

Tulsa Hope Academy Handbook 2010-2011

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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 reflected by the following:
 - Respecting all members of the community and valuing their unique contributions
 - Caring for the whole person by focusing on the educational, social, emotional, spiritual and physical needs of each person
 - Commitment to taking responsibility, admitting harm, making amends and moving toward change
 - Honoring one another through consistent and clear expectations and healthy boundaries
 - Participation in collective decision making
 - Encouraging creative thinking and collective problem solving
 - Creating opportunities for each person to learn from failures and “try again”
 - Living a balanced life inclusive of work, play and rest

Tulsa Hope Academy Contact Information:

Mailing Address: P.O. Box 3632, Tulsa, OK 74119-3632

Physical Address: 1007 S. Main St., Tulsa, OK 74119

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, they remain part of the community, affording them access to resources and support even when not actively enrolled.

General Information

Emergencies and Telephone Messages

Parents/Guardians are expected to call the Tulsa Hope Academy administrative offices **918-398-8192** to reach a student. **PLEASE DO NOT CALL YOUR STUDENT DIRECTLY ON HIS/HER CELL PHONE.** Students are asked to turn in their cell phones at the start of each school day and parents are asked to support this policy. In the case of an emergency, an 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 an office phone to make local calls at class breaks or during lunch if time and staffing 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.

Open Campus

Tulsa Hope Academy is a closed campus. This means students may NOT leave campus during lunch period unless otherwise specified and with a staff person. Students need to be aware that lunch is only 30 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 and so that they do not violate our Good Neighbor Policy.

Lunch

Tulsa Hope Academy does not have a regular lunch program. Tulsa Hope Academy will provide lunch on Monday and Wednesday. Students are expected to provide their own lunches on Tuesdays and Thursdays. Tulsa Hope Academy does have access to a kitchen including a refrigerator and a microwave. Students are expected to eat only 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 skill 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 transcripts as Life Skills. Students are assigned to an advisor who is the primary contact for those students and their parent/guardians. Students are expected to bring their independent reading book with them every day to advisory.

Study Tables

Study Tables are held on Monday, Tuesdays, Thursdays, and Fridays from 3:15 p.m. until 4:00 p.m. Study tables are open to all students desiring additional academic support. Students who fall below the 80% academic achievement or attendance level will be assigned study tables. (See Academic Achievement Policy). All Tulsa Hope Academy policies and expectations apply during study tables.

School Supplies

Students are responsible for maintaining school supplies as needed. Students are expected to bring their notebooks with them to each class.

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 Department of Health.

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, cleavage and behinds.

Smoking

No smoking is allowed.

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 will result from drug or alcohol glorification, possess, use or distribution at school or Tulsa Hope Academy sponsored events. In order to maintain a drug free environment, Tulsa Hope Academy maintains the right to search students' property at-will. By enrolling at EA, 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.

Advocates and 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.

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.

- 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 an emergency the student is required to check in with the Administrative Coordinator before leaving campus.
- 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 80% 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 80%.
- If the student continues to attend school less than 80% 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. (Early release Wednesdays allow ample opportunity.)

Tardies to School

Students arriving late to school for any reason must obtain an admit slip from the school office before going to class. It is at Tulsa Hope Academy staff discretion as to whether or not a student will be

admitted to the current class period.

Tardies to Class

- Being tardy is a behavior choice that negatively impacts other staff and students 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 FIVE minutes late to class will be marked tardy (10 minutes in first period).
- Students who receive THREE tardies in any given class will receive an Incident Report.

Summer Expectations

Students who are planning to return to THA are required to check-in once a week during the summer months. To facilitate this expectation, THA staff will host fun student activities during the week such as barbecues, movie nights, open gym times, etc. In addition, students can check-in anytime during summer office hours (9:00am – 3:00pm). Random UA's may be administered. In order to be excused due to family vacations, travel, or extenuating circumstances, a student's parents or guardians must contact the school. Check-ins allow for accountability, continuity, and community-building in a more relaxed summer context.

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 (with proficiency) 80% of their academic activities in each class each week
- Attend Study Tables if they fall below 80% academic achievement in any given class until they have completed all necessary assignments or activities.

The student, advisor and parent/guardian will be notified when study tables are assigned.

Grading Scale

A = 94-100% C+ = 77-79%
A- = 90-93% C = 74-76%
B+ = 87-89% C- = 70-73%
B = 84-86% D = 60-69%
B- = 80-83% F = below 60%

- Students and parent/guardian can request a printout of assignments and grades from any teacher at any time during a quarter
- 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

In order to be eligible for graduation, students must

1. Have at least 3 credits in the appropriate subject areas
2. Complete and pass the Senior English class at Tulsa Hope Academy
3. Meet one of the following criteria:
 - a. Attend high school for four years and/or
 - b. Demonstrate proficiency in Math, English, and Reading on the NWEA Test or ACT test.
4. Complete the online application for financial aid (www.fafsa.gov)
5. Complete an application to a college or tech school of their choice and be accepted
6. Complete all entrance testing for college admissions

7. Complete a Senior biography and transition plan.
8. Complete a Senior exit interview with THA staff.
9. Complete service hours in the community.

Students will be allowed to graduate only at the end of 2nd or 4th quarters.

Students graduating 2nd quarter will be required to check in weekly until graduation

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. 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

We refer to the above as the "Non-Negotiables"

Upon choosing to engage in any of the above a student may:

- Receive a Verbal Warning (students may be asked to forfeit phones or electronic devices)
- Receive an Incident Report if they continue with inappropriate choices
- Meet with the teacher after school to address his/her choices
- Sign an agreement with the teacher outlining a plan for appropriate choices

If a student receives a 3rd Incident Report (within any given quarter):

- The parent/guardian will be called by the a Director for notification and to set up a meeting with the student and parent/guardian to a behavior modification plan. The meeting must be scheduled immediately. The student may continue to attend school during those five days provided there are no further incidents.
- If the student fails to meet the terms of the behavior modification plan 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 for within five school days and must include the student, an Tulsa Hope Academy Director and a parent/guardian.

- Failure to take responsibility for an ongoing problem
- Serious threat to a THA staff, student or volunteer
- Verbal assault toward a THA staff, student or volunteer
- Attending school or THA sponsored event high or drunk
- Drug/alcohol possession or use at school or an THA sponsored event
- Damaging school or public property

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 determine 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, 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

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

Drug and Alcohol Recovery Expectations

- Students must desire to participate in a recovery program and lead a chemical-free lifestyle.
- Upon admission each student must complete a drug and alcohol assessment with a Director or the Drug and Alcohol 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 needing drug/alcohol recovery will meet with the school counselor complete, sign, and comply with a plan of action.
- Parent/guardians may be required to attend family support groups and/or counseling provided by Tulsa Hope Academy or through an outside referral.
- 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. It may be determined that the student must enroll in treatment (outpatient or inpatient) if he/she is not already enrolled. A contract for change will be drafted 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 recovery it may be determined that the student must enroll in treatment (outpatient or inpatient) if he/she is not already enrolled. A contract for change will be drafted to help the student get back on track which will include a time frame to successfully complete treatment. If the student does not complete treatment and/or continues to use, it will result in expulsion.

**Tulsa Hope Academy
Computer Use Policies**

1. No food or drink allowed when using a computer—even water. If it spills, it could damage the computers.
2. Students are only allowed to use a computer with permission from a staff member.
3. Only appropriate material is to be viewed while on computers.
4. Students are not allowed to modify the settings on the computers in any way, including screen savers, backgrounds, etc.
5. Students are only allowed to print material that is class/school related.

ACKNOWLEDGMENT OF RECEIPT OF STUDENT HANDBOOK:

I have received a copy of the student handbook and have read and understand its contents.

STUDENT NAME (PRINT)

PARENT NAME (PRINT)

STUDENT SIGNATURE

PARENT SIGNATURE