



Middle/High School Parent Handbook

2023-24 School Year

ORGANIZATIONAL VISION: Our neighbors in Northwest Tulsa have equitable opportunities to thrive for generations.

ORGANIZATIONAL MISSION: We collaborate with our Northwest Tulsa neighbors and other partners advocating for the community, and create opportunities through education, physical and mental health, career development, sports and the arts for children, families, and residents of all ages.

Middle and High School programming is built to accomplish the following goals:

- Emphasis on promoting social-emotional development
- Offer a secure and enjoyable after-school destination designed for students in Northwest Tulsa
- Utilize research-based curriculum to promote positive school readiness outcomes and continually improve programming
- Utilize partnerships around the Tulsa area to help students discover career and education opportunities out of high school
- Prepare nutritious home-cooked snacks on-site
- Access to an on-site mental health therapist for students and families
- Prioritize family engagement, goal setting, advocacy, parent education, and involvement with on-site family advocates

PARENT HANDBOOK

Site

The Northwest Tulsa HUB	19 S 49 th W Ave, 74127
HUB/After School Program Phone (call or text between 11am-7pm)	918.629.0697**
The Common Good Main Phone	539.867.3692

**Please save this number in your phone as this will be the number the program manager will call in the event of an emergency or to convey relevant information.

Helpful Numbers

Police, Fire, and Health Emergency	911
Poison Control Center	800-522-4611
Child Abuse Hotline	888-458-6230
Sooner Care Choice Helpline	800-987-7767
Help Hotline	918- 836-4357

Ages Served/Hours of Operation

The Common Good serves students from Northwest Tulsa from grades 6th-12th grade. Operating hours are Monday-Friday from 4:30-7:00pm. We will be closed various days for holidays and professional development days. Please visit our website (www.cgtulsa.org) or stop by the NW Tulsa HUB to obtain a calendar.

Inclement Weather

School may be closed due to inclement weather conditions. Please listen to local television stations (channels 2, 6, 8) for this information and also follow The Common Good on social media (Facebook and Instagram) for updates. **If Tulsa Public Schools is closed, The Common Good will also be closed.**

Fees for Services

The Common Good's programs for middle and high school students are currently free with programs offered at no cost.

Attendance

Regular attendance is required for your student to fully receive the benefits of our programming. We expect your student to attend any after-school programming they are signed up for (ex: SocialPreneur Lab, Cooking Class, etc.) each day it is provided unless absent for illness. If your student is absent due to illness, please call the HUB phone number to let us know (918.629.0697).

If you plan to arrive late due to a previously scheduled appointment or an unexpected situation, please call the HUB to let us know. If your student has not arrived at the HUB and you have not called us to let us know, a staff member will follow up with a phone call.

Arrival/Departure

The Common Good does not currently provide transportation to or from our center.

Students must be picked up from the HUB by 7:00pm. If a parent/guardian is going to be late, they must call the program manager to inform them (918.629.0697). A notice through text and flier will be given to students and guardians if closing times change.

Note: If a parent/guardian is late picking their student up more than 5 times throughout the year, a mandatory meeting between the parent/guardian and program manager will need to take place in order to discuss and plan a timely pick up in the future. Guardians must attend this meeting for the student to be able to continue attending programming at the HUB. If the student is picked up late 2 additional times after the meeting, the student will be removed from the program for the remainder of the semester. The student will be able to return the following semester, or as approved by the program manager.

Students will not be permitted to exit the building without the knowledge or direction of staff members.

Staff members are not permitted to drive students home, unless there is an emergency.

If you are unable to pick your student up, ***you must create a plan with your student and share with The Common Good*** how they are going to safely get home. Some options are:

- City Bus
- Ask a friend, neighbor, or parent of another HUB student to pick your student up.
- Walking home with a friend
 - **Note:** If your student is going to walk home, you must give permission on the online registration form. We ask all students who walk home to walk with at least one other person for their safety.
 - **Note:** During the winter months when it gets dark and cold quickly, we will mandate students who are walking home to leave the HUB at an earlier time to

ensure their safety. **Students are not permitted to walk home if the weather is 32 degrees fahrenheit or under, or if there is a presence of snow or ice.**

Safety Tips during Pick-Up

1. Turn off or turn down loud music.
2. Drive very slowly when approaching the building.
3. Turn your car off and take the keys out of the ignition before entering the center.
4. Do not leave small children unattended.
5. Please do not be on the cell phone when dropping off or picking up your student
6. Please treat The Common Good staff with respect.
7. Ensure proper car seats are installed, if necessary.
 - If you need a car seat, please let the Program Manager know as we have partners that can provide assistance in getting a car seat.

Cell Phone Use

We ask that you refrain from cell phone use when picking up and/or dropping off your student. This is a special time for you to engage in conversation about your student and with The Common Good staff.

Tobacco Use

The Common Good is a tobacco-free premise. Tobacco use of any kind is prohibited. This policy extends to electronic or vapor cigarettes.

The tobacco-free premises policy applies to:

- All indoor and outdoor areas
- All visitors (children, parents and vendors)

Firearms, Weapons, and Explosives

Firearms or weapons, open or concealed, are prohibited on our property or at any school-sponsored event. Firearms and weapons include, but are not limited to the following: gun, rifle, pistol, dynamite explosive, grenade, mine, powerful explosive, BB gun, stun gun, air rifle, air pistol, knife (of any length), slingshot, metallic knuckles, razor blades, or fireworks.

Parent Resource Area/Library

The parent resource area is open and free to use anytime the Hub is open. However, individuals may only utilize the area while checking students in or prior to picking-up their student

Dress Code/Clothing

Students should be dressed appropriately for the weather. If it is forecasted to be below 60 degrees, please send a coat and hat for your student. Shoes must be worn at all times. All clothing should be labeled with your student's name. The Common Good keeps a very limited Lost & Found. If clothing is left behind, it will be disposed of at the end of each week. If you need assistance with extra clothing, please contact the Program Manager.

Counseling

The Common Good has several on-site counselors that meet with students and families each week. If you are interested in signing anyone in your family up for counseling, please contact the program manager for next steps. Counseling is free through SoonerCare/Medicaid.

Illness

According to the Dept. of Health & Human Services, Division of Child Development, we are unable to accept a child with a diagnosed communicable disease (measles, mumps, chickenpox, etc.) or obvious acute illness. When your student has a sore throat, earache, stomachache, fever, or any suspected contagious illness, they SHOULD NOT COME TO HUB. Not only will this help your student to regain their health more quickly, but it will also protect the other students and staff in the program.

You will be contacted immediately if your student becomes ill at the HUB. If you cannot be reached, your emergency contact will be notified to pick up your student. While waiting to be picked up, your student will be allowed to rest in the front area of the HUB but will not participate in activities with the other students. For the protection of all, students suspected of having an infectious disease must have a physician's statement or be fever-free for 24 hours without the assistance of medication before returning to the program.

If a life-threatening emergency involving your student occurs while attending The HUB, you will be notified and 911 will be called to transport your student to the nearest hospital. If a parent/guardian cannot be reached, your emergency contact will be notified. It is important that you notify the Program Manager to update your records whenever there is a change in your address, phone number, or emergency contact person.

Child Abuse Policy

If there is reason to believe a child is being abused or neglected, The Common Good has a legal responsibility to report it. Reports will be made at any time to the OKDHS Abuse and Neglect Hotline at **1-800-522-3511**. The hotline is available 24 hours a day, 7 days a week.

Field Trips/Transportation

Occasionally, the program may schedule field trips during the year. A permission slip will be provided prior to all field trips. Those who do not have permission to participate will be accommodated at The HUB unless parent/guardian is otherwise notified.

Field trips are a privilege and if students do not display appropriate behavior, staff will be able to hold students back from the field trip. In this case, The Common Good will supply adequate staff to facilitate programming at the NW Tulsa HUB.

Positive Guidance

In order for a child to develop intellectually, it is important for a child to learn acceptance, cooperation, respect, and self-discipline. In order to run successful programming, clear and concise rules, limits, and expectations concerning behavior and discipline are explained to the children. Teachers use a variety of methods in the classroom to encourage proper behavior. Redirection, setting limits and using a Safe Place are a few of the most commonly used methods of positive guidance we use in order to promote the above characteristics. **Corporal punishment (spanking) is not used in the program, nor is it allowed on the premises.**

The Common Good Staff Agreement:

We agree:

- To attend work regularly and arrive on time during assigned hours at the NW Tulsa HUB.
- To keep parents up to date on any changes that may occur in the classroom or onsite.
- To provide and demonstrate at home-activities designed to promote appropriate developmental milestones and to increase the language and literacy skills needed for future school success.
- To send home monthly communication that provides updates on information on current happenings on and off site.

- To establish and maintain on-going communication with parents and address any concerns parents may have in a timely and respectful manner.
- To work with families in establishing a primary care physician if needed.
- To embrace the opportunity to do whatever it takes to make sure that all children are set up for success in the after-school program.
- To empower ourselves to become an active partner in children's development and education.
- To evolve into a highly qualified staff member that continually takes advantage of learning opportunities to help make greater impacts on all children's development and education.

Parent Agreement:

The Common Good's provides high-quality programs that assist you to help prepare your student for further school and social/emotional success.

Your participation is important to us and to help ensure that your student benefits from the program, we expect you to:

Agree:

- To understand that I am the most important and central person to my student's education.
- To update all contact information, including current residence and emergency contacts whenever updated to ensure that you always have current contact information so I can be reached in case of an emergency.
- To ensure my student attends school every day and arrives on time to participate in the full program that The Common Good offers or notify the school of illness and absences (918.629.0697).
- To understand that my student may be removed from programming if picked up from programming late (past 7:00PM) more than 7 times throughout the school year.
- To establish and maintain on-going communication with program staff and address any concerns immediately and professionally.
- To review information that is sent home by teachers and staff.
- To embrace the opportunity to do whatever it takes to make sure that my student is set up for success in HUB programming.
- To empower myself to become an active participant in my student's development and education.

Child Record Policy

In accordance with The Family Educational Rights and Privacy Act (FERPA), The Common Good 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, The Common Good must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the organization not disclose directory information about them. The Common Good must notify parents and eligible students annually of their rights under FERPA.

By allowing my student to attend the HUB for programming, I agree to the following:

- The Common Good offers free programming for students. If students are unable to conduct themselves in a safe and respectful manner towards themselves, other participants, and staff, we reserve the right to dismiss them from programming.
- Make plans and transportation arrangements prior to your student coming to the HUB. The staff are not responsible for keeping students who wish to leave.
- Students who are being picked up must be picked up at the time of closure. If a student is picked up late more than five times in a semester, a mandatory meeting between the parent/guardian and the program manager must take place in order for the student to be able to continue attending programming at the HUB.
 - If your student is picked up late 2 additional times after this meeting, the student will be removed from HUB programming for the remainder of the semester and will be able to return to the HUB the following semester.
- Students are encouraged to stay and participate and should not come and go without parental consent.
- Students are required to sign in and record the time they arrive and leave the HUB.
- Families should be available by phone if there is a problem or concern.