



2018-2019

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## PARENT/STUDENT HANDBOOK

***Options High School Mission Statement:***

*Options High School is a small accredited “school of choice” in the Bellingham School District that supports students as they develop their passions, learn at high levels and plan for a wide range of educational and vocational opportunities beyond high school.*

*Options High School and community partners provide innovative and flexible learning experiences that prepare students to persevere towards excellence and support them on their unique path towards becoming responsible and productive citizens.*

*Options High School is transitioning to become a “Project Based Learning” high school. Students will be expected to work in teams, think deeply about topics of study, be creative and exhibit or share their work publicly.*

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Welcome to Options High School! The staff and students of Options appreciate the time you are taking to learn about our school.

Options offers something for many types of students, students who do not choose a bigger, comprehensive high school, but one where they are known and supported by all staff in a smaller setting. If you attend or visit Options High School, you will see that learning is a choice and that we expect students and staff to choose to learn together every day. Being committed to our school and your success is necessary to attend Options High School. In today’s global economy there are many skills that must be learned. More than a high school diploma is necessary for a full life of opportunity. If you like to work hard, collaborate in small groups, think creatively, and share your learning with others then our project based learning environment may be the right fit for you!

If you have any questions or would like to schedule a visit, please contact us at 360-647-6871. School visits for students and families who are interested in Options are held by appointment.

Sincerely,

Byron Gerard, Principal

**Options High School: Home of the “Fighting Armadillos”**  
**2015 Franklin Street, Bellingham, WA 98225-6398**

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**OPTIONS HIGH SCHOOL VALUES** (what we hold as ultimately valuable)

**Academics**

I am capable of greatness!

- Produce quality work.

**Perseverance**

I won't give up – no matter what!

- Show up and attend.

**Partnership**

We are stronger together!

- Communicate Kindly.



**ARMADILLO ATTRIBUTES: The "5 Be's"**

**Be present**

- Dreams work when you do.
- Every day matters.
- Your voice counts.

**Be involved**

- Create your success.
- Collaborate with others
- Know others and be known by others.

**Be courageous**

- Every success starts with the decision to try.
- Challenge your potential and what is comfortable.
- Share your learning.

**Be curious**

- We are always learning and asking why.
- Seek to understand other perspectives.
- Pursue new opportunities.

**Be respectful**

- We celebrate our differences and the ways that they make us stronger.
- "Courtesy Mode". When prompted, you will close your laptop screen and put it away or turn over your screened phone or device.
- Show respect for yourself, for others, and for our school.



## Options High School Calendar and Bell Schedule 2018-2019\*

Daily Schedule			
Period	Start	End	Mins
1/5	8:30	9:50	(80)
2/6	9:55	11:15	(80)
Lunch	11:20	11:50	(30)
3/7	11:55	1:15	(80)
4/8	1:20	2:40	(80)
Rally	2:45	3:15	(30)

Early Release Schedule			
Period	Start	End	Mins
1/5	8:30	9:35	(65)
2/6	9:40	10:45	(65)
3/7	10:50	11:55	(65)
Lunch	11:55	12:25	(30)
4/8	12:30	1:30	(60)

Semester 1: Quarter 1 & 2					
Month	Monday	Tuesday	Wed	Thursday	Friday
Aug	27	28	29 (Q1) A	30 B	31 A
Sep	3 B	4 B	5 A	6 B	7 A
	10 B	11 A	12 B	13 A	14 B
	17 A	18 B	19 A	20 B	21 A
	24 B	25 A	26 B	27 A	28 B
Oct	1 A	2 B	3 A	4 B	5 A
	8 B	9 A	10 B	11 A	12 B
	15 A	16 B	17 A	18 B	19 A
	22 A	23 B	24 A	25 B	26 A
Oct/Nov	29 B	30 A	31 B	1 A	2 B
Nov	5 (Q2) B	6 A	7 B	8 A	9 B
	12 B	13 A	14 B	15 A	16 B
	19 A	20 B	21 A	22 B	23 A
	26 B	27 A	28 B	29 A	30 B
Dec	3 A	4 B	5 A	6 B	7 A
	10 B	11 A	12 B	13 A	14 B
	17 B	18 A	19 B	20 A	21 B
	24 B	25 A	26 B	27 A	28 B
Dec/Jan	31 B	1 A	2 B	3 A	4 B
Jan	7 B	8 A	9 B	10 A	11 B
	14 A	15 B	16 A	17 B	18 A
	21 B	22 A	23 B	24 A	25 B
Jan/Feb	28 B	29 A	Semester 2 Begins		

Semester 2: Quarter 3 & 4					
Month	Monday	Tuesday	Wed	Thursday	Friday
Jan/Feb			30 (Q3) A	31 B	1 A
Feb	4 B	5 A	6 B	7 A	8 B
	11 A	12 B	13 A	14 B	15 A
	18 B	19 A	20 B	21 A	22 B
Feb/Mar	25 B	26 A	27 B	28 A	1 B
Mar	4 A	5 B	6 A	7 B	8 A
	11 A	12 B	13 A	14 B	15 A
	18 B	19 A	20 B	21 A	22 B
	25 A	26 B	27 A	28 B	29 A
Apr	1 B	2 A	3 B	4 A	5 B
	8 B	9 A	10 B	11 A	12 (Q4) B
	15 A	16 B	17 A	18 B	19 A
	22 B	23 A	24 B	25 A	26 B
Apr/May	29 A	30 B	1 A	2 B	3 A
May	6 B	7 A	8 B	9 A	10 B
	13 A	14 B	15 A	16 B	17 A
	20 B	21 A	22 B	23 A	24 B
	27 B	28 A	29 B	30 A	31 B
Jun	3 A	4 B	5 A	6 B	7 A
	10 B	11 A	12 B	13 A	14 B

Holiday- No School	Early Release	Teacher Workday
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\*Calendar subject to change

**Important School Calendar dates for 2018-19:**

- School Begins Wednesday August 29th
- Early Release Days, with a 1:30 dismissal time: September 20<sup>th</sup>, November 1<sup>st</sup> and 21<sup>st</sup>, December 6<sup>th</sup>, February 7<sup>th</sup>, March 7<sup>th</sup>, April 25<sup>th</sup> and June 14th
- Projected last day of school is Friday June 14, 2019

**Academic Quarters:**

First: August 29-November 1  
 Second: November 5-January 28  
 Third: January 30-April 11  
 Fourth: April 12- June 14

**2019-2018 Non School Days**

September 3: Labor Day	January 21: Martin Luther King, Jr. Day
October 19: Teacher Workday	January 29: Teacher Workday
November 2: Teacher Workday	February 18: President’s Day
November 12: Veterans’ Day	March 8: Teacher Workday
November 22 & 23: Thanksgiving	April 1-5: Spring Break
December 17-January 1: Winter Break	May 27: Memorial Day

**ADMISSION POLICY**

**Enrollment and Registration**

Options holds “open enrollment” the first two weeks of each quarter based on space available. Students must complete an application packet including all applicable enrollment forms. Packets are available in the Options High School office or online through OHS website. Out-of-district students must obtain a waiver of attendance form (available at Options) to be signed by the student’s home district and returned with the student’s application.

**Referrals**

Students may refer themselves. They may also be referred by parents, counselors, or school administrators. All students planning to enroll at Options High School must have achieved freshman status. Regardless of the referral, each student must choose themselves to attend Options High School.

**Orientation**

All students entering Options High School must meet with the principal or administrative designee. It is also required that a parent or legal guardian participate in this meeting if possible. New students and seniors may enroll in an AVID class. This course will help the student understand the expectations and resources at Options High School, prepare for college and career, as well as teach students important skills necessary in a project based learning educational setting.

## GENERAL INFORMATION

Students at Options are provided with constant opportunities to set goals, self-assess, adjust priorities, and develop their strengths. New student and Senior Advisory AVID classes are unique courses designed to teach students real life skills necessary to be successful in high school and beyond. At Options High School there is an intentional focus on project based learning, job or college readiness, and career exploration. Students may have learning opportunities that will allow them to gain knowledge and skills as they organize, manage their time, set goals and learn self-advocacy.

Students are expected to be responsible for their learning and achievement in order to continue enrollment at the school. Making timely progress towards their goals is one way students demonstrate that they are a good fit for Options.

**Poor attendance, lack of satisfactory academic progress, or inappropriate behavior may impact a student's ability to continue attending Options High School.**

### SCHOOL PICTURES AND ACTIVITY CARDS

All students will be expected to participate in school pictures. These pictures help update student records and provide pictures for the yearbook. All students will receive a free Options High School student ID card if they attend Options during the beginning of the first quarter. This ID card does not act as an ASB card at other high schools. Options students who desire to participate in athletics or activities at their home high school can purchase an ASB card there and discuss with administration their participation in desired activities or events.

### COMPUTER AND NETWORK USE

#### 1:1 TECHNOLOGY

Students in grades 6-12 will be issued a Windows 10 device featuring digital ink and Office 365. Options students will be issued these devices upon enrollment. If there are any concerns or questions about your student receiving this device, please contact an Options administrator.

The Bellingham School District filters the Internet and makes every attempt to prevent the viewing of inappropriate material. This filtering is not perfect and students may still be able to view objectionable content. It is the responsibility of the student to notify Technology Services or a staff member of objectionable content so better filtering can be accomplished.

Material created and/or stored in the system is not guaranteed to be private. Network administrators or other staff may review the system from time to time. Students should expect that emails, material placed on web pages, intranet pages and other work that is created and/or stored on the network may be viewed by a third party.

- Notify the network administrator or a teacher immediately if you identify a security problem.
- Do not identify or show security problems to others.
- Never give your user name or password to any other student.
- Modifying the computers in any way is a violation. This includes the setting of system passwords, the setting of screen savers, the downloading of software, installation of software and otherwise changing a computer in such a way that it becomes unusable by others. Violators may be charged/finned for costs of repair or replacement.

## **NEVER TAKE HOME A SCHOOL COMPUTER WITHOUT PERMISSION.**

School laptops have embedded tracking software installed. Taking a laptop not assigned to you home without permission may be viewed as theft.

## **ATTENDANCE**

Daily, on-time attendance is essential for success in school and is required by state law and district policy. Students should attend all scheduled classes unless officially excused. Absences, unless waived by the principal, require a written, signed excuse from a parent/guardian when the student returns. Medical, dental and legal appointments should be cleared with the principal or designee before the student leaves the building. Students are responsible for being on time to all classes. Students and families share the responsibility for attendance and punctuality. **Only the school office can excuse an absence based on timely information from families.**

To contact the school office about student absences, call 647-6871.

A note or phone call from a parent or guardian explaining the reasons for any tardy or absence is requested each day a student is absent. It may not qualify for “excused status” on record, it may prevent a student from being recorded as “truant”) **Absences must be excused within two-school days of the absence, or it will remain unexcused.**

### **Excused absences are determined by the principal and include:**

- Illness, health condition, medical or dental appointment
- Religious observance when requested by student’s parent/guardian
- Family emergency approved by the school principal
- Disciplinary exclusion from class and short-term and long-term suspension (that do not result in loss of grade or credits or emergency expulsion)
- Appearance in court when required by state law
- Family planned activity, pre-approved by the principal
- School-sponsored event/activity

Students who miss 20 consecutive days of school will be withdrawn for non-attendance per Washington State law.

**TARDINESS** to class in excess of 10 minutes is considered an absence for the period. Arriving late to school or class will be marked unexcused unless the office receives a phone call and or note from the parent or guardian. (Reasons for tardiness may not qualify as “excused” reasons. The school office will make determination whether or not a tardy should be recorded as excused or unexcused based on school board policy). Excessive tardiness to class can result in disciplinary action determined by the teacher and their classroom policies or an administrator.

## **TRUANCY**

**You are expected to attend all classes when you are at school. If you are not in class you are considered truant, even if you are still on campus. School consequences are applied when you are found truant.** According to the Revised Code of Washington, RCW 28A.225.010, students ages 8-18 are required to attend school. Failure to do so may result in a BECCA

Petition being filed with the Whatcom County Juvenile Court and/or disciplinary action for non-attendance. If a student's guardian's, in good faith, have dropped the student off for school or assume that the student is on district or public transportation, and the student does not arrive at campus, it will be treated as truancy. In addition, state-mandated acceptable "excuses" for absences/tardies are listed in the attendance portion of this handbook. The district is required to file a petition with the juvenile court for students who accumulate seven unexcused absences in a month or 10 in one year.

***Students will have reasonable opportunity to make up assignments, talks, labs, and exams for days missed with excused reasons. Students may not have the opportunity to make up assignments, labs, tasks, or assessments if the absence is unexcused. Arrangements for alternatives are at the teacher or administration discretion.***

## **RALLY CLASS**

Students will attend Rally with an assigned teacher every day from 2:45-3:15. Monday, Wednesday, and Fridays are designated as study times. Tuesdays will encompass an all-school lesson taught by Rally teachers. Thursdays will be Rally Time, in which the school is open. Students may select from a variety of activities throughout the building, such as open gym, jam room, art room, a quiet room, etc. Students need to stay on campus during all rally times.

Students can earn .25 "P" credit each semester with 70% attendance; and an "A" with 95% of attendance.

## **PARKING**

Students are asked to park in the shared BHS/OHS parking lot on Kentucky Street next to the BHS tennis courts. Parking directly in front of OHS is reserved for visitors and/or person with disabilities. Staff are asked to park in the south OHS lot next to the entrance to GRADS.

## **ENTERING/EXITING**

Students must enter OHS through the front north doors only. Students can exit through the north and east exit doors at lunch or at the end of the day. GRAD students only may enter and exit through the south doors.

## **WITHDRAWALS or TRANSFERS**

To withdraw or transfer from a school, a student must:

- Bring a written statement from legal guardian giving permission.
- A student will not be officially withdrawn until this process is complete and approved notification of enrollment is received from another school, education program, or the District Office.
- Official records will not be forwarded to any other education program or a diploma issued until all fines and fees are cleared.
- Students who withdraw, or stop attending and do not enroll in another approved high school program within 10 days, will be referred to the BECCA court process.



## EMERGENCY WEATHER INFORMATION

Severe weather or other emergencies may cause changes to the school day. When this happens, schools may need to close, start late or dismiss early. Plan in advance for such emergencies. Please ensure that your child's school has your family's current emergency contact information.

We understand that decisions about school schedules and bus route changes have an impact on our families. We appreciate your patience during these situations. While we know that our students and families are best served when we are open, our main concern is the safety of our students and staff.

Typically, decisions regarding schedule changes are made in the early morning before school. This allows for the most current weather information to factor into the decision. This information is communicated immediately, generally before 6 a.m. In severe weather or an emergency situation:

- Check the website: [bellingshamschools.org](http://bellingshamschools.org)
- Call 676-6400 for a recorded message.
- Tune to broadcast media, including:
  - KGMI Radio 790 AM and 96.5 FM, KAFE Radio 104.1 FM, KOMO-TV Ch.4, KING-TV Ch.5 or KIRO-TV Ch.7
- Make sure your communications preferences and contact information are current in Skyward. You must opt-in for Early AM notification by phone or text. If your e-mail address is in Skyward Family Access, you will automatically receive an email.

For assistance, please contact your school secretary or call (360) 676-6520.

## CREDIT REQUIREMENTS FOR GRADUATION

Please refer to the High School Planning Guide & Course Catalog for more detailed information of credit requirements for the Class of 2019, 2020, 2021, 2022.

<b>Graduation Requirement</b>	<b>Class of 2019 Expected credits: 26.5</b>	<b>Class of 2020 Expected credits: 28</b>	<b>Class of 2021 and 2022 Required credits: 30</b>
English	4.0	4.0	4.0
PE & Health	2.0	2.0	2.0
Social Studies	3.0	3.0	3.0
Science	3.0	3.0	3.0
Mathematics	3.0	3.0	3.0
CTE	1.0	1.5	1.5
Fine Arts	1.5	2.0	2.0
World Language	2.0*	2.0*	2.0*
Electives	7.0	7.5	9.5

\*A waiver is available for two-year consecutive world language requirement. Student and parent or guardian should meet with the principal to discuss this option and its impact on post high school opportunities.

## GRADING INFORMATION

Grades will be issued at the end of each quarter. Students earn .25 credit for each course passed at the quarter. Courses at Options will be graded as follows:

Grade Mark	High	Low
A	100.00%	92.00%
A-	91.99%	90.00%
B+	89.99%	87.00%
B	86.99%	82.00%
B-	81.99%	80.00%
C+	79.99%	77.00%
C	76.99%	72.00%
C-	71.99%	70.00%
D+	69.99%	67.00%
D	66.99%	60.00%
F	59.99%	0.00%

## FOUR YEAR UNIVERSITY PREPARATION

Specific entrance requirements vary among four year universities. However, for the student who has not chosen a particular school, the following university college preparatory plan is suggested as a minimum:

English	4 years
Math	3 years
Foreign Language	2 years
Lab Science	2 years
Social Studies	3 years
Fine, Visual or Performing Arts	1 year

Advanced science, math and foreign language other than Spanish, may be available through the Running Start Program or a neighboring comprehensive high school. The Bellingham School District is currently offering a virtual learning opportunity to students who are looking for an alternative, rigorous, supplemental on-line class option.

## GRADUATION PARTICIPATION

1. Only those students who have earned the required amount of credits for their graduating class, and passed all District and State requirements for graduation prior to the ceremony will be allowed to participate in the graduation commencement ceremony.
2. Each graduating senior must participate in the graduation rehearsal to participate in the ceremony.
3. Caps and gowns must be worn. No alterations or decorations to the caps or gowns are allowed.
4. All fees or and/or fines must be paid prior to receiving your BSD High School Diploma.

## RUNNING START

The Running Start Program allows eligible students to earn both high school and college credit by attending a Washington State community or technical college as a part-time or a full-time student. Tuition is paid by the State of Washington, but students are responsible for the cost of their own textbooks, supplies, materials, transportation and fees.

Local college choices include Bellingham Technical College, Whatcom Community College and Skagit Valley Community College. Each college has a unique appeal and learning environment designed to meet high school student requirements and post-secondary educational goals.

To qualify for Running Start, a student must be of junior standing based on graduation year, be enrolled at Options High School and successfully complete the assessment tests required for admission to the college. Students are only eligible for this program during their junior (11<sup>th</sup> grade) and/or senior (12<sup>th</sup> grade) years of high school.

Interested students should meet with the Options High School Running Start Coordinator for additional information and help deciding which college and classes best meet their needs and goals. This program makes it possible (with careful planning) to earn a two-year, AA Degree along with a High School Diploma from the Bellingham School District.

## RESPECT FOR OPTIONS HIGH SCHOOL CAMPUS AND SURROUNDING NEIGHBORHOOD

Options High School is surrounded by families who live in the houses and apartments to the north of campus, by businesses to the east and south, and by other schools west of campus.

Options High School students must show respect for our neighborhood and campus by observing the following:

- No Loitering – Do not block sidewalks or walking paths.
- No Littering - place soda cans/bottles, food packaging, or any other “remains” in garbage cans.
- All other areas of Bellingham High School and the Assumption Church/School campus are “closed” to Options students that do not attend classes at those schools. Packaging from food leaving campus must be disposed of in garbage cans.
- Please pick up any garbage or litter that you see on sidewalks, ramps and walking areas.
- Please do not spit on walkways, decks, parking lots, or anywhere in doors. It’s really gross!
- Please do not write on tables, chairs, or walls.

## VISITORS

Options High School is a closed campus to visitors during the school day without permission from the administrator. We welcome visitation by families. Parents can contact the teacher or principal to arrange appointments for visits ahead of the time they wish to visit. All parents, visitors, or guests are required to sign-in at the office when arriving on campus. Permission must be arranged two (2) days before the classroom visit occurs. Students are not allowed to have visitors come to school just to hang out. Students visitations to Options are intended for students who are considering attending Options in the future. Alumni and former students are not allowed to visit classrooms during the school day. They are welcome to visit before and after school as well as during lunch time, with administrator permission. Prospective students are encouraged to make arrangements to visit the school and should contact the school to arrange an appointment. Tours of Options High School are generally held by appointment.

## MEDICATION AT SCHOOL

If you need to take medication at school, you must have a completed Authorization for Administration of Oral Medication at School form signed by a parent/guardian and completed by your physician detailing the method, amount, and time schedule of that medication. Students who have the school disperse medication must have the above mentioned forms filled out, and the parent must bring the medication to school. Students who self-medicate must have a permission form on file with the school, and keep a copy of the permission form on their person. The student may not bring more than the required dosage needed for the day while at school. **These rules apply for both over the counter and prescription medication.**

## TRANSPORTATION & PARKING

Students are responsible for their own transportation to and from school. OHS is able to provide a Whatcom Transit Authority (WTA) monthly bus pass to all students who live one mile or further from the Options campus.

Student drivers may park in the shared BHS parking lot next to the tennis courts on Kentucky Street. Parking spaces in front of the school are for visitors and for those with disabled parking permits. The parking lot at the south end of the school is reserved for staff only.

## FOOD SERVICE

Breakfast and lunch service is available on a daily basis. Each student receives an application for free or reduced lunch at the beginning of the school year or can request one at any time. Completed applications should be returned to the secretary.

- Breakfast including milk: \$1.75 (free with approved *reduced* lunch status)
- Lunch including milk \$3.00 (\$.40 with approved *reduced* lunch status)
- Milk \$.50

## BELLINGHAM SCHOOL DISTRICT POLICY #3200 STUDENT RIGHTS and RESPONSIBILITIES

- Students have the right to an appropriate education that prepares them for college, their career, and their role as a citizen.
- Students have the right to be safe while they learn.
- Students have the right to learn, free of harassment, bullying, teasing or other forms of discrimination. Harassment is against federal, state, district and school laws and regulations.
- Students have the right to be treated respectfully.
- Students have the right to be informed of their academic progress in school. Quarter progress reports and semester grade reports serve this function. Individual conferences with teachers regarding your academic progress are strongly encouraged.
- Students under the age of 18 are required by law to attend school.
- It is the student's responsibility to arrive to class on time and with appropriate materials.
- It is the student's responsibility to be fully invested in the classroom environment and complete assignments on time.
- It is the student's responsibility to follow all reasonable requests of any school employee, accurately identify themselves when asked to do so, and comply with all school and district policies.

## **OTHER STUDENT EXPECTATIONS AND RESPONSIBILITIES INCLUDE**

Any student who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school, a school activity or any other aspect of the educational process within the district shall be subject to discipline, suspension or expulsion.

- **Class Disruptions** - No one has the right to interfere with the learning, safety or well-being of anyone else in the school.
- **Being Prepared for Class** - Students are expected to have a positive attitude about learning. Demonstrate this by bringing necessary materials to each class. We will have homework in many classes, daily. Students & parents need to commit to this policy/habit.
- **Out of Class Passes** - Along with teacher permission and signing out of classrooms, hall passes are required if you are out of class during class time. Restroom passes are required except during lunch.
- **Food and Drink** - Breakfast, lunch, non-water drinks and snacks may only be consumed in the classroom before school or during breaks, and only at teacher discretion. Food in the classroom during class time should be limited to snacks and not meals that may cause a disruption.
- **Gambling** of any kind is prohibited on campus or at any school-related activity.

## **THE BELLINGHAM SCHOOL DISTRICT HAS A PROGRESSIVE DISCIPLINE POLICY AND CONSEQUENCES INCLUDE THE FOLLOWING:**

- Verbal warning
- Time owed – before or after school
- Conference with teachers/team/adult/family member
- Suspension
- Expulsion or dropped from program

If any single behavior becomes chronic, discipline progresses to a higher level.

**Fighting is an automatic suspension and a conference with the principal, parent or guardian, and student will be required before the student may return to school.**

### **Weapons, drugs, and infractions that may require an expulsion or an emergency expulsion.**

Student responsibilities are outlined in the Bellingham School District's Policies and Procedures. This document is available on the District website, and outlines in detail all of the Washington Administrative Code (WAC) that pertains to student behavior guidelines. It is the policy of the Bellingham School District to provide an educational environment free from discrimination on the basis of gender, race, religion, creed, color, national origin, non-program-related physical, sensory, mental disabilities, or any other basis prohibited by law.

## **DRESS CODE**

Part of *The Bellingham Promise*, our strategic plan, strives to develop students and graduates who are *respectful and compassionate humans*. We want students to respect themselves and others. While we encourage individuality, the district's dress code aims to foster a positive and healthy environment.

- Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.
- Clothing, drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.

A violation of the dress code will require a change of clothing. Special circumstances will be considered on a case-by-case basis.

### **The Basics:**

- Attire should not be a distraction to learning. Please be respectful of our learning environment. Please dress for school and not the beach.
- Shoes or sandals should be worn at all times for safety.
- Sunglasses are only to be worn in the classroom at teacher's discretion.
- Clothing worn with colors, pictures, or messages that can be interpreted as gang related are not allowed on campus or at any school event. Bandanas are not allowed on campus or at any school event.

If a student is wearing distractive or disruptive clothing, he/she will be asked to change or turn it inside out. Failing to cooperate will be viewed as defiance and may result in school discipline. Multiple violations or a student's refusal to change into appropriate attire may result in the being sent home and marked absent unexcused.

## **GANGS AND/OR GANG ACTIVITY**

Gangs and the expression of gang membership can cause disruption in the school environment and present a threat to the health and safety of students and staff. Any such activity or expression by students is prohibited while they are subject to the jurisdiction of the school district. The school administrator or designee will determine if any behavior or expression is a disruption or threat to safety. No student on or about school property or in any place involving a school-related activity: shall wear, possess, distribute or display any clothing, bandanas ("rags"), jewelry, belts, tattoos, sign or any other thing, which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership or affiliation in any gang. Students shall not commit any act, or use any speech or gesture, or any personal "grooming" style, or conduct evidencing membership or affiliation in such a gang. Students shall not use any speech, display any pictures, write in gang script, gesture, conduct, or commit any act in furtherance of the interests of any such gang, including, but not limited to: soliciting others for membership in any such pressuring, intimidating, threatening or harassing any person, individually, or creating an atmosphere or environment of undue pressure which can reasonably be expected to interfere with the physical or mental well-being of others; committing any other illegal act or other violation of school district policies; inciting, provoking or actively seeking other students to act with physical force or violence or mental harassment of others. Disciplinary action including suspension and /or expulsion will be imposed on students who choose to partake in the above behavior(s).

## SKATEBOARDS

Please store your skateboards in the skateboard rack at the north entrance of the school. Students may bring their own lock for the storage rack. Skateboards should not be carried to class with you. Do not ride your skateboard in the building or on school district property. Skateboards that display artwork or messages that are considered by staff inappropriate for school will not be allowed on campus.

**CELLPHONES AND/OR ANY OTHER MUSIC PLAYERS:** One of our Armadillo Attributes regarding telecommunication devices is “Courtesy Mode.” This means when prompted, students will respectfully disengage from their device by closing their laptop lid and/or put away or turn over their cell phone. Telecommunication devices may be used in class at the **teacher’s discretion only**. All other times the student will have cellphones and/or music player put away. All cellphones and music players will be put away while taking tests. If a student uses their cellphone or music player at an inappropriate time, then the device may be confiscated and turned in to the office. The discipline process for a confiscated cellphone or music device is identified in the later cell phone policy. Cellphone and music player violations will be tracked through office referrals and student discipline records and students with multiple offenses will be assigned appropriate discipline. 1st offense =verbal warning. 2nd offense school based discipline or progressive discipline assigned by the school administrator.

Consequences will be as follows:

- **1<sup>st</sup> Offense** - Device is confiscated, behavior referral submitted and the cellphone will be held in the office until after school.
- **2<sup>nd</sup> Offense** - Device is confiscated and held in the office until after school. The parent is notified that the student has had two cellphone offenses and school discipline may be assigned.
- **3<sup>rd</sup> Offense** - Device is confiscated and held in the office until after school. The parent is notified and a parent meeting requested.
- **Additional violations** may result in the student inability to continue attending Options.

Cellphones should be **turned off** or set to “silence all” during the class period, not just while in the classroom. If a student’s phone is heard or used in any way that is not approved by the staff member then it may be confiscated and turned in to the office.

Cellphones should not be used to in class or be used as a calculator or music player without teacher permission. Students who need to make a call during class time must get staff permission first and make the call in the office or a location identified appropriate by the teacher.

**Any student who uses their phone, camera, or music device inappropriately, to record staff, take pictures or record others without permission, video an illegal activity, etc., may be subject to disciplinary action including suspension, expulsion, and referral to law enforcement.**

**Any student who refuses to turn over their cell phone or music player to a staff person for violating the above described policies will be sent to the office to face immediate disciplinary action including possible suspension.**

Please refer to district policy #3245 for more information regarding the policy and procedure for students and telecommunication Devices.



## **ACADEMIC INTEGRITY**

Students are expected to conduct themselves honorably with regard to academics. This is to include but not limited to refraining from all forms of cheating including academic dishonesty, and plagiarism. Violations may result in loss of credit on assignment or for the entire course. Violations will also result in guardian contact/conference and documentation in the student's discipline file. Chronic or extreme cases may result in further district discipline and/or suspension or expulsion.

## **TOBACCO FREE CAMPUS**

Option High School is a Tobacco Free Campus. In keeping with district policy, students may not be in possession of/or use tobacco in any form; including cigarette, cigar, pipe, electronic cigarettes or any product which presents itself as the appearance of a tobacco product. Chew or snuff tobacco products are prohibited as well at school or school sponsored events/activities, or while a passenger in district vehicles, or on school property. Students who violate these rules will have prohibited items confiscated and may be subject to school discipline or assigned to a smoking cessation class at the students' expense and at the discretion of the administrator (if one is available)

It is illegal for any person under the age of 18 to possess or use tobacco products of any kind. Students who are of legal age to use these products are still not allowed to possess or use tobacco products at school. Use of tobacco products within 1000 feet of any school is not permitted.

## **POSSESSION, UNDER THE INFLUENCE, and/or USE OF TOBACCO, ALCOHOL and DRUGS, or E-Cigarette products.**

Options High School and the Bellingham Public Schools recognize that chemical dependency is a serious illness and the use or possession of tobacco, alcohol, prescription medications, and illegal drugs is a violation of the law. The principal or designee will implement disciplinary action as a result of a participant's offense for use, consumption, possession, being under the influence, or sale of tobacco, alcohol, medications, prescription or illegal drugs (including anabolic steroids), drug or tobacco paraphernalia (including e-cigarette products) or items appearing to represent or being presented as prohibited or illegal items.

Students will be disciplined according to school district policy and progressive response to infractions. Students disciplined for tobacco or drug or alcohol related offenses will be required to schedule an assessment, classes, or counseling agreement prior to returning to school. Participating in the assessment is required within a reasonable timeframe. Failure to participate in the assessment and follow through with the recommendations of the assessor may result in further disciplinary action.

**Significantly harsher consequences are imposed upon students who threaten other students and/or school safety by distributing or providing access to tobacco, alcohol, or drugs.**

## **STUDENT SEARCHES**

School officials may search a student and his/her personal property, including automobiles parked on school district property, property adjacent to school property if there is reasonable suspicion the student is in possession of any illegal, stolen, dangerous or disruptive item, etc. Any such item found may be confiscated by administration and police may be contacted. Appropriate disciplinary action may result including suspension. Also, any student who attempts to escape or is non-compliant with staff when directed to the office for a search will be considered to be in possession of whatever the school official has reasonably suspected.

## **PUBLIC DISPLAYS OF AFFECTION**

School is a professional work-site for students and staff. Inappropriate displays of affection (confined against a wall, “making out”, prolonged or excessive kissing, fondling, hugging, and sitting on laps, etc.) that would not be tolerated at a business/ place of work are not acceptable. Offenses may result in disciplinary action.

## **OTHER MAJOR OFFENSES OF EXCEPTIONAL MISCONDUCT**

Any conduct which materially and substantially interferes with the educational process is prohibited. The following acts are specifically prohibited on school grounds, on school sponsored transportation, and at school events off school grounds and may lead to disciplinary action, suspension, or expulsion. This list is not intended to be exclusive. Administrative discretion may be applied to each individual case. Restitution will be required when warranted. Law enforcement authorities may be informed and/or requested.

**Arson** - Setting fire or attempting to set fire to a building or property.

**Assault/Threat of Assault** - An un-consented touching or application of undue force to another person. The use of excessive physical force or threatening the use of physical force or sexual assault against another person including the use of a weapon or other instrument for the purpose of inflicting injury.

**Bomb Threat** - Threats to bomb or damage any public school building facility or property.

**Damage, Defacing, or Destruction of Property** - Intentional or careless defacing of or damage to school or private property.

**Defiance/Disobedience/Insubordination** - Open disregard, contempt for authority. Refusal to obey the instructions of any/all district personnel including, but not limited to, giving correct name when asked.

**Disruptive Conduct** - Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

**Extortion** - The wrongful taking of a person’s money or property with his/her consent but by the use of threat or violence.

**False Accusations** -Untrue charges of wrong-doing.

**False Alarm** - Activating a fire alarm for other than the intended purpose of the alarm.

**Falsification/Forgery of Documents** - Altering or falsifying times, names, dates, grades, addresses, or other data, including computer data.

**Fighting** - Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another person.

**Harassment** - Written, verbal, in-school “cyber” or physical act that physically harms a student **and/or** damages the student’s property **and/or** interferes with the student’s education **and/or** is so severe, persistent or pervasive that it creates a negative learning environment or has the effect of disrupting the operation of the school. Harassment, sexual harassment, hazing, threatening statements, intimidation, coercion, and verbal abuse are not allowed. Violations will result in disciplinary action up to and including suspension. This may include intentionally written messages or images, information, “cyber text” on the internet, emails, cell phones, or any other electronic device that is transmitted between students off-campus if it is having an impact on campus.

**Malicious Intent and/or Harassment** – Malicious harassment is an overt act of prejudice or harassment related to a person’s race, color, ancestry, national origin, religion, gender, culture, ethnicity or a mental, physical or sensory disability. Malicious harassment is a Class C Felony.

**Sexual Harassment** - Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment consists of sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature which creates a hostile or offensive educational environment.

**Inappropriate Language/Verbal Abuse /Obscene Material** - The use of vulgar or profane language by students on school property, whether spoken, written, or gestured. The possession, display, sale or distribution of obscene material.

**Intentional Misuse of School Equipment/Supplies/Facilities** - Deliberate abuse and/or misuse of school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas.

**Intimidation** - To force into or deter from some action by inducing fear.

**Lewd Behavior/Sexual Misconduct** - Indecent or obscene act or expression/inappropriate sexual behavior including attire.

**Mace/Pepper Spray** - The inappropriate use of MACE canisters - or propellant devices of similar materials is forbidden. When used for a purpose other than legitimate self-defense, such objects will be regarded as a weapon. In keeping with school policy on the possession and use of weapons on campus, offenders may be subject to long-term suspension and/or expulsion.

**Occupation of School Property** - Occupying a school building or school grounds in order to deprive others of its use, or blocking normal pedestrian or vehicular traffic on school property.

**Occupying Unauthorized Area** - Being present in an area(s) without permission of school authorities.

**Possession or Use of Explosives** - Possession, use, display and/or transporting of any exploding device, such as firecrackers, bullets, pipe bombs. The possession of any exploding item or device that could be capable of producing bodily harm, damage to property or disruption of the educational process.

**Robbery** - The taking of the property of another person by violence or intimidation.

**Theft** - Carrying away of the personal goods or property of another person or the school district and/or knowingly being in possession of goods that were stolen and/or knowingly being in possession of something that does not belong to the possessor.

**Trespass** - Unauthorized entry upon the property of the school district.

**Unauthorized Gatherings** - The assembly or meeting of students and/or non-students on school property without permission of school authorities.

**Weapons** - The possession, display, use, transmission, or transporting of any object on school property, school transportation, bus stops, or at school sponsored activities that could reasonably be considered a firearm, or a dangerous weapon is prohibited. Students have the right to appeal any long term expulsion. (more than 10 days). Washington State law requires expulsion for one calendar year for violation of the firearms rule. Juvenile authorities and parents will be notified. Parents have the right to appeal.

**Knives/Blades** - Possession, display and/or use of a knife or object containing a knife or sharp blade is prohibited on campus for any reason.

**DISTRICT ANONYMOUS STUDENT SAFETY TIP LINE: 360-647-6846**

Help keep our school safe. Please report possible threats or anything that could harm someone. You can leave a message without your name.

**LIÑA DE AVISO ANONIMO PARA LA SEGURIDAD DE ESTUDIANTES: 360-647-6846**

Ayude a mantener a nuestra escuela a salvo. Avisen posible amenazas o algo que pueda nacer daño a alguien. Pueden dejar un mensaje sin dar su nombre.