



"Therefore if any man be in Christ, he is a new creature: old things are passed away; behold, all things are become new."

2 Corinthians 5:17

FRESH TRACKS ADMISSIONS POLICY

WHO WE ARE

Fresh Tracks at Haven of Hope (FTHOH) was established on the biblical principle that God changes lives, “Forget the former things; do not dwell on the past. See, I am doing a new thing! Now it springs up; do you not perceive it? I am making a way in the wilderness and streams in the wasteland” (Isaiah 43:18-19).

Our Christian Program combines evidence-based treatment with Christian principles. Those who profess a strong Christian faith or want to find their way back to their faith can bring their addictions into focus, make peace with themselves, and find meaning and guidance for recovery through their faith. We have found that when faith is applied to any substance abuse or mental health disorder, an individual can gain the confidence to walk a different path and live a life of unfettered sobriety.

MISSION

To equip individuals with the knowledge and skills necessary to seek and attain sustainable employment while addressing the physical and spiritual characteristics contributing to their current life status.

ADMISSIONS ASSESSMENT

In order to maximize each student’s potential for success and appropriate course placement, an admissions assessment is required. Each candidate will meet with a counselor for evaluation followed by submitting an application for the Fresh Tracks Program. Each application will be thoroughly reviewed and if selected, an interview with the administration office will be scheduled.

ACADEMIC AND BEHAVIORAL STANDARDS

Participants must exhibit the ability to do regular coursework and to respond to correction and moral teaching. Participants with severe academic, emotional, or disciplinary problems will be vetted on a case-by-case basis before acceptance into the program. All new participants are placed on an 8-week non-restrictive probation. The participant must be willing to work cooperatively toward the goals of the Fresh Tracks Program to continue to be enrolled.

CONTINUING ENROLLMENT

To continue to be enrolled, a participant must exhibit normal academic ability, satisfactory academic achievement, emotional stability, positive social behavior, good moral character and willing cooperation with facilitators and administration. Enrollment at FTHOH is a privilege that involves mutual responsibilities and cooperation.

WITHDRAWAL FROM THE PROGRAM

Participants contemplating withdrawal from the Fresh Tracks program should obtain a Withdrawal Form and must also complete an exit interview with the administration office. Because the success of our participants is critical to us and them, we encourage all participants to meet with a counselor and/or an administrative representative to solve any conflicts or barriers that may be discouraging participants to successfully complete the program. Should withdrawal be necessary after the above mentioned steps the student must complete a withdrawal form. Students who withdraw from the Fresh Tracks program will receive a Letter of Withdrawal Acceptance explaining next steps and how to reapply if they so choose to re-enter the Fresh Tracks program. Completed and signed forms must be submitted to the Service Central Office for processing.

OFFICIAL SUMMONS

In matters of vital importance to the participant's relationship with the Fresh Tracks Program, an official summons for conference may be originated by the administrative office or a counselor. An official summons will be delivered in writing. A participant who neglects or disregards an official summons for a conference may be subject to additional administrative action.

ABSENCES

Participants are required to abide by the attendance policies stated in each course syllabus. Each course should have a stated number of allowed absences. The Fresh Tracks Program considers absences excused if:

- There is a legitimate personal or immediate family illness (nurse or physician's written notification is required).
- The absence is a result of a formal, required legal responsibility (e.g. court appearance). An FTHOH administrator will affirm by memorandum that the absence is excused.
- Note: Job conflicts are not an excused absence, except in the case of military deployment or assignment.

Participants who have legitimate excused absences as defined above are allowed to make up assignments without penalty. Arrangements should be made with the class facilitator either prior to the planned absence or immediately following absence due to illness. Absences in excess of the allowed absences in each course will result in administrative action.

PARTICIPANT CONFIDENTIALITY

The Fresh Tracks Program, in compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), protects the confidentiality of participant records and the individual participant's right to privacy, as described in this policy.

The Fresh Tracks Program intends to fully comply with confidentiality protocols. These protocols should be designed to minimize the need to collect and maintain identifiable information about participants. If possible, data should be collected anonymously or the identifiers should be removed and destroyed as soon as possible and access to participants should be based on a “need to know” and "minimum necessary" standard.

MENTORSHIP PROGRAM

The Fresh Tracks Mentorship Program was developed to drive a rich learning opportunity for both mentees and mentors.

Mentors are employees who have chosen to work alongside their co-workers to assist in establishing/improving better work habits. Mentors are active learning participants with lessons and group meetings required to assist them in being successful in their role as a mentor. Mentors work under the supervision of the Fresh Tracks Administrator or Facility Manager.

Mentors will act as “consultants”. This is the most obvious role for the mentor as they provide professional or expert advice in a particular field. Using their experience and training, the mentor will help the mentee develop professional habits. Furthermore, a mentor should possess unique skill sets which makes them a valuable asset to the success of the Mentorship Program.

Mentors will make a “game” plan that includes (1) hearing what the other person has to say, (2) re-enforce to the mentee, “you are 100% responsible for yourself”, but the mentor is there to support them, (3) tailor your approach to how you communicate and encourage the mentee, (4) take every call you can (not to overburden yourself), and (5) be clear of expectations.

Mentees will be assigned a mentor that works within their area of responsibility. Mentees will work with their mentors in an effort to establish specific goals and a plan of action to acquire those goals. These goals must be realistic, obtainable, identify a career goal and a pathway to success. An initial assessment will be conducted with our Regis Therapeutic team to determine if/when any additional counseling is advised or needed.

Mentees agree to attend regular scheduled training intended to help develop their people skills, effective communication, and conflict resolution. Mentees will meet with their mentors on a regular basis. Mentees are encouraged to maintain a journal intended to record incidents (good and bad), experiences, ideas, and personal growth. A journal is also handy in helping individuals to reflect on their life and shape their reality.

If the mentor or mentee is struggling with their responsibility, they should reach out to the Fresh tracks Administrator or HOH Facility Manager which can provide guidance, objective advice, and a brainstorming session.

HAVEN OF HOPE HONOR CODE AGREEMENT

This agreement is entered into between Haven of Hope Fresh Tracks Program (hereinafter referred to as “HOHFT”) and the participant listed herein. We hereby agree to and enroll these students under the following terms and conditions:

1. We pledge our fullest cooperation to HOHFT and its employees and further agree to keep doctrinal controversy and denominationalism out of the program at all times. (Rom. 13:8-12; I Cor. 12:12-14; Eph. 4:1-7). We further understand and agree that HOHFT is a Christian faith-based PROGRAM and, as such, implements faith-based instruction and conduct standards as a part of its program.
2. We understand that HOHFT strongly encourages participants to attend church regularly. We understand that HOHFT is a Christian program and will teach all students about the life and teachings of Jesus Christ and that every student will be challenged to receive Jesus Christ as their personal Lord and Savior. As does the school, we as participants affirm we will fully support the decisions of our cohorts to accept or not accept the Christian faith as their personal faith, accepting Jesus Christ as personal Savior whether or not we, as guests, are Christians.
3. We agree participants are expected to effectively communicate to the appropriate HOHFT authority and not to express grievances to other participants or members of the community through personal communications or media (Matthew 18; Phil. 2:14). The HOHFT staff seeks to communicate openly and constructively with participants. Participants are expected to work out disagreements between themselves to minimize program disruptions. HOH reserves the right to dismiss any student when, based upon its sole judgment and discretion, a participant is unable to comply with any of these requirements.
4. We understand that the Fresh Tracks (FT) Program requires students to abide by HOH’s behavior standards which are in harmony with biblical Christian standards (as determined by HOH) both on and off campus. We hereby invest authority in HOH to discipline participants as necessary (Prov. 19:18; Eph. 6:1-2; Col. 3:20; Heb. 12:6).
5. A positive and constructive relationship between HOH and the participants is essential to HOH’s faith-based and academic mission, philosophy of Christian Education and overall educational objectives (Amos 3:3). We agree if a participant engages in behavior or communications on or off campus (including HOH related events) that are disruptive, intimidating, reflect a loss of confidence in HOH leadership, or interferes with HOH’s safety, security, safety procedures, or accomplishment of its purpose or program, HOH reserves the right in its sole discretion to dismiss the participant from the program and/or place restrictions on a participant’s involvement or activity at HOH. Likewise, HOH reserves the right to dismiss a student or limit their involvement if he/she demonstrates a lack of harmony and/or respect for HOHFT’s standards, philosophy of Christian Education, policies, methods of instruction or discipline or displays inability to adequately cooperate with HOH and its agents and employees. Participants acknowledge and agree that their conduct can also jeopardize their enrollment status.

6. HOH agrees to pay the tuition of each participant registered in the Fresh Tracks Program. We “PARTICIPANTS” understand we are required to fully participate within the full scope of the Fresh Tracks Program.

7. We understand that assessments will be made and we are responsible for any damage to HOH property caused by participant neglect (including, but not limited to, breakage of windows, equipment, abuse or loss of program property, etc.) and agree to promptly reconcile any such assessment.

8. The School’s duties and obligations under this Agreement may be suspended indefinitely without notice during all periods in which HOH is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond HOH’s control. This Agreement may be postponed for a period of time until HOH, in its sole discretion may safely reopen.

9. We consent to and authorize HOH and its affiliates, to use photographs, images, likenesses, or video or audio recordings of our child(ren)/student(s) in publications, promotional materials, brochures, books, films, productions, and in other media, including, but not limited to, on websites, social media, films, or productions displayed on HOH or its affiliates’ or licensees websites or through other third party persons, entities or distribution channels without compensation or notice to participants. We further agree HOH (and its affiliates or their licensees) have the right to edit these in their discretion and that HOH (and its affiliates) may sell, license or otherwise transfer to another third party these rights or make any of these available through third-party distribution channels, without compensation or notice to participants.

10. We understand that during the course of the HOHFT Program, opportunities exist for participants to choose to participate in community activities, internship programs, or several on-campus activities. These events include, but are not limited to, physical internship opportunities, and participation in community service requirements. We further agree, in entering this Agreement, to the fullest extent permissible, to defend, indemnify, and hold HOH, its agents and employees, harmless from any claims, expenses, or losses, including attorney’s fees, relating to the permission provided herein or associated with any injury incurred during said on-campus events.

11. I understand and agree that enrollment and/or continued enrollment is conditioned upon participants’ compliance with all current or future policies, rules, applicable conduct standards, procedures and regulations of HOH as outlined in this Agreement as well as support for the Program’s discipline, faith-based standards, faith-based instruction, philosophy of Christian Education and Statement of Faith as they currently exist or may be amended by HOH, in its sole discretion. The Haven of Hope Fresh Tracks Student/Handbook, Philosophy of Christian Education and Statement of Faith are available for examination upon request in the HOH administration office and on the HOH website (www.thoh.org).

DRUG/ALCOHOL POLICY

Haven of Hope will not label you an “addict” or “alcoholic”. We have found that damaging labels, such as “addict” and “alcoholic”, rob you of your true identity. We know that our old man was crucified with him (Christ) so that the body of sin would no longer dominate us, so that we would no longer be enslaved to sin (Romans 6:6). So then, if anyone is in Christ, he is a NEW creation; what is old has passed away--look, what is new has come (2 Corinthians 5:17)!

The Haven of Hope Fresh Tracks Program drug/alcohol policy is in effect and cumulative throughout the participant’s entire program participation.

Haven of Hope Fresh Tracks participants, found to have consumed any amount, in possession of or control of for selling or delivering any controlled substance (alcohol, drugs, drug paraphernalia, intoxicating substances, look-alikes or marijuana) while on or off HOH property during any sponsored activity that HOH is involved in, shall be subject to disciplinary action. The disciplinary action could result in a suspension of up to ten (10) days and the student will be removed from campus immediately. The local police will also be contacted.

Any person apprehended selling, distributing, or dealing drugs, alcohol, or a controlled substance will face immediate expulsion.

To facilitate the implementation of this policy, the following terms are defined:

ALCOHOL/DRUG CONSUMPTION

Any student who has consumed or used ANY AMOUNT of a controlled substance, drugs, or intoxicants, including alcohol, will be considered to be under the influence.

POSSESSION

Any student who has possession or control of any alcoholic beverages, marijuana, any controlled substance, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” includes having control, custody, or care, currently or at any time while enrolled in Fresh Tracks, of an object or substance, regardless of whether or not the item is (a) on the participant’s person or (b) contained in another item belonging to, or under the control of, the participant, such as in the participant’s clothing, backpack, automobile, or (c) in a program participant locker, desk, or other program property, or (d) any other location on HOH property or at a program-sponsored event. Controlled substances, as prescribed by a physician, must be stored and taken under the observation HOH administration personnel. A participant may not be in possession of more than one dose of an over the counter medication.

DRUG PARAPHERNALIA

“Drug paraphernalia” means all equipment, products and materials of any kind that are peculiar to, marked for, used in injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than prescribed by a physician. Any substance which by dosage unit, appearance including color, shape, size, container and/or packaging, markings or by representation made would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.

ARTISTIC/WRITTEN REPRESENTATION of drugs or alcohol or drug or alcohol usage is considered inappropriate and disciplinary consequences may occur.

USE, POSSESSION, UNDER THE INFLUENCE

Several methods may be utilized by program officials to determine if a participant is under the influence. These methods will assess the participant’s appearance, smell, vital signs, pupil dilation and behavior. A breathalyzer, field sobriety test and other methods may be utilized when deemed necessary. Breathalyzer will be available to confirm program official’s assessment of alcoholic consumption. However, passing the breathalyzer does not eliminate the possibility of other intoxicants. In some circumstances the Program Administrator may recommend drug testing within a 24 hour period from an agency approved by the HOH Executive Director. The final determination whether or not the participant is under the influence will rest with the Program Administration.

DELIVERY

Any participant who delivers, receives delivery of, or attempts/intends to deliver or receive any alcoholic beverage, tobacco, any controlled substance, or any drug paraphernalia shall be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or transfer with or without payment or consideration.

Participant Name (Print)

Participant Name (Signature)/Date

Fresh Tracks Administration/Date