabilities and lead to successful and empowering experiences. Therefore, we strive to be the premier alternative educational model in the Tulsa area. We expect our students to recognize that being a part of the Tulsa Hope Academy community is a privilege, knowing that we are striving to honor each student through experiences that will cultivate life-long learning, self-sufficiency, and ultimately their ability to fully participate in their community and the world around them.

Tulsa Hope Academy works individually with students to help them define their academic, personal/social, career and spiritual goals. In honoring students who are committed to growth, students who choose to:

- Disrupt the positive learning environment by making teaching or learning difficult for others
- Disrupt the sober environment by glorifying, possessing or using illegal substances or demonstrating addictive behaviors
- Disrespect other people's time, energy or efforts in offering support towards growth and achievement could forfeit their right to remain enrolled at Tulsa Hope Academy.

However, once students are part of the Tulsa Hope Academy community, affording them access to resources and support is important even when they are not actively enrolled.

General Information

Emergencies and Telephone Messages

Parents/Guardians are expected to call Tulsa Hope Academy administrative offices at 918-398-8192 to reach a student. In case of an emergency, a Tulsa Hope Academy staff will immediately locate your student. Non-emergency messages will be delivered to students at the next class break.

Phone Calls

Students may use their cell phones at class breaks or during lunch if time allows. Phone use can be limited at the discretion of a THA staff or volunteer. Phone use is not to interfere with a student's classes or regular schedule. Phone must be turned off and put away during class. This policy is subject to change if the staff determines that the use of cell phones interferes with the educational process.

Open Campus

Tulsa Hope Academy is now an open campus. This means students may leave campus during lunch period with written consent from a parent/guardian and a lunch pass. Students need to be aware that lunch is only 35 minutes which does not allow for lengthy excursions. Students are expected to be responsible in managing their time so they are not tardy or absent from classes. If a student is late to class after lunch 3 or more times they will have their open campus lunch privileges suspended for the semester.

Lunch

Tulsa Hope Academy does not have a regular lunch program. Tulsa Hope Academy will provide lunch on Wednesdays. Students are expected to provide their own lunches on Monday, Tuesday, and Thursday. Tulsa Hope Academy does not have access to a kitchen. Students are expected to only eat in designated areas and clean up after themselves.

Advisory

For one period a day, all students are scheduled in an Advisory course. In this class period, students are exposed to the Bible in an effort to explore the life and teachings of Jesus. Students

are also exposed to study and life skills materials which will help them work toward individual, academic, personal, vocational, and spiritual goals. Advisory is a credit and grade earning class which will be displayed on student transcript as Life Skills.

Oklahoma State Department of Health Information

All students are required to be current on immunizations, unless they have completed a waiver with their medical practitioner. Students and parents can receive information on diseases and vaccinations, including HPV, from the Tulsa County Health Department.

Student Parking

All students who wish to drive to school must have parent/guardian permission. Students are expected to abide by state driving laws and be cautious in and around the school parking lot. The privilege of driving to school may be revoked if driving privileges are abused.

Attire

Tulsa Hope Academy students are expected to dress modestly, respect themselves, practice healthy hygiene and dress for academic and personal success. Clothing is not to contain obscene language, symbols or pictures. Clothing with drug and alcohol related symbols or slogans are also prohibited. Additionally, clothing must cover midriffs, under garments, cleavage, and behinds. “Excessive Sagging” will not be permitted. “Excessive sagging” is defined as sagging that exposes the body or undergarments and/ or impairs walking.

Smoking

No smoking is allowed during Tulsa Hope Academy sponsored events. Students found smoking within the Tulsa Hope Academy sponsored events, will be sent home immediately and will not be permitted to return to school until a meeting with the student, staff and parent/guardian can be scheduled. Students 18 and older may smoke only in designated areas and only during the lunch period.

Drug/Alcohol Glorification, Possession or Use

Under the Drug Free Schools and Community Act, Tulsa Hope Academy must remain free of all illegal drugs and alcohol. Drug or alcohol glorification, possession, use or distribution at school or Tulsa Hope Academy sponsored events is prohibited. Immediate suspension or expulsion and police notification will be the result from drug or alcohol gratification, possession, use, or distribution of alcohol or drugs at school or Tulsa Hope Academy sponsored events. In order to maintain drug free environment, Tulsa Hope Academy maintains the right to search students’ property at-will. By enrolling in Tulsa Hope Academy, students commit to a willingness to participate in searches.

Rights and Responsibilities Model

Students are encouraged to view Tulsa Hope Academy as “their” school and to actively participate in efforts to continuously improve the school. Students are also encouraged to actively participate in conversations about their own future and how to achieve their goals.

Parent/Guardian Involvement

Tulsa Hope Academy is committed to caring for the entire family attached to each student. We expect to work closely with students' family members and hope they will commit some of their time, energy and resources to the development of the Tulsa Hope Academy community. There are multiple opportunities for such participation each year.

Mentors

Tulsa Hope Academy believes that caring adults are a necessary part of young people's lives. Students who are interested can ask to be matched with two adult mentors who are committed to getting to know their student, spending time with their student and supporting their student as they grow.

Computer Use Policy

1. Students must sign in and out with a staff member to use a computer. The staff will assign the student a computer to use.
2. No food or drink allowed when using a computer—even water. If it spills, it could damage the computers.
3. Students may listen to their own electronic device other than cell phones or access music new.music.yahoo.com with staff permission while using a computer.
4. The only websites to be accessed during class are Novelstars and any teacher directed website with staff permission.
5. Social websites are not to be accessed during class.
6. Students are not allowed modify the settings on the computer in any way, including screen savers, backgrounds, etc.
7. Students are only allowed to print material that is class/school related.

Attendance Policy

Attendance is basic to academic progress and student support. The State of Oklahoma Truancy Law requires all students to attend school daily; therefore full attendance is expected for all Tulsa Hope Academy students.

Oklahoma's Compulsory Education Law 70-10-105, requires the parent/guardian to notify the school regarding the reason for absence of a school-age child. The law also requires the school to notify the parent/guardian of a child's absence. Attendance problems requiring action include the following:

- The student is officially enrolled but fails to report to school, fails to attend every class (cuts class), or fails to remain on campus until dismissed.
- A student is habitually tardy without a valid excuse.
- A student has been absent without a valid excuse for four or more days or parts of days within a four week period, and the school has not been notified by parent/guardian.

Administrative procedures to be followed regarding non-attendance include the following sequence:

- The school will notify the parent/guardian that they are in violation of state law.
- The case will be turned over to an attendance officer.
- The case will be filed with the district attorney for prosecution (may result in fines/court costs).

If a student is going to be absent because of an illness or an emergency, the student or parent/guardian is expected to call the school immediately. If the student makes the initial phone call, the parent/guardian should follow-up by contacting the school at the first possible opportunity.

- If a student needs to leave campus due to an illness or family emergency the student is required to check in with the staff and a parent/guardian must give permission for that student to leave school. The parent/guardian must sign-out the student at the front desk with a staff member.
- If a student has not reported to school by 9:00 a.m. or fails to report to any given class during the school day a phone call will be placed to a parent/guardian in an attempt to locate the student.
- If a student falls below 90% overall attendance (by class period) in any given week the parent/guardian will be notified.
- The student is expected to talk with his/her advisor about attendance barriers and bring his/her attendance above 90%.
- If the student continues to attend school less than 90% of the time, the student may be subject to suspension and must demonstrate change before returning to Tulsa Hope Academy.

Parent/guardians and students are expected to schedule all appointments, interviews, etc. during non-school hours if at all possible. On the day the student returns to school, the student will report to the staff and provide any necessary documentation concerning the absence. The student will be given one day for each day missed to make up work. It is the responsibility of the student to make arrangements for make up work.

Absences and Academic Credit

The Principal shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for a failing grade based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for a failing grade due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Actions leading to failing grades due to excessive absenteeism may be appealed by the parent/guardian to the Attendance Appeals Committee.

Tardy to School

Students arriving late to school for any reason must sign in with a staff person at the desk before going to class. It is at Tulsa Hope Academy staff's discretion as to whether or not a student will be admitted to the current class period.

- Being tardy is a behavior choice that negatively impacts other students and staff who are prepared to teach and learn.
- Students are expected to manage their time responsibly and be in class and prepared to participate when class starts. (Tulsa Hope Academy does not have a bell system, but relies on synchronized clocks to determine the start and end to each class period and break.)

- Students who arrive up to 15 minutes late to class will be marked tardy. After 15 minutes, the student will be counted as absent.
- Students who receive THREE tardies in any class will receive an Incident Report and be required to make-up the class time missed on Thursdays after school at the Maxwell location. The parent/guardian will be notified when after-school study hall is assigned.

Academic Achievement Policy

At Tulsa Hope Academy, we believe that every student can succeed academically, especially within the context of our unique program. For students to be successful, they must actively engage in their own learning. Many students have been passive in their education or have simply slipped through the cracks and now face serious deficits. In order to fill in these gaps and reconnect students with their own academic abilities and potential, Tulsa Hope Academy students are required to complete all of their academic activities, with 70% proficiency, in each class each week. If a student does not complete their academic activities, with 70% proficiency, in each class a week, then that student will be required to stay after class on Thursday at the Maxwell location. The student and parent/guardian will be notified when after-school study hall is assigned.

Grading Scale

100-90	A
89-80	B
79-70	C
69-60	D
59-0	F

Student and parent/guardian can access the Parent Web and see their student's assignments and grades. Progress reports for all classes will be provided once a quarter. Student, parent/guardian, staff conferences will be held once a quarter (both student and parent/guardian are expected to participate).

Graduation Policy

Students who graduate from Tulsa Hope Academy must complete at least one semester with Tulsa Hope Academy and complete the educational requirements set forth by the Oklahoma State Department of Education.

Creating a Safe and Healthy Community

At Tulsa Hope Academy, we believe each student has the right to learn and each teacher has the right to teach. The following are the basic guidelines we believe are necessary to promote a safe and healthy learning and teaching environment.

- Respect and cooperation
- Being present, including arriving on time with all needed items
- Full participation in learning activities
- Using encouraging and respectful language and tone of voice
- Respecting others' personal space

Therefore, the following will not be tolerated:

1. Disrespect or defiance
2. On-going tardiness
3. Leaving class without permission
4. Disrupting class, refusing to participate/work or sleeping
5. The use of electronic devices during class
6. Eating during class
7. Offensive or demeaning language
8. Physical contact or rough housing
9. Cheating or intentional plagiarism

We refer to the above as the “Non-Negotiables”

Upon choosing to engage in any of the above a student will receive at least one of the following:

- Receive a Verbal Warning and/or receive an Incident Report (students may be asked to forfeit cell phones or electronic devices)

- Meet with the teacher after school to address his/her choices
- Sign an agreement with the counselor outlining a plan for appropriate choices

If the student continues with inappropriate behavior:

The parent/guardian will be called by the Director, Principal or Counselor for notification and to set up a meeting with the student and parent/guardian to determine additional intervention measures that may be needed. The meeting must be scheduled within five school days. The student may continue to attend school, during those five days provided there are no further incidents.

- If the student continues inappropriate behavior, the student will be suspended from Tulsa Hope Academy for the remainder of the quarter and possibly the following quarter and must apply for readmission.

For the following choices, a student will be sent home immediately and may not return to Tulsa Hope Academy until a meeting can be scheduled. The meeting must be scheduled within five school days and must include the student, a Tulsa Hope Academy Director, Principal or Counselor and a Parent/Guardian.

- **Failure to take responsibility for an ongoing problem**
- **Serious threat to a THA staff, student or volunteer**
- **Verbal assault or physical toward a THA staff, student or volunteer**
- **Attending school or THA sponsored event under the influence of drugs and/or alcohol**
- **Drug/alcohol possession or use at school or a THA sponsored event**
- **Smoking at a THA sponsored event**
- **Damaging school or personal property**
- **Any illegal activity (examples may include but are not limited to theft, possession of drugs or paraphernalia, trafficking, etc.**

The meeting will be used to determine:

1. Potential underlying causes of the student's choices
2. If the student and parent/guardian are willing to commit to proactive change
3. If Tulsa Hope Academy can meet the student's current needs.

If the student, parent/guardian and Tulsa Hope Academy staff determines that the student should remain at Tulsa Hope Academy, specific guidelines will be developed for the student.

For the following choices, a student is subject to immediate expulsion:

- Violence or physical harm to any THA staff, student or volunteer**
- Selling or distributing drugs at school or at a THA sponsored event or to a fellow student**
- Weapons possession**

Conditions for Readmission

We at Tulsa Hope Academy expend a great deal of time and energy to support our students. When, despite all our efforts, a student is not successful here, the student must make significant changes to return. We find it necessary to impose conditions for readmission, so that the returning student can be successful, and that an atmosphere of learning can be maintained for others.

Withdrawn or suspended students forfeit the right to attend Tulsa Hope Academy for the remainder of the current quarter and possibly an additional quarter, depending on the circumstances. At the end of this period a student is not automatically readmitted to

Tulsa Hope Academy, but must submit a readmission application and meet with Tulsa Hope Academy staff with no guarantee of readmission. In order to be considered for readmission, students must demonstrate success in one or more of the following:

- **School**
- **Education program**
- **Employment**
- **Vocational training**
- **Treatment program**
- **A Tulsa Hope re-entry program**

Students approved for readmission may be placed on a waiting list.

Appeals of Suspensions and Expulsions

Students who have been suspended or expelled have a right to appeal their suspension or expulsion by requesting a hearing before the Suspension Review Committee (SRC), or Designee. Within five school days from the date of suspension, the student's parent/guardian may request, in writing, a hearing by the building SRC. The appeal must be filed with the SRC within five school days from the date of suspension. While a hearing is pending:

- the suspension may be held in abeyance allowing the student to have the right to attend school under such In-School-Intervention (ISI) restrictions as the principal deems proper.
- A student may be prohibited from attending school if, in the judgment of the principal, the conduct for which the student was suspended reasonably indicates continued attendance by the student would (1) be dangerous to other students, staff, or school property, or (2) interfere with the educational process at school.
- **According to state law, such appeals are limited to one or both of the following:**
- Is the student guilty of a violation of the school rules and regulations?
- Is the term of the suspension reasonable and in compliance with the Policies and Procedures Plan?

Suspension Review Committees

- Suspension Review Committees (SRC) are created at each school through the following process:
- A list is made up of professional staff who volunteer at the beginning of the school year to serve on the SRC.
- Volunteers must attend training at the beginning of the school year.
- The SRC for each hearing will be comprised of:
- Two staff volunteer appointed by the principal
- Volunteers involved in the incident cannot serve on the SRC.
- Volunteers have the right to refuse to serve for any particular case.
- **Note: When an incident involves multiple suspensions for multiple students, the same committee members that were appointed by the principal, when available, will hear all appeals associated with the incident.**
- SRC volunteers attempt to schedule hearings around parent/guardians' working hours whenever possible.
- The student and parents/guardians and the principal or designee who issued the suspension shall be present at the hearing. They will not remain during the deliberation of the committee or participate in the decision. The student and parents/guardians may have an interpreter if necessary.
- The SRC will meet as soon as possible after receipt of the appeal request and the principal will notify the student's parents/guardians of the time and place of the hearing at least 24 hours in advance of the hearing.
- The SRC is charged with determining the guilt or innocence of the student and the reasonableness of the term of suspension, and must decide one of the following actions: to sustain (the suspension remains in force as enacted), to rescind (the suspension

becomes null and void) or to modify (the suspension may be changed to reflect any number of days suspended between the minimum and the maximum days allowed within the offense category specified; the SRC may not change the category).

THE DECISION OF THE SRC IS FINAL AND MAY NOT BE APPEALED.

Students approved for readmission may be placed on a waiting list.

Drug and Alcohol Recovery Expectations

Students must desire to participate in a drug free action plan with the THA Counselor and lead a chemical-free lifestyle.

Upon admission each student must complete a drug and alcohol assessment with the THA Counselor.

All students may be subject to a random UA throughout the school year. Failing a UA test will not automatically result in expulsion. Every case will be handled individually and will be used to clear the air about when a student is suspected of using drugs or alcohol. The test is a tool to help struggling students who are in the trap of addiction get on the road to recovery.

Every student affiliated with an outside agency such as doctors, counselors, and probation, for example, are required to fill out a Release of Information between the agency and Tulsa Hope Academy in order to coordinate support services for the student.

Students that come to school under the influence will be sent home immediately and their parents notified, and the student will not be allowed on campus until a meeting with

THA staff can be scheduled with the student and a parent/guardian. An action plan for change will be drafted with the THA Counselor to help the student get back on track. If the student continues to use it will result in expulsion.

If a student relapses (after having a measure of recovery) they must be honest with their advisor, counselor, fellow students and Tulsa Hope Academy staff to solidify continued support for recovering from their relapse. If a student fails to get back on track with an action plan it may result in expulsion from THA.

Tulsa Hope Academy
Handbook Receipt Form

I, _____ have received a copy of the Tulsa Hope Handbook and
Student

am responsible for being aware of its contents.

I, _____ have received a copy of the Tulsa Hope Handbook and
Parent/Guardian

am responsible for being aware of its contents.