



FAMILY ORIENTATION PACKET

Fall 2026 – Spring 2027

Welcome to the Archway family.

This packet contains everything your family needs to understand how Archway Academy works — our programs, our expectations, our policies, and our community. Please read it together and keep it somewhere you can reference throughout the year.

Student Name	_____
Grade	_____
Parent / Guardian	_____
Best Contact Number	_____
Emergency Contact	_____

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Who We Are

The Archway Mission & What Makes Us Different

Archway Academy is a recovery high school. That means we are a fully accredited academic institution AND a recovery support program — operating as one. Every student here is working on their recovery. Every teacher, every staff member, every program we run is designed with that in mind.

We believe that recovery and education are not separate things. A student who is healing can also learn. A student who is learning is also healing. Our job is to hold both at once — and to hold your student while they figure it out.

What Archway Is Built On

- ✓ A safe, substance-free environment where every student is in recovery
- ✓ An academic program that holds students to real standards — because they are capable of meeting them
- ✓ Clinical programming woven into every school day, not added on top of it
- ✓ A community where students learn to trust, lead, and show up for each other
- ✓ Honest accountability — with real consequences and real second chances

Families are partners in this work. What we do here is more effective when it is supported at home. This packet is your guide to understanding what your student is experiencing at Archway every single day.

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A Typical Day at Archway

What your student's day actually looks like

Every day at Archway has a structure — and that structure is intentional. Routine is a key part of recovery. Knowing what to expect reduces anxiety and creates the stability students need to learn and grow.

Morning	Morning Check-In — the whole community gathers to start the day together. Each day of the week has a different focus (see Section 3).
Class Periods	Academic classes run throughout the day. Teachers track wins and strikes every period using the Point Sheet system (see Section 4).
Lunch	Students in Passageway Programming (see Section 5) remain on campus during lunch. Other students may go off campus once they have earned that privilege.
Support	Students who are genuinely struggling can access clinical Support during the day (see Section 7). Support is a resource — not a break room.
End of Day	Staff close out the day with students. Point sheets are finalized and reviewed.

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Morning Check-In & Wellness

How we start every day — together

Every morning at Archway, the community gathers for Morning Check-In before the academic day begins. This is one of the most important parts of your student's experience here. It is where they practice real talk, build recovery skills, and feel heard.

Day	Focus	What It Looks Like
Monday	Community Check-In	Open share — how students are feeling, wins from the weekend, anything on their mind. No lesson. Just community.
Tuesday	12-Step Discussion	The community works through one step at a time. Honest conversation, no judgment.
Wednesday	Skill Building	Rotating topics: emotional regulation, healthy communication, recovery tools, mindfulness, journaling, and more.
Thursday	Reflection & Review	Students reflect on their week so far — what's working, what isn't, and what they're carrying.
Friday	Celebration & Wrap-Up	Wins are celebrated, top performers and Most Improved are recognized, and the community closes out the week together.

Ask your student what they shared or learned today — Morning Check-In is a great conversation starter.

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The Behavior System

Wins, Strikes, the Point Sheet & Rewards

Every class period, every day, teachers track two things for each student: Wins and Strikes. This is the Point Sheet system. It is not about catching students doing something wrong — it is an honest, real-time picture of how your student is showing up.

Wins

- ✓ Service — helping a peer, the class, or the community
- ✓ Participation — engaging in the lesson
- ✓ Accountability — owning a mistake, being honest
- ✓ Into the Work — focused, on task, doing the work
- ✓ ROCKSTAR — going above and beyond

Strikes

- ✗ Disrespect toward staff or peers
- ✗ Refusal to follow directions
- ✗ Disrupting the learning environment
- ✗ Policy violations
- ✗ Straight to Support (StS) — sent directly to the Support office

Weekly Win Recognition

- **Top 2 Wins of the Week:** Each week, the two students with the highest win count receive a reward recognized during Friday morning check-in. Every period counts.
- **Most Improved Award:** One student each week who has shown the greatest growth — in behavior, engagement, or recovery effort — is recognized. This is about progress, not perfection.

Ask your student how many wins they have this week. You will not be called for every negative mark on the point sheet — however, if a pattern develops, your student's clinical team may discuss it with you during a scheduled check-in or family session.

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Passageway Programming

Your student's onboarding into the Archway community

Passageway Programming is Archway's structured onboarding and support program. It runs during the lunch period every school day. All new students — and some students returning after behavioral concerns — participate in Passageway before they are eligible to go off campus for lunch.

Passageway is not a punishment. It is a foundation. It introduces students to Archway's culture, recovery tools, and community expectations in a structured, clinically-supported setting.

Duration	Who	What This Means
30 Days	Students entering from a residential recovery program	Your student has already been in a structured recovery environment. Passageway gives them 30 school days to connect that experience to Archway's culture and community.
60 Days	Students entering from outpatient or community settings	Your student needs more time to build their recovery foundation. Passageway gives them 60 school days to learn Archway's culture, tools, and community before earning off-campus privileges.

What Happens During Passageway?

- 12-Step curriculum — exploring the steps of recovery in context
- Emotional regulation — learning to identify and manage emotions
- Grounding techniques — practical tools for moments of distress
- Psychoeducation — understanding addiction, mental health, and the brain
- Archway culture and community norms

Passageway is not a one-time experience. If your student's behavior or recovery engagement declines after earning off-campus privileges, the Clinical Director may return them to Passageway. This is a clinical decision, not a punishment. You will be notified if your student is returned to Passageway.

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Weekly Student Check-Ins

Staying connected to every student's wellbeing

At Archway Academy, we believe that proactive support is the most powerful kind. Rather than waiting for problems to surface, we build in regular, one-on-one time between every student and a dedicated clinician. Every student at Archway is assigned a personal clinician. Each week, your student will meet individually with their assigned clinician for 10–15 minutes during the school day.

Check-Ins Are For...

- ✓ Checking in on your student's emotional wellbeing
- ✓ Identifying stressors at school, home, or in recovery
- ✓ Reinforcing coping tools and recovery skills
- ✓ Celebrating progress and wins
- ✓ Catching concerns early — before they escalate

When You'll Be Contacted

- If any concern arises that warrants parent involvement, you will be contacted directly
- You will not receive routine check-in summaries — these are brief supportive conversations
- For ongoing clinical concerns, your student's therapist remains your primary point of contact

These check-ins are one of the most important preventive tools we have. If you have concerns about your student that you'd like the clinician to be aware of, reach out to the Clinical Director.

Clinical Director: Mark Rector

Phone: 713-301-9902 | Email: mark.rector@archwayacademy.org

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Support

What it is, what it's for, and what it's not

Support is Archway's clinical intervention resource. When a student is genuinely struggling in a way that prevents them from learning, they can access Support during the school day for clinical assistance.

Support IS for...

- ✓ Something making it truly impossible to stay in class
- ✓ Having tried to manage feelings and the tools aren't working
- ✓ A genuine crisis or safety concern requiring clinical attention

Support is NOT for...

- ✗ Avoiding a class, teacher, or another student
- ✗ Minor issues that can wait until lunch, therapy, or end of day
- ✗ Something a student has the tools to manage on their own

We teach our students that not every difficult feeling requires immediate intervention. In adulthood, we all have to manage our internal state and keep showing up to our obligations even when things are hard. Archway teaches students to do that — with support available when they genuinely need it.

We give students real tools — emotional regulation, grounding techniques, and recovery skills — and we expect them to use those tools at school AND at home. Ask your student what tools they've been learning and how they're using them.

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Earn Back

What happens after a serious violation — and how students get back

If a student has a serious violation and already has a first strike on their record, they enter the Earn Back process. Earn Back is Archway's structured second-chance system. It is not automatic — the student must actively work to re-earn their place in the community.

What Earn Back Requires

- Written clinical reflection assignments reviewed by their therapist
- Three acts of community service completed daily, reported to staff at 3:00 PM each day
- A formal apology to the community
- One full week with no negative marks on the point sheet
- No conduct-related calls home to the clinical team during this period

Your Role During Earn Back

- You will receive a copy of the Earn Back Plan and are expected to support those expectations at home
- Your student will be working from the Support office during this time, temporarily separated from peers
- If Earn Back is completed successfully, your student returns to the community with a documented final strike warning
- A third violation results in expulsion

Earn Back is not the end of the road. It is an opportunity — one that requires real effort and real commitment. We believe students who complete it grow significantly from the experience.

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Student Leader of the Week

Recognizing students who lead by example

Every Monday, Archway staff vote to select one student who is showing up — in their recovery, in their academics, and in their community. That student is announced during morning check-in and recognized in front of the entire Archway community.

This is not a popularity contest. It is about seeing the real work — the quiet effort, the day-to-day commitment to doing things right. All students — all grade levels, all stages of recovery — are eligible. There is no minimum time requirement.

The Award

Student Leader of the Week receives a **Goodie Bag** in recognition of their contribution to the Archway community.

What Staff Look For

Recovery	Demonstrating sobriety, using tools, being honest in community, following recovery program expectations consistently
Academics	Completing assignments, showing effort, engaging in class
Community	Supporting peers, showing leadership, contributing to the culture

Student Council is how students formally participate in shaping the Archway community. Council members represent their peers, bring needs and ideas to Archway leadership, and act as the official liaison to the Clinical Director. Council meets every Wednesday during lunch.

Eligibility Requirements

- ✓ Academic good standing
- ✓ Behavioral good standing — minimal infractions on the point sheet
- ✓ Recognized as a leader within the Archway community
- ✓ Minimum 30 days of sobriety time
- ✓ Voted in by the student body and confirmed by the Clinical Director and Executive Director

If your student is interested in Student Council, encourage them. It is one of the most meaningful leadership experiences available here — and the eligibility requirements are a roadmap for the kind of student they need to be to earn it.

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Fill Up Fridays

A day built for celebration, fun, and community

Fill Up Fridays are a dedicated day in the Archway calendar where the normal academic schedule is set aside and students come together for a community celebration day. Teachers have a half day on Fill Up Fridays, allowing the afternoon to be fully student-centered.

Students participate in Archway Fun Activity Day — a rotating lineup of events designed to celebrate community, build connection, and have real fun in recovery.

Fill Up Friday Activities Include...

- Talent Show — students share their gifts with the community
- Team-Building Games — collaborative challenges that build trust and connection
- Community Celebrations — recognizing milestones, sobriety anniversaries, and achievements
- Other rotating activities chosen by student voice and leadership

Fill Up Fridays reinforce that recovery can be joyful, that community is worth showing up for, and that your student belongs here. You will be notified in advance when a Fill Up Friday is scheduled.

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Dress Code & Clear Backpack Policy

No uniforms — just reasonable expectations

Acceptable Clothing

- ✓ T-shirts, hoodies, sweatshirts, polos, button-downs
- ✓ Jeans, pants, shorts, skirts, dresses — appropriate length
- ✓ Athletic wear that is not overly revealing
- ✓ Hats and head coverings for religious or personal expression
- ✓ Clean clothing in good condition

Not Acceptable

- ✗ Clothing with profanity, drug or alcohol references
- ✗ Gang-affiliated or threatening imagery
- ✗ Overly revealing clothing or exposed undergarments
- ✗ Pajamas as outerwear
- ✗ Anything promoting drug use or paraphernalia

Dress Code Fines

Infraction	Fine	What Happens
1st Infraction	Warning	Student is asked to change before returning to class. Documented. The count has started.
2nd Infraction	\$5.00	Student is fined \$5 and asked to change. Still documented.
3rd Infraction+	\$20.00	Every infraction from here forward is \$20. Admin notified. Fines accumulate.

Unpaid dress code fines must be cleared by the end of the semester. Students with outstanding balances will not be eligible to reenroll. If this is a hardship, contact the Administrative Office.

Clear Backpack Policy

Allowed

- ✓ Clear plastic, vinyl, or PVC backpacks
- ✓ Clear purses of any size
- ✓ Small non-clear clutch or wristlet (max 5" × 8")
- ✓ Medical bags with documentation

Not Allowed

- ✗ Non-clear backpacks, duffel bags, or tote bags
- ✗ Large non-clear purses
- ✗ Any bag that conceals its contents from plain view

Your student's backpack and belongings are subject to search by staff at any time on Archway Academy property — no prior notice required. This includes vehicles parked on or near campus.

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Nicotine & Tobacco Policy

Archway is a recovery school — nicotine has no place here

Archway Academy strictly prohibits all nicotine and tobacco products on campus and at school events. This includes cigarettes, vapes, chewing tobacco, nicotine pouches, hookah products, and any related paraphernalia.

Nicotine & Tobacco Fines

Violation	Fine	What Happens
1st Violation	Warning	Item confiscated. Parent notified. Clinical follow-up with therapist required. Documented.
2nd Violation	\$5.00	Item confiscated. Fined \$5. Clinical follow-up required. Parent notified. Documented.
3rd Violation+	\$20.00	Item confiscated. Fined \$20. Admin review. Parent contacted. Clinical follow-up required. Fines accumulate.

Confiscated items are not returned — all nicotine and tobacco products discovered on campus are confiscated immediately and will not be returned to the student or the family.

Distributing or sharing nicotine products with another student is treated as a severe violation and may trigger the Earn Back Protocol or expulsion.

Unpaid nicotine fines must be cleared by the end of the semester or your student will not be eligible to reenroll. If this is a hardship, reach out to the Administrative Office.

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Searches & Drug Testing

Accountability that keeps our community safe

Staff CAN Search...

- ✓ Pockets, bags, backpacks, purses
- ✓ Clothing (ask student to shake out jacket or empty pockets)
- ✓ Cell phone if there is specific reason to believe it contains relevant evidence
- ✓ Vehicles parked on or near campus

Staff CANNOT...

- ✗ Strip search a student — ever, under any circumstances
- ✗ Search with only one staff member present
- ✗ Have a different-gender staff member conduct the search
- ✗ Search in front of other students

Refusing to submit to an authorized search may result in expulsion. You will be contacted within 1 hour of any refusal.

Weekly Random Testing

- Archway conducts random drug testing once per week
- Students are not notified in advance
- Any student may be selected any week

Suspicion-Based Testing

- A student may be tested at any time if staff observe signs of substance use
- Signs include: impaired behavior, unusual affect, or physical indicators
- Testing may occur immediately upon observation

You will be contacted within 1 hour of a confirmed positive test result. Refusing to test is treated the same as a positive result. Consequences follow the same 1st/2nd/3rd offense structure as other drug violations — up to automatic expulsion on the 3rd positive test.

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Discipline Standards

Clear expectations, real consequences, and real second chances

Archway Academy maintains clear behavioral and substance use standards. Students and families should understand these expectations before the school year begins — so there are no surprises.

Behavioral Violations

Violation	Consequence	Notes
1st Behavioral Offense	1–5 Day Suspension	Parent notified. Re-entry meeting required. Behavioral agreement signed.
2nd Behavioral Offense	Min. 5-Day Suspension	Counseling referral required. Return conditions set by Clinical Director.
3rd Behavioral Offense	Automatic Expulsion	Regardless of context. Re-enrollment requires completing all conditions.
Weapons on Campus	Automatic Expulsion	HPD may be contacted at Clinical Director discretion.
Sexual Misconduct	Expulsion Considered	Full investigation. Parents and authorities notified as required by law.

Drug & Substance Violations

Violation	Consequence	Notes
Possession of marijuana, vape, or any controlled substance	Automatic Expulsion	No exceptions for possession on campus.
Possession of drug paraphernalia — 1st Offense	1–5 Day Suspension	Paraphernalia confiscated. Substance abuse assessment may be required.
Being under the influence on campus — 1st Offense	1–5 Day Suspension	Drug test may be administered. Counseling referral required.
Any repeat drug/substance violation	Min. 5-Day Suspension	Mandatory substance abuse evaluation required for re-entry.
3rd drug-related violation	Automatic Expulsion	No exceptions. Treatment verification must be provided.
Distributing or selling drugs on campus	Automatic Expulsion	HPD contact strongly considered. Criminal referral possible.

Your Rights as a Family

- ✓ Your student will always be given the opportunity to share their side before a suspension or expulsion is finalized.
- ✓ You will always be contacted within 1 hour of any confirmed incident, before major disciplinary action is taken.
- ✓ All person searches must be conducted by a same-gender staff member, with a witness present. Strip searches are strictly prohibited.
- ✓ Medical help is called first — always — if your student is in physical distress.
- ✓ HPD is only contacted at the discretion of the Clinical Director, and only when safety is at risk.



FAMILY ACKNOWLEDGMENT

Please review, sign, and return this page

By signing below, I confirm that I have received and reviewed this Family Orientation Packet and understand Archway Academy's programs, expectations, and policies for the Fall 2026 – Spring 2027 school year.

If anything in this packet is unclear, please speak with the Clinical Director before orientation ends. You have the right to understand every policy and program described here. We are happy to answer any question — no matter how small.

RETURN THIS PAGE TO THE CLINICAL TEAM BY AUGUST 14, 2026

This acknowledgment page must be reviewed with your student and family, signed by both, and returned to the Archway Academy Clinical Team no later than August 14, 2026. Keep the rest of this packet for your records.

Parent / Guardian Name (Print)

Parent / Guardian Signature

Date

Student Name (Print)

Student Signature

Date



FOR FAMILIES & LOVED ONES

When someone you love is struggling, you need support too.

Change the Pattern is a self-paced online course made for you: the family members and loved ones of someone struggling with addiction.

www.changethepattern.life



WHAT IT IS

Education and support, on your schedule

You work through short video lessons and a full companion workbook at your own pace, learning how to set boundaries, stop enabling, communicate better, and care for yourself while supporting someone you love. **You can't do their recovery for them, but you can change your part in it.** Taught by a team of clinicians, interventionists, and people in long-term recovery.

Featuring **Becky Babb, Briana Sefcik, Corbin Bigheart, Ryan Soave, John Lee, and Alicia Scott.**

Created and hosted by **Michael Smeltzer.**

INSIDE THE COURSE

What you'll learn

- ✓ Understanding addiction as a family disease
- ✓ Recognizing and ending enabling
- ✓ Responding to relapse
- ✓ Setting and holding healthy boundaries
- ✓ Communicating without conflict
- ✓ Caring for your own wellbeing

Ready to change the pattern?

You have carried this alone long enough. Enroll in the full course today and start changing your part, at your own pace and with real support behind you.

Enroll today
changethepattern.life

You don't have to do this alone.

[Learn More](http://changethepattern.life) changethepattern.life
[Email](mailto:michael@changethepattern.life) michael@changethepattern.life

Helping yourself helps the one you love.



PARTNER & BULK LICENSING

A family program you can offer.

Give the families you serve a proven education & support resource, at deeply discounted partner pricing.

Individual course ~~\$129~~ **\$99** launch price

Bulk partner pricing from **\$40**/license

THE OPPORTUNITY

Why programs partner with us

No family program yet?

Offer Change the Pattern as your ready-made family program.

Already have one?

Add it as a resource that keeps families informed, educated, and engaged.

A real differentiator

Promote that you offer it, at a deeply discounted partner rate.

PRICING

Bulk licensing tiers

The more licenses you reserve, the lower the cost per family.

10+
licenses

\$60
per license

53% off retail

25+
licenses

\$55
per license

57% off retail

50+
licenses

\$50
per license

61% off retail

BEST VALUE

100+
licenses

\$40
per license

69% off retail

Examples: 10 = \$600 · 25 = \$1,375 · 50 = \$2,500 · 100 = \$4,000

Prefer no upfront commitment?

Offer it to families and pay per license at a 10% partner discount off the current course price, billed only as families enroll. Bulk licensing is the better deal, but this keeps things flexible.

You only pay for real enrollments.

A license isn't "used" until a family member actually enrolls, so every license you reserve becomes a real enrollment.

Let's set up your program's licensing.

Email michael@changethepattern.life

Web changethepattern.life

When the whole family is supported, recovery holds.