



Hope Academy Student and Family Handbook 2007 2008

Draft 07/2007

Table of Contents:

<i>Academic Integrity</i>	page 5
<i>Attendance Policy</i>	page 10
<i>Continuous Learning Plan</i>	page 7
<i>Credits</i>	page 6
<i>Diploma and graduation Requirements</i>	page 5
<i>Dress Code</i>	page 11
<i>Drug Testing Policy</i>	page 11
<i>Emergency/Disaster Plan</i>	page 12
<i>Excessive Absenteeism</i>	page 10
<i>Excused/Unexcused Absences</i>	page 10
<i>Faculty and Staff</i>	page 4
<i>FERPA</i>	page 14
<i>Field Trips</i>	page 12
<i>Free and Reduced Lunches</i>	page 5
<i>Grading System</i>	page 6
<i>Homework Help</i>	page 13
<i>Lost and Found</i>	page 13
<i>Medication</i>	page 12
<i>Nondiscrimination Policy</i>	page 15
<i>Parking Passes</i>	page 4
<i>Personal Electronic Devices</i>	page 14
<i>Recovery and Wellness Courses</i>	page 7
<i>Recovery Values</i>	page 3
<i>Reporting Student Absences</i>	page 10
<i>Rights of Students</i>	page 4
<i>School Day Schedule</i>	page 4
<i>Search and Seizure Policy</i>	page 8
<i>Severe Winter Weather</i>	page 14
<i>Student Behavior</i>	page 7
<i>Suspensions</i>	page 9
<i>Tardy Policy</i>	page 11
<i>Technology Use Policy</i>	page 14
<i>Textbook and Instructional Fees</i>	page 14
<i>Tobacco</i>	page 14
<i>Transportation</i>	page 15
<i>Truancy Policy</i>	page 11
<i>Violations of Law</i>	page 7
<i>Volunteers</i>	page 15
<i>Welcome</i>	page 3
<i>Withdrawing from a course</i>	page 6

Appendix A - Academic Calendar

Appendix B - Policy on School-Provided Access to Electronic Information, Services, and Networks

Appendix C - Family Educational Rights and Privacy Act (FERPA)

Appendix D – Community Expectations

Welcome to Hope Academy.

On behalf of Fairbanks and the Staff and Board of Directors of Hope Academy we are pleased to welcome you as part of our team. The Recovery High School at Fairbanks, promises to be a journey of learning and growing awareness for recovering students in Indianapolis. As a charter school, we serve as a vehicle in innovative education options for parents and youth.

Our mission at Hope Academy is to provide a safe, sober, restorative and challenging school experience for high school students recovering from alcoholism and/or drug addiction who have made a commitment to personal recovery, have a desire to learn, want to attain a high school diploma and are willing to be an active part of a school community of like-minded students and faculty.

You are here because of your commitment to remaining clean and sober and to earning your high school diploma. That commitment includes acceptance of our core recovery values:

Recovery Values:

- HONESTY Be honest with yourself and those you care about.
- RESPECT Respect yourself and others.
- SUPPORT We help ourselves by helping others.
- COMMITMENT Keep an open mind and be willing to make healthy changes.
- COMMUNITY People are not for hurting.

The faculty and staff are also committed to our core values and to supporting you in your recovery process. Our expectations for your academic achievement and recovery are high; and we will support you as coaches and facilitators in both the recovery and instructional process. Ultimately, the responsibilities of success lie with you, but know we will support you along each step. We are committed to maintaining the school culture by having school policies and procedures which are designed to support your recovery while at the same time providing a safe and drug free school environment.

As a Mayor of Indianapolis sponsored public charter school, we are accountable for the educational goals outlined in the charter. Students will be assessed two times each year through the Northwest Evaluation Association (NWEA) assessments. Additionally, ISTEP+ will be administered in grade nine and the Graduation Qualifying Exam (GQE) in grade ten. Parent and student satisfaction surveys are also part of our accountability process. The Mayor’s Office of Charter Schools publishes this accountability information yearly.

Recovery means changing people, places, and things that support addiction. Hope Academy provides that opportunity for change. We are pleased to have you as part of our team. *Welcome!*

Rachelle Gardner
Chief Operating Officer

Gale Stone
Director/Principal

Rights of Students

Students enrolled at Hope Academy -- The Recovery High School at Fairbanks have the right to a basic education regardless of color, race, sex, national origin, handicapping condition, marital status, or condition of pregnancy. This right may be taken away for violation of established procedures or law.

Should a student and/or parent have a concern regarding a decision made by the administration or staff at Hope Academy, contact should be made with the administration, staff or designee to set a time to discuss.

Faculty and Staff

Chief Operating Officer	Mrs. Rachelle Gardner
Director/Principal	Mrs. Gale Stone
Guidance Counselor	Mrs. Kathy Sullivan Nelsen
Guidance Counselor	Mrs. Angela Manlove
Recovery Clinical Specialist	Dr. Sig Zielke
English/Language Arts	Mrs. Janet Ferry
Math	Mr. David Dean
Social studies	Mrs. Amelia Clark
Science	Mrs. Amelia Clark/Mrs. Gale Stone

School Day Schedule

Hope Academy operates on a continuous calendar with two semesters. The calendar for 2007-2008 is found in Appendix A of the handbook. The school day is as follows:

Title	Time	Description
Teacher Preparation	8:00 to 9:00 a.m.	Teacher Planning Time
Remediation and Questions	9:00 to 9:15 a.m.	Teacher will be available for help
Block One	9:15 to 10:10 a.m.	Recovery and Wellness
Block Two	10:20 to 11:10 a.m.	Academic Course
Block Three	11:20 to 12:10 p.m.	Academic Course
Lunch	12:20 to 1:00 p.m.	Staff/Student Lunch
Block Four	1:10 to 2:00 p.m.	Academic Course
Block Five	2:10 to 3:00 p.m.	Academic Course
Teacher Collaboration	3:00 to 4:00 p.m.	Staff Planning Time

Students will begin school promptly at **9:15 a.m.** and will be dismissed at **3:00 p.m.** The facility has a lounge and coffee shop on the first floor that students will have access to before school therefore, students may arrive before school but are asked to arrive no earlier than **8:00 a.m.** unless prior arrangements have been made. All students will begin the school day (Block One) with a Recovery and Wellness Course. This course is very important making prompt arrival imperative.

Parking Passes

Parking on the Hope Academy/Fairbanks campus is available for students who possess a valid driver's license and are in good standing with Hope Academy administration. Parking on Hope Academy/Fairbanks campus is a privilege not a necessity and may be revoked for failure to comply with parking regulations, school policies and community expectations. Please note: Hope Academy/Fairbanks is not responsible for damage or loss of contents incurred to a vehicle on school

grounds. Vehicles are parked and left at the discretion of the owner and driver. Access to vehicles is prohibited during instructional hours – failure to adhere to this policy will result in possible loss of parking privileges.

Free and/or Reduced Lunch Applications

Applications for free and/or reduced lunch will be available in the office. If you are unsure if you qualify please contact the office for information.

Academic Integrity

The core value of honesty is an integral part of Hope Academy. Honesty in word and deed remain critical to our success as a team. This includes, but is not limited to class resources, behavior tests, assignments, internet use and other class activities. Grades that are earned in classes will be based on the student’s own work.

Plagiarism is dishonest and will not be tolerated. According to *Webster’s New International Dictionary of the English Language*, to plagiarize is “to steal or purloin and pass off as one’s own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions or productions of another.”

Student work will be authentic and representative of their own effort and not a fabrication of other’s work.

Diploma and Graduation Requirements

As an Indiana Core 40 High School, students must complete a minimum of 40 credits in the following areas:

Content Area	Credits	Comments
English/Language Arts	8	Credits must include literature, composition, and speech.
Mathematics	6	2 credits Algebra I, 2 credits Geometry, 2 credits Algebra II OR complete The Integrated Math Series I, II, and III for 6 credits. Students are strongly encouraged to take math senior year.
Science	6	2 credits Biology I, 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics, 2 credits any Core 40 science course.
Social Studies	6	2 credits United States History, 1 credit United States Government, 1 credit Economics, 2 credits World History/Civilization or Geography/History of the World
Directed Electives	5	World languages, fine arts, career/technical
Physical Education	2	
Health and Wellness	1	
Electives	6	Career Academic Sequence recommended
Total	40	

Hope Academy Graduation Requirements

In order to graduate from Hope Academy, a student must meet the Core 40 diploma requirements and pass the Graduation Qualifying Exam (GQE) as administered by the Indiana Department of Education. Students must also complete the individual Recovery and Wellness requirements. Lastly, each student will create a Continuous Learning Plan, in a portfolio format, that must be presented as a capstone project during the second semester of their senior year.

Students are encouraged to complete more than the minimum of Core 40 credits. Students should check admission requirements for specific colleges and universities or post-secondary programs and work those requirements into the Continuous Learning Plan.

Some Core 40 courses may not be offered at Hope Academy however, the guidance department will assist students in alternative arrangements, such as earning credits via on-line courses.

Hope Academy requires for graduation that each student completes 8 semesters or equivalent of high school. Any student wanting to graduate in less than 8 semesters must petition the Director/Principal.

To participate in graduation ceremonies, seniors must have earned all required Core 40 credits and must be in good standing with regards to attendance and behavior.

Hope Academy's Valedictorian will be determined based upon their recovery and academic achievements. Length of sobriety and grade point average (G.P.A) will be used to determine eligibility.

Withdrawing from a Course

Students may withdraw from a course the first ten (10) days of a semester without penalty. After this time students will need to be granted permission from the director/principal. Students withdrawing after 10 days and without permission will be withdraw fail (WF) for the semester.

Credit

Course credit is awarded when a student has mastered all performance assessments and met all course requirements with a passing grade (see grading scale) for an individual course.

Grading System

Grades and credits are awarded on achievement at the following levels:

94-100%	A
90 – 93%	A-
87 - 89%	B+
84 - 86%	B
80 - 83%	B-
77 - 79%	C+
74 - 76%	C
70 - 73%	C-
67 – 69%	D+
64 – 66%	D
60 – 63%	D-

Hope Academy operates on a 4.00 scale. Percentage grades will be converted to a Grade Point Average (GPA) for official course transcripts. Grades will be cumulative for each semester however, Report/Progress Cards will be issued each 6 weeks.

Continuous Learning Plan (CLP)

All students will develop a Continuous Learning Plan that identifies academic, recovery and career goals. The academic goals identify the courses the student will complete to earn the Core 40 diploma. The recovery goals are connected to the Recovery and Wellness courses, activities, and reflection in the *90 in 90* journal. Career goals give students the opportunity to explore education, service learning experiences, work after high school and plan how to reach those post-high school goals. The CLP will be required each year for all students. Seniors will present their CLP as a capstone project to the staff. Criteria for the CLP will be given to students during the start of school.

Recovery and Wellness Courses

To support recovery, students will take Recovery and Wellness courses. At the end of each year, students will meet with their Recovery and Wellness teacher and develop a plan for their involvement in Recovery and Wellness courses for the next year.

Student Behavior

To help students develop appropriate behaviors, Hope Academy will apply the principles of Restorative Practices in the student behavior system. Restorative Practices are based on the premise that students will be more likely to make changes in their behavior when they are involved in the process and the focus remains on what is best for the community. The use of Restorative Practices is designed to be responsive to the behavioral needs recovering students bring to school.

The faculty and staff will use progressive and restorative discipline practices as a guide for determining the appropriate actions for a specific student. A student's behavioral needs will be evaluated in terms of how often the behavior has presented itself, the impact the behavior has had on the community and the length of time the behavior has been occurring.

Hope Academy has developed a list of Community Expectations along with individual classroom management plans. These documents will guide desired student behaviors and discipline will be applied using Restorative Practices.

Violations of the Law

Some student actions/behaviors are violations of the law and will be addressed as required by Indiana Code. As a public high school, Hope Academy is required to inform students and their parents, in the student handbook, that Indiana law (IC 20-33-8 Student Discipline) defines actions that may result in suspension or expulsion of a student and the procedures for suspension, expulsion, and re-enrollment. These actions include, but are not limited to, bullying, possession of firearms, deadly weapons, or destructive devices, possession of alcohol, illegal drugs, or drug paraphernalia. Law enforcement officials will be contacted if students are engaging in unlawful activity. Students may be suspended or expelled for activity that may interfere with school purposes and education function. Students should have no expectation of privacy in the student's locker, locker's contents, book bags, or personal belongings.

Search and Seizure Policy

1. The School Board recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.
 - a. As used in this policy, “reasonable cause for a search” means any circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - i. Evidence of a violation of the student conduct standards contained in the student handbook; or
 - ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a locker that is the property of a school is presumed to have no expectation of privacy in that locker or the locker's contents. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. The principal, or a member of administrative staff designated in writing by the principal, may search a locker and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
4. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
5. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable grounds for a search of that student.
 - a. Searches of the person of a student shall be limited to:
 - i. Searches of the pockets of the student,
 - ii. Any object in the possession of the student such as a purse or briefcase, and/or
 - iii. A “pat down” of the exterior of the student’s clothing.
6. Searches of the person of a student that require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with this policy. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
7. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards contained in the student handbook may, as deemed appropriate by school authorities, be:
 - a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing,

- b. Returned to the parent or guardian of the student from whom it was seized,
 - c. Destroyed if it has no significant value, or
 - d. Turned over to any law enforcement officer in accordance with this policy.
8. Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
 - a. Returned to the parent or guardian of the student from whom it was seized,
 - b. Destroyed, or
 - c. Turned over to any law enforcement officer in accordance with this policy.
9. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
 - a. Search any area of school premises, any student, or any motor vehicle on school premises;
 - b. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

Suspension

The principal may suspend a student for no more than ten (10) school days per incident. However, suspension may continue for more than ten (10) school days pending the result of an expulsion hearing. Prior to suspension, the student has the opportunity to meet with the principal and is entitled to the following:

1. A written or oral statement of the charges against the student.
2. If the student denies the charges, a summary of the evidence against the student.
3. An opportunity for the student to explain the student's conduct.

Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the student's misconduct and the action taken by the principal.

In the case of an expulsion, the Chief Operating Officer of the school will serve as the hearing officer. The hearing will take place after the student and the student's parents are given notice of the right to appear at an expulsion meeting. The notice of the right to appear must (1) be made by certified mail or personal delivery, (2) contain the reasons for the expulsion, and (3) contain the procedure for requesting an expulsion meeting. The hearing officer shall (1) make a written summary of the evidence heard at the expulsion meeting, (2) may take action that the individual finds appropriate, and (3) must give notice of the action taken to the student and the student's parent.

If the student or the student's parent, no later than ten (10) days of receipt of a notice of action taken during the expulsion hearing makes written appeal to the governing body, the governing body shall hold a meeting to consider (a) the written summary of the evidence prepared by the hearing officer and (b) the arguments of the principal and the student or the student's parents. The governing body, Board of Directors of Hope Academy, may take action it finds appropriate.

A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion.

Attendance Policy

Students are expected to be in attendance on each scheduled school day. Regular school attendance improves learning, establishes dependable work habits, allows students to take full advantage of educational opportunities and enhances a supportive recovery environment.

Hope Academy has the following policy regarding student attendance:

Reporting Student Absence

All student absences, for any reason, must be reported to the school's office. The phone number is (317)572-9440. A parent is expected to call before 10:00 a.m. the morning of the absence or no later than 24 hours in the case of an emergency. After the 24 hour period, the absence will be considered unexcused. Failure to report a student absence will result in the student being considered truant. Students that may need to leave during the day must have a parent or guardian call the school prior to the appointment to verify absence. The student will then be sent a pass for dismissal time.

Excused/Unexcused Absences and Truancy

The following reasons will be considered as excused absences:

- Student illness or medical, dental, or professional appointments with documentation
- Death in the immediate family
- Exclusion because of exposure to a contagious disease
- Required religious observance
- Court appointment
- Absences assigned for disciplinary reasons (example: suspension)
- Other educational activities approved by director

Excessive Absenteeism

Excessive absenteeism shall be defined as exceeding ten (10) days per semester. Loss of credit may result from absences over 10 days. Extenuating circumstances will be handled on a case by case basis. Appeals regarding excessive absences may be made to the director/principal.

Our policy is as follows:

- When a student has accumulated three (3) or more absences in a semester, parents/guardians receive a phone call.
- When a student has accumulated seven (7) or more absences in a semester, parents/guardians will receive a letter in the mail stating our attendance policy and a meeting will be scheduled with the student, parent/guardian and staff member to discuss the student's attendance and develop an attendance contract for the student
- When a student has accumulated ten (10) or more absences in a school year a formal letter is sent home stipulating that a referral to the Juvenile Justice Center is pending. At this point the student may lose credit for the course he/she is enrolled in.

Tardy Policy

Tardies are a disruption to the educational process and will not be tolerated. A tardy is defined as coming to class after the class period has started. After five minutes the tardy will become an absence. Excessive tardies will be defined as 5 per class per semester. Loss of credit may result if tardies become excessive. Teachers may assign a detention when a student has accumulated 3 tardies in their respective class.

Truancy Policy

Indiana Compulsory Attendance law requires that every person from seven (7) to eighteen (18) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Students absent from school without the permission and/or knowledge of their parent(s) or school officials will be recorded as truant. Students who are truant shall be subject to disciplinary actions including but not limited to loss of credit or loss of privileges. If a student is truant twice during a semester, he/she will be considered a habitual truant and a report may be filed to the appropriate agencies in order to assist with this issue. **This will include legal authorities including the Bureau of Motor Vehicles. Indiana Code grants power to the state to remove or delay drivers' licensing of students who are habitually truant (I.C. 9-24-2-1)**

Dress Code

The dress code policy at Hope Academy has been designed to provide a positive and consistent atmosphere that encourages learning and supports a culture of recovery. Families that accept enrollment in the school also accept the school uniform policy.

All students will adhere to the following guidelines for student dress:

1. The school uniform is defined as: tan or khaki pants worn waist high with a white collared shirt or Hope Academy shirt. The uniform must be worn at all times. Hope Academy sweatshirts may be worn over the uniform if necessary.
2. Hope Academy t-shirts will be permitted on theme dress days.
3. Shoes must be worn at all times. Tennis shoes with black rubber soles are not acceptable in the gym.
4. Student jewelry should not distract from the educational environment of Hope Academy.
5. Appearance is to be neat and well-groomed.

School Administration reserves the right to determine the appropriateness of clothing of Hope Academy students. Clothing imprinted with the Hope Academy logo will be available for purchase. Each student will receive one Hope Academy shirt during the initial year of enrollment. Hope Academy clothing may be purchased through the school secretary.

Drug Testing Policy

Hope Academy is a school of choice. Choosing to attend this school means that students voluntarily agree to submit to random drug testing in accordance with the school's established policy. To ensure an alcohol and drug free community, random drug testing will occur on a monthly basis. Hope Academy will cover the expense of negative drug screens. Parents will be notified when a student is tested and follow up will occur with the results of the drug test. Parents **will be** responsible for the cost of the test if a student tests positive. The cost for the 2007-2008 school year will be \$20.00. Also, if a student's

drug test shows a positive result, appropriate steps will be implemented relative to each individual student's situation up to and including expulsion from Hope Academy.

Relapse Policy

If a student relapses, there will be a process put in place to support the specific needs of the student. The process for relapse will be based on whether the student self-reports the relapse, if there are prior incidents of relapse, or if the student is suspected of using.

If the student self-reports his/her relapse within 24 hours of use then:

The student will begin a relapse process as determined by the Hope Academy Staff. If multiple relapses occur, expulsion from Hope Academy may be initiated.

If information given to administration and/or student behavior results in sufficient probable cause for suspected drug or alcohol use then:

- The student will be asked by a member of the school staff if he/she has relapsed.
- If the student admits to a relapse within 24 hours of using, the above process will be initiated.
- If the student denies the relapse, a drug test will be performed per the Hope Academy drug policy at the expense of Hope Academy. If the test is positive, consequences will be discussed and implemented with the student which may include possible expulsion from Hope Academy. If additional testing is requested by the parent/guardian, it will be at the expense of the parent / guardian and must be paid for prior to additional tests being completed.

Emergency / Disaster Plan

The school has a detailed plan for facing crisis situations. Emergency/Disaster plans are reviewed by all staff and appropriate training is received by staff through professional development. Regular emergency drills are practiced throughout the school year and are in accordance with State law.

Field Trips

Experiences which enhance classroom instruction will be offered to the students periodically. Fieldtrips are aligned with course activities and state academic standards. Details concerning trips will be shared with parents/guardians as fieldtrips are planned. Permission slips will be issued for fieldtrips away from the school and must be presented in writing prior to the day of each scheduled trip. Telephone permission is not accepted.

Medication

Medication Policy

When it is necessary for a student to take medication during the school day, Indiana State Code 34-4-16.5-3.5 must be followed. No prescription medication shall be administered without the written and dated consent of the student's legal guardian and his/her physician. All prescription or nonprescription medication to be administered to a student must be accompanied by a parent/guardian's statement describing the medication, dosage and time for it to be administered to the student, and must be in the original pharmacy container. A student cannot have any medications in their possession while at school; all medications must be kept in the administrative offices of Hope Academy. A student found carrying over-the-counter medications or prescription medications while at school is subject to disciplinary action by school administration.

Medications will be kept in a locked storage unit at Hope Academy. Students will need to see the School Director or the Director's designee to take the appropriate medicines.

Homework Help

Rose-Hulman Institute of Technology's Homework Hotline provides free math and science homework help to Indiana students in grades 6-12. Students may call the Homework Hotline from 7 p.m. to 10 p.m. (Eastern Daylight Time) toll free at 1-877-ASK-ROSE. It's a free service and a free call. The program is funded by Lilly Endowment, Inc., 3M Corporation and Rose-Hulman Institute of Technology.

Indianapolis Marion County Public Library (IMCPL) links with a free service from Tutor.com that lets you chat one-on-one with live tutors for help in Math, Science, Social Studies, and English for students in Grades 4-12. Hours are 2 p.m. - 10 p.m., 7 days per week (English language, all subjects) and 2 p.m. - 9 p.m., Sunday – Thursday (En Español, Math & Science only.) To use this service you need an IMCPL library card and access to the Internet. Visit the library's web site at www.imcpl.org and follow the links. This program is funded by the Library Fund of the Indianapolis Foundation, a Central Indiana Community Foundation affiliate.

Lost and Found

All lost articles are turned in at the office. Students, whom have lost items of clothing, books, money, etc., should claim them in the office. Unclaimed items will be given to charitable organizations at the end of each semester.

FERPA

Parents have the right to see all records that pertain to their individual student. The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education reports. Further information may be found in Appendix C.

If you desire to view your student's records, contact the school secretary or school director. Student records may not leave the office area. You will be given a private area to view the records. By law, student records must be kept confidential and viewed only by school personnel dealing with the student directly.

Non-custodial Parent Rights

Unless a court order is on file preventing a parent from visiting or receiving information concerning a student, non-custodial parents have the right to visit students, view records, and take part in communications regarding the student. Please contact the school director concerning any problems with custodial and non-custodial parents that would affect our school.

Special Education

Parents of students identified with disabilities have certain legal rights. Please contact the office for a copy of those rights and safeguards. Parents who suspect that a student may have a disability have the right to request testing and can do so by contacting the school director.

Communication

Hope Academy encourages participation of parents/guardians in the education process of their student. Achieving maximum progress for your student necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means of accomplishing this. A teacher or parent/guardian can initiate conferences to discuss student achievement throughout the school year. Conferences held with teachers should happen outside of class time as to not disrupt teaching time. Conferences can be scheduled by calling the school office or by sending a note to the teacher.

Parents are welcome at school and should sign in at the office prior to visiting a classroom or meeting with a teacher. Visitors must sign in at the administration office. Classroom visits must be approved by the School Director and may be limited at the discretion of the Director in alignment with instructional activities.

Personal Electronic Devices

Cell phone use is not permitted during school hours, including lunch. Cell phones will be confiscated if use is observed. Confiscated phones may be picked up in the office at the end of the day. After the third confiscation, phones must be picked up by a parent or guardian. Other electronic devices may be used at the discretion of the Hope Academy Staff.

Severe Winter Weather / Winter Storm

It may be necessary for the school to close or delay opening upon occasion because of weather conditions. *Please do not call the school or school officials* if a closing seems possible. The following television stations will provide closing information for Hope Academy.

TV Stations:

WRTV – 6,
WTHR – 13,
WISH-TV 8,
Fox 59

Technology Use Policy

Use of technology is essential to the curriculum and learning at Hope Academy. Students are expected to follow and agree to the “Acceptable Use Policy” signed by all students and parents upon acceptance of enrollment. Appropriate use of technology is outlined in Appendix B. Students may be held financially responsible for intentional damage to Hope Academy technology equipment.

Textbook and Instructional Fees

Students will be charged a \$150.00 annual instructional fee for textbooks, workbooks, lab fees, and/or other supplemental educational supplies. Payment plans will be available. The parent of a student enrolled in a public school who meets certain financial eligibility standards may have the fees for textbooks reduced by the school (IC 20-8, 1-9-3). Financial eligibility forms are available at the school office.

Tobacco

Hope Academy is a tobacco-free campus for *all* ages. Indiana State Law prohibits the use of tobacco products by students under the age of 18. Examples include but are not limited to cigarettes, chewing tobacco, dip, snuff, etc.

Transportation

The Hope Academy is committed to accessibility to all students and families who are in need of a recovery-focused educational experience. Our transportation plan will consist of the following:

1. Hope Academy is located in an area of the city that makes ease of access to all students and families.
2. Parents are encouraged to bring students to school or develop car pools.
3. The school is located at 8102 Clearvista Parkway which is accessible to the IndyGo bus system. Hope Academy students can apply for a half fare card through IndyGo. Applications are available in the school office for submission to IndyGo.
4. If a student has a valid driver's license his/her parent can complete a permission form for him/her to drive to school. Once the permission to drive to school is completed and returned to Hope Academy, the student will receive a parking permit to display in his/her car.
5. Hope Academy will meet with individuals and families in need of transportation to determine possible solutions.


Volunteers

Family members, community organizations, businesses, and other groups are encouraged to apply to volunteer at Hope Academy. Application forms must be completed for any volunteer to work with students on an on-going and continuous basis. Indiana Code requires that a limited criminal history check be on file in the school office for each volunteer. Parents that have a criminal background check on file will have a sticker on their ID badge indicating that they can work with other students. All volunteers are subject to approval by school administration.

Nondiscrimination Policy

Hope Academy shall NOT discriminate against any student, teacher, or employee on the basis of race, religion, gender, or national origin. Furthermore, in regards to students, the school admits students of any race, religion, gender, color, national and ethnic origin, sexual orientation, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, gender, color, national or ethnic origin, sexual orientation, and disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Appendix A

	<p>School Calendar 2007-2008</p>
<p>July 26-28 August 1-6</p>	<p>ARS Conference Staff Professional Development</p>
<p>Fall Semester (August 7-December 21) August 1 August 7 September 3 September 17-28 September 21 September 26 October 16-18 October 19 October 24 October 25-26 November 2 November 7 November 21-23 December 21 December 22-January 6</p>	<p>Orientation, Hope Academy @ 6:00 p.m. First Student Day—First Semester Begins Labor Day No School ISTEP and GQE Testing End of Grading Period 1 Parent Meeting NWEA Testing Student Led Conferences School Pictures (tentative) Fall Break No School End of Grading Period 2 Parent Meeting Thanksgiving Break No School End of Grading Period 3 and Semester 1 Winter Break No School</p>
<p>Spring Semester (January 7-May 28) January 7 January 21 February 14 February 15 February 18 February 20 March 11-13 March 14 March 28 March 29-April 6 April 16 April 25 April 29-May 1 May 26 May 28 May 29 June 1 June 9-June 27</p>	<p>Second Semester Begins Martin Luther King Jr. Day No School End of Grading Period 4 Teacher Training No School for Students President’s Day No School Parent Meeting GQE Retesting Student Led Conference End of Grading Period 5 Spring Break No School Parent Meeting School Outing (Picnic) NWEA Testing Memorial Day No School End of Grading Period 6 and Semester 2 Teacher Work Day No School for Students GRADUATION Summer Intensive Session</p>

Appendix B

Hope Academy, the Recovery High School at Fairbanks, Policy on School-Provided Access to Electronic Information, Services, and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Hope Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to prepare citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those that have been evaluated prior to using the Internet. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Hope Academy. Access is a privilege, not a right. Access entails responsibility.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing school-provided Internet access must first have the permission of, and must be supervised by Hope Academy's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, sexually explicit, or threatening language;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission;
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- to visit web sites that promote alcohol and drug use;
- to access myspace, facebook or other web site pages used for meeting, blogging and talking; and
- to instant message friends.

Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Hope Academy makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. The school will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

Parents of students enrolled in Hope Academy shall be provided with the following information:

* Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

* While the intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even if the school instituted technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the school's acceptable use policy. That notwithstanding, the school believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their student should follow when using media and information sources. Toward that end, Hope Academy makes the school's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor student alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Appendix C

Family Educational Rights and Privacy Act (FERPA)

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

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

Appendix D

Hope Academy Community Expectations

Arrival

To promote a sense of community and mutual support, students may gather at the coffee shop on the first floor upon their arrival or the waiting room area on the second floor. Students are to go to their first block at the designated time (9:15a.m.). The second floor school doors will open at 9:00a.m. and will close at 9:15a.m. at which time a pass from the office will be needed for admittance to class. Students are to be mindful of the following: plan ahead as to not jeopardize being late and make sure the areas are clean and picked-up before leaving for class. These locations are not exclusive to Hope Academy students; therefore, be respectful of others.

Transition Times

To help students and faculty refresh, ready and refocus for the next class, ten minutes transition breaks will be given between classes. Students may gather in the student lounge for a snack or drink. The use of the restrooms is suggested at this time. Students are expected to be on time for their next class. Students are not allowed on the first floor during this time.

Cafeteria

To respect the other groups and individuals that use the Fairbanks cafeteria, Hope Academy student, faculty, and staff will gather at the office door and promptly proceed together to lunch at the appointed time. Students are to be respectful of one another and cafeteria staff by waiting in line, talking quietly, using appropriate table manners and when finished eating, put their trays in racks. The canteen is off limits.

Leaving the Classroom/Restroom

To respect the learning process and to minimize distractions, leaving the classroom is discouraged. However, if a student needs to leave a classroom for an important reason during class, students are to request permission and a pass from their instructor and then proceed to the designated location. Students given permission to go to the office should return promptly to class if no one is there to attend to their need. Students should attempt to use the restroom during breaks. If an "emergency" arises during class, students may use the restroom facilities, however, students are to be mindful of good hygiene and keeping the restroom clean.

End of the Day

To respect the school environment, students and faculty will ready the classroom for the next day. Chairs will be stacked, paper and supplies are to be off the floor, and computers will be shut down and stored properly.

Lockers/Backpacks

Each student will be given a locker to store personal items. To respect the school environment, all lockers are to be kept neat, clean, and organized. Backpacks may be used to transport materials to and from school but WILL NOT be allowed in classrooms.

Personal Space

The space of each student, faculty, and staff member shall be respected at all times. This included their physical space, psychological space, and possessions. Pushing, shoving, borrowing items without permission, and talking out-of-turn are all examples of personal space violations.

Language

The use of development of appropriate language is a key factor in working personal recovery. To promote recovery, each member of Hope Academy will be expected to use language that is constructive, appropriate, and respectful.

Addressing Faculty and Staff

To promote respect towards faculty and staff, students will address adults by using their surnames. (Example: Mrs. Ferry)

Readiness for the Classroom

Students will be mindful of those things they need to do to be ready for class. This includes arriving on time, being dressed appropriately, having completed assignments, and having the necessary resources to complete that day's school work. These resources may include pencils, pens, notebooks, textbooks, projects, calculators, etc.

Food, Drink, and Snacks

To promote cleanliness and respect for our school environment, only drinks with lids will be allowed in the classrooms. All other consumption of food or drink will be limited to the student lounge.

Electronic Devices

To respect learning and to minimize distractions, cell phones will not be allowed in the classrooms. Phones may be checked in at the office, left at home, or left in your vehicle during the school day. Only personal music devices will be allowed. (Examples: iPods, MP3 players, or CD players)

Dress Code

Refer to handbook pages for specifics regarding student dress.

Contraband

To promote a healthy, safe, and focused environment, contraband will be confiscated. Legal contraband will be returned to the student or parent/guardian at the discretion of the school director. Refer to handbook for specifics.

Expectations for Faculty and Staff

Faculty and staff will treat students with dignity and communicate in a respectful manner. Teachers will give students clear behavioral and academic expectations in the form of a classroom management plan and work calendar.

Expectations of Staff for One Another

To promote a recovery culture, faculty and staff will model recovery values in their relationships with one another and through supporting one another in various ways. Included in this support are returning messages promptly, lending encouragement, and professional resources, and helping one another be timely in executing responsibilities.

Please remove, sign, and return the form on the last page before August 10, 2007

If you have any questions please contact:

Gale Stone

Director/Principal

(317)572-9356

gstone@fairbankscd.org

Hope Academy Student-Parent Signature Page(s)

Parents are required to submit signatures indicating that they and their student have received and read the information outlined in the Student/Parent Handbook. Failure to sign the following acknowledgement pages do not remove the student / parent from adherence to all Hope Academy policies and expectations.

Student name (please print): _____

Grade: (Circle one) 9 10 11 12 Date: _____

Parent Signature _____ Student Signature _____

MANDATORY SIGNATURE: As the parent and/or legal guardian of the student named above, I take responsibility for the knowledge of the rules and regulations that are included in the Student/Parent Handbook.

Parent Signature _____ Student Signature _____

MANDATORY SIGNATURE: Acceptable Use Policy. Rules and regulations are necessary in order to offer technology opportunities to students. In order to use technology resources, I agree to abide by the Acceptable Use Policy Guidelines as stated in the Student/Parent Handbook.

Parent Signature _____ Student Signature _____

MANDATORY SIGNATURE: Internet Use. Parents or guardians must choose one of the options below. In consideration of the privileges and opportunities afforded by the use of Hope Academy technology and computer resources, I hereby release Hope Academy and its agents from any and all claims of any nature arising from my student's use or inability to use the Hope Academy technology and computer resources.

_____ **I will allow** my student to use the Internet.

_____ **I do not** want my student to use the Internet.

Parent Signature _____ Student Signature _____

Optional Signature

_____ **I do not** want my student to use computers in school.

Parent Signature _____ Student Signature _____

MANDATORY SIGNATURE: Family Educational Rights and Privacy Act of 1974. I have been notified by Hope Academy of the Family Educational Rights and Privacy Act of 1974 (Federal PL 93-380) and

the rights of parents, students, and legal guardians in said act (Federal PL 93-586) concerning my student's record. This information is included in the Student/Parent Handbook.

Parent Signature _____ Student Signature _____

MANDATORY SIGNATURE: Random Drug Testing. My student will participate in the random drug testing program as outlined in the Student/Parent Handbook.

Parent Signature _____ Student Signature _____