CHOICE CATS

Motto:
Respect Yourself and the Rights of Others

Theme:
Crew, Not Passengers

Mascot:
CATS

Colors:
Black and Purple

Mission:
CHOICE will provide a safe, supportive educational environment for each student. We will help all students achieve personal and academic success so they can transition to higher education or to the workplace, and become informed, productive citizens.

CHOICE Community Agreements:

Mutual Respect
Attentive Listening
Appreciations and No Put Downs
Right to Choose Your Level of Participation
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Crew, Not Passengers

2016-2017 Essential Question:

How can I contribute to our school and community as a member of the CHOICE crew?

The Shelton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Linda Arnold, Director of Human Resources
360-426-1687
700 S. 1st Street
Shelton, WA 98584
Welcome to CHOICE

Welcome to the CHOICE community! We are so glad that you have decided to become a CHOICE CAT. CHOICE is an acronym that stands for “Challenging High School Opportunities in Continuing Education.”

The CHOICE staff has spent countless hours over the past several years re-defining our school culture to make sure that CHOICE is a safe, productive environment for all students. We are excited to continue with our theme for this year, “Crew, Not Passengers.” We are looking forward to exploring the meaning of this theme within our courses and throughout the building. In choosing this theme, we recognize that students are members of the crew who guide their own direction in education; they are not simply passengers along for the ride.

This is the 33rd year that CHOICE has been in existence. By becoming a CHOICE CAT, you are joining a family of students and staff who understand that education can be engaging, personalized, and fun, while still preparing students for college and the work force. CHOICE is an accredited high school through AdvancEd, and we graduate over 60 students annually. We are excited to continue this tradition of success into the 2016-2017 school year. It is my pleasure to welcome you to CHOICE as the newest member of our crew.

Stacey Anderson, Principal
**CHOICE Community Agreements**

**Attentive Listening:** I will pay close attention to the ideas and feelings of others and will seek to understand them.

**Appreciation/No Put Downs:** I will treat others kindly and express appreciation to them; I will avoid negative comments, hurtful gestures and behaviors.

**Right to Participate/Pass:** I will appreciate the right to choose participation in a group activity; to observe quietly if I am not participating.

**Mutual Respect:** I will affirm the value of others; I will appreciate individual and cultural differences, and offer feedback that encourages growth.

One of the primary values of the CHOICE culture is that students and staff work together to make our community a safe, productive environment for everyone. When you are invited to become a member of the CHOICE community, we expect that you will jump in and become a contributing member of our crew. You will have the opportunity to partner with the staff to make this the best possible educational environment.

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**Orientation**

Prior to entry into a CHOICE program, students are required to complete the orientation process. Orientation is held on Fridays from 8:00—2:00. Students are introduced to the CHOICE culture, meet staff, have a tour of the facility, and get to know other incoming students. Each individual’s academic skills are assessed, to aid in correct placement into classes. Students are evaluated during the orientation session in order to determine their ability to live by the CHOICE motto, Respect Yourself and the Rights of Others. Students must successfully complete the entire orientation session, and the assigned homework, prior to their placement meeting with the school counselor. At the placement meeting, the counselor will recommend one of the CHOICE programs that appropriately meets the student’s academic needs. At this time, the parent/guardian and student will make a decision about whether or not they want to enroll in the program that has been offered.

**CHOICE Full Day Program**

The CHOICE Day Program is designed for students who want to be part of an engaging, small, high quality learning environment. Day program provides small class sizes with extra support. Class hours are 7:55 – 3:10, Monday – Thursday, and 7:55—11:30 on Fridays. **Friday school is required this year for all students enrolled in the day program, and attendance will be taken.** Students are expected to attend school every day, earn full credit each quarter, participate in group activities, and work to improve the culture of the school. Parents and students are required to attend check-in meetings every three weeks to review student progress. **Students who are not passing at least 6 out of 8 classes, have lower than 80% attendance, and have more than one behavior referral at check-in will be put on Academic Probation.** Students who are not on academic probation will earn Fridays off and will have open campus for the following three weeks.

**Contract Based Education (CBE)**

The CBE program is designed for students who, due to job constraints or health concerns, need to attend school on a reduced schedule. In order to qualify for this program, a student must be at least 17 years old, have 16 or more credits, and have the academic skills to work independently. Each student has an individualized program of classes which he/she completes...
with assistance from the teacher. Most students attend school six hours a week, and then complete at least 20 hours of homework each week. CBE is a great program for independent learners who are self-motivated, and who need a flexible schedule. **This program is in high demand, so there is often a wait list.**

**Independent Learning Academy (ILA)**

The Independent Learning Academy is designed for students who are strong independent learners and need a reduced schedule. Each student is expected to attend six hours a week in the classroom and complete the remainder of his/her school work at home. In addition, each student must meet with his/her advisor once a week, and participate in a monthly check-in with the advisor and parent/guardian to review progress. The curriculum is a combination of Internet based Odysseyware courses and independent contracts facilitated by the teaching staff.

**Technology Academy Program (TAP)**

The TAP program is designed for 9th and 10th grade students who are hands-on learners, need a structured environment, and need help re-engaging in school. Students will attend Monday—Thursday from 12:00—3:10. If a student misses a day, he/she is expected to attend on Friday. In addition, each student must meet with his/her advisor once a week, and participate in a monthly check-in with the advisor and parent/guardian to review progress. The curriculum will include English, math, and career readiness. The goal is for each student to transition back to another program after nine weeks in TAP.

**Transitions**

The Transitions Program is designed for 11th and 12th grade students who need to work on career preparation or transition to another program, such as GRAVITY or job corps. Each student is expected to attend Monday—Thursday from 8:00—11:00. In addition, each student must meet with his/her advisor once a week, and participate in a monthly check-in with the advisor and parent/guardian to review progress. The curriculum is a combination of Odysseyware courses, independent contracts, and career exploration courses.

**Which Program is Right for You?**

Joining CHOICE is a privilege, and you will be offered a program that the school staff believes will best meet your educational needs. We will look at the following components to determine your placement:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic achievement</td>
<td>Attendance and discipline history</td>
</tr>
<tr>
<td>Orientation performance</td>
<td>Current credits and test scores</td>
</tr>
<tr>
<td>Special circumstances</td>
<td>(health, employment, IEP, 504, etc.)</td>
</tr>
</tbody>
</table>

**Meet the Staff**

**CHOICE Day Program Teachers**

- **Paul Barber**
  - Teacher: Math, Computers, Music

- **Luanne Bigbear**
  - Teacher: English, History, English 91/93, Reading

- **Sharon Hobson**
  - Teacher: Math

- **Mike Kuhns**
  - Teacher: English, PE, History

- **Jerry Rice**
  - Teacher: Science, Art

- **Keith Spencer**
  - Teacher: Spanish and English Language Learners
HPA, CBE, ILA, TAP, and Transitions Teachers

Vikki Voss
Teacher: English, History, Health, Special Education

Cheri Estep
Teacher: Home Partnership Academy

Carri Fennell
Teacher: Contract Based Education

Ron Grinnell
Teacher: Transitions

Mickey Smith
Teacher: Independent Learning Academy

Margo Otto
Teacher: Special Education

Ron Otto
Teacher: Special Education

CHOICE Specialty Teachers

Chris Salisbury
Teacher: Early Childhood Education, Work Based Learning
Educational Assistant: Solution Center

Doug Sells
Teacher: Construction
Educational Assistant: Classroom

Teacher: Mason County Detention Center

CHOICE Administration and Support Staff

Stacey Anderson
Principal

Danielle Crossen
Educational Assistant: Special Education

Sherrie Emеле
Administrative Secretary
The Purpose of Education

A question each student should ask him or herself is the following:

“Why am I in school?”

Write down your first reaction to this question on the lines below:

________________________________________________________________________

________________________________________________________________________

Discuss this answer with other students and your teacher in orientation. Reflect on how your answers are similar or different to other students. After the discussion, do you have a different answer to the question? If so, record it below:

________________________________________________________________________

________________________________________________________________________

CHOICE can help students reach many goals, including skill development, job preparation, and civic involvement. However, our primary purpose is to help students graduate. Most students who attend CHOICE want to earn a high school diploma. Each of the past several years, we have had over 60 graduates receive their diploma from CHOICE.

If you want to graduate, you must focus on these tasks:

- Know your goals
- Know your current credit count
- Know how many credits you need to earn each quarter to graduate on time
- Attend school regularly so that you can earn your credits
- Seek out support for yourself
Graduation Requirements

<table>
<thead>
<tr>
<th>Graduating Class</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>3.5</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>• Algebra</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Geometry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Algebra 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Health &amp; Fitness</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>CTE (.5 computer apps.)</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Arts</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Electives</td>
<td>6.5</td>
<td>6.0</td>
<td>6.0</td>
<td>6.0</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>22.0</strong></td>
<td><strong>22.0</strong></td>
<td><strong>22.0</strong></td>
<td><strong>22.0</strong></td>
</tr>
</tbody>
</table>

In addition, each student must pass a state assessment (or equivalent) in reading, writing, and math, complete a high school and beyond plan, earn 75 hours of philanthropy, and complete an exit portfolio and exit presentation. Please ask your advisor for more details on the specific requirements for your graduating class.

State Assessments

Washington State law requires that all students pass state assessments to graduate from high school. The state is in the process of transitioning from the EOC and HSPE tests to the Smarter Balanced assessments. Here is a summary of the tests that you need to pass in order to graduate (your advisor and/or counselor can provide you with additional information specific to your situation). If you do not pass a particular assessment, other options may be available, such as a Collection of Evidence. Special education students must take all state assessments, but may have accommodations outlined in their IEP.

<table>
<thead>
<tr>
<th>Class of</th>
<th>English Language Arts</th>
<th>Math</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Reading and Writing HSPE</td>
<td>Algebra or Geometry EOC</td>
<td>Not required</td>
</tr>
<tr>
<td>2016</td>
<td>Reading and Writing HSPE or Smarter Balanced ELA test</td>
<td>Algebra or Geometry EOC or Smarter Balanced math test</td>
<td>Not required</td>
</tr>
<tr>
<td>2017 &amp; 2018</td>
<td>Smarter Balanced ELA test</td>
<td>Algebra or Geometry EOC or Smarter Balanced math test</td>
<td>Biology EOC</td>
</tr>
<tr>
<td>2019 and beyond</td>
<td>Smarter Balanced ELA test</td>
<td>Smarter Balanced math test</td>
<td>Biology EOC</td>
</tr>
</tbody>
</table>
Personal Pathways

All students at CHOICE will have an advisory class, called a Crew, where they will complete a curriculum called Career Guidance Washington. These lessons will help the students understand their options for after high school, including college, career and technical training schools, military, and the world of work. Each student needs to identify a personal pathway and take courses designed to prepare him/her for post-secondary options. Also, each student will update his or her High School and Beyond Plan every year, until it is complete in the senior year.

CTE Pathway
- Students identify areas of career interest
- 2 credits in a career pathway chosen by the student
- Construction, Natural Resources, Early Childhood Education, NMVSC, SHS, Running Start

4 Year College Pathway
- 4 credits of math
- 4 credits of English
- 3 credits of science
- 2 credits of foreign language
- 2 credits of art

Advisory (Crew) and Check-in

Advisory is one of the most important components of CHOICE High School. Your advisor/crew leader is your primary advocate in the school. He/she will know your graduation requirements, help you create your high school and beyond plan, and work with you to create your daily schedule for the quarter. In addition, your crew leader is someone you can talk to if you are having trouble at school or in your personal life.

Each advisory group, or “crew”, meets together on a regular basis for purposes of career education and improving school culture. Ideally, each advisory will have a strong identity with a group name and class spirit. During advisory, you will be expected to participate with your peers in crew activities, as well as friendly competitions with the other advisories. The members of your crew should be people you can turn to for support, help with assignments, and general fun.

Every three-four weeks, you will meet individually with your advisor and adult mentor for check-in. Attendance at check-in is required for each student; failure to attend check-in will result in discipline consequences and/or loss of credit in advisory. We place such a heavy emphasis on check-in because this is your opportunity to review your progress, share concerns with your advisor, receive feedback, and plan for your future. At check-in your advisor will review graduation requirements as well as your most recent progress report. If you are struggling in your classes, you will be placed on academic probation until the next check-in. If you want to be excused from Friday school and have the option for open campus, you must be in good standing at check-in.
GEAR UP Program

GEAR UP’s vision is that all students are academically, socially, and financially prepared to enter and complete the postsecondary program or institution of their choice.

GEAR UP’S three objectives are:

1. Increase academic performance and preparation for postsecondary education.
2. Increase high school graduation and postsecondary participation rates.
3. Increase students’ and their families’ knowledge of postsecondary options, preparation, and finances.

The CHOICE GEAR UP staff will be glad to meet to discuss planning for college, technical school, military, job corps, or any other post-secondary plans. In addition, the GEAR UP staff will offer the following activities during the year:

- Field trips to local colleges
- Overnight field trip to Central Washington University
- Special events for Native American, Latino, LGBT, and other student interest groups
- FAFSA and college application assistance
- College and career fair
- And much, much more! Talk to Glenhelen, Don, or Diva for more information.

Daily Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>7:55 – 8:45</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:50 – 9:40</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:45 – 10:35</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:40 – 11:30</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30 – 12:00</td>
</tr>
<tr>
<td>5th Period</td>
<td>12:00 – 12:50</td>
</tr>
<tr>
<td>6th Period</td>
<td>12:55 – 1:20</td>
</tr>
<tr>
<td>7th Period</td>
<td>1:25 – 2:10</td>
</tr>
<tr>
<td>8th Period</td>
<td>2:20 – 3:10</td>
</tr>
</tbody>
</table>

Transportation

CHOICE students may ride the regular Shelton School District buses to Shelton High School, and then catch a transfer bus in the morning. For afternoon transportation, students will need to, walk, drive, ride transit, arrange for a ride home, or catch the elementary bus from Evergreen Elementary and transfer to the bus for their route. Day program students who need to leave at 2:15 due to a lack of any other transportation option will need to get a permission form from the office, and have it signed by their parent, advisor, and an administrator. They also must take an independent study for 8th period and attend every Friday.
**Student Expectations**

Being a student at CHOICE is a privilege; CHOICE is a place for those who are committed to growing both personally and academically. In order to ensure success at CHOICE, students should voluntarily adhere to the following guidelines. Those that do not will be moved to an alternative program or will be released to return to other schools in the Shelton School District.

**Attendance**

Regular school attendance is necessary for the mastery of the educational program and serves to establish effective work habits. Day program students are expected to attend Monday—Thursday from 7:55 a.m.—3:10 p.m. and Fridays from 8:00—11:30 a.m. CBE, ILA, and Transitions students are expected to attend a minimum of six hours a week, every week. These hours will be scheduled with the student’s advisor. Any missed hours may not be made up outside of the current week; they will be either be counted as excused or unexcused absences.

Regular school attendance is required by state law (RCW 28A.225). The following absences are considered to be excused:

- Absences due to illness or a health condition;
- a religious observance, when requested by a student’s parent/guardian(s);
- school approved activities;
- family emergencies;
- and, as required by law, disciplinary actions or short-term suspensions shall be excused.

The school principal, or designee, has the authority to determine if an absence meets the criteria for an excused absence. (SSD Policy 3122)

**All excused absences shall be verified by a parent/guardian, adult student, or a school authority responsible for the absence. Parents/guardians must contact the school office, by phone or with a written note, and inform the secretary of the absence within five school days of the absence. Failure to do so will result in an unexcused absence.**

Students who are 18 years of age, or older, may excuse their own absences. Students who are 13 years and older have the right to keep information about mental health, drug, or alcohol treatment. Students who are 14 years and older may excuse themselves for testing or treatment of a sexually transmitted disease. All students have the right to excuse themselves for family planning or abortion. All such absences will be kept confidential. If an absence is excused, students are allowed to make up missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. In participation-type classes a student’s grade may be affected because of the student’s inability to make up the activities conducted during a class period. (SSD Policy 3122).

All other absences are unexcused. Specifically, these absences are considered to be unexcused, as they are not included in the list of acceptable reasons to be absent:

- Sleeping in late;
- being absent from class while somewhere else in the building;
- choosing to sit in the Solution Center without permission;
- leaving school without checking out;
- attending court with a friend or family member.

Students who leave campus during the day (other than with permission at lunch) will be sent home for the remainder of the day. This will be an unexcused absence.

After each unexcused absence, the school will notify the parent/guardian by phone or in writing. Following the second unexcused absence in a month, a conference will be scheduled between the student, parent, and the principal or her designee. The conference shall include notification of the potential consequences of additional unexcused absences. No later than the fifth unexcused absence in a month, the district shall enter into an agreement with the student and parents that establishes school attendance requirements and may refer the student to the community truancy board. The district may also file a truancy petition under RCW 28A.225.010 (SSD Policy 3122).

If such action is unsuccessful, the district shall file a petition with the juvenile court alleging a violation of RCW 28A.225.010 no later than the seventh unexcused absence within any month during the school year or upon the tenth unexcused absence during the current school year. (SSD Policy 3122)

When a student has excessive excused absences (12 or more in a year), appropriate additional documentation or verification may be required for
the absence, which may include medical documentation or a visit to the school nurse for health related absences. Documentation need not provide details of the medical condition, provided it contains a medical professional’s certification that the absence is medically necessary. Failure to provide such documentation upon request may result in further absences being considered unexcused and/or in the filing of a truancy petition to a local truancy board or to the courts (SSD Policy 3122P).

An unexcused absence for truancy purposes is defined as a student having missed a majority of his or her average school day (for day program) or failing to attend six hours a week (for part time programs).

Tardiness is defined as not being in the classroom at the assigned start to a period. If a student arrives more than 10 minutes late to a class, that is considered to be an absence for that class. 7 tardies total = one unexcused absence (SSD Policy 3122P).

Closed Campus
As established by Shelton School District Board Policy 3242, CHOICE is a closed campus as are all campuses in the Shelton School District. This means that students must remain on the school grounds during the time they are scheduled to be at school. However, the Shelton School Board has allowed CHOICE to have a partially open campus at lunch time only, from 11:30—12:00. In order to have be eligible for this privilege a student must have a signed permission slip on file in the office, and must earn the privilege by being on good standing at check-in. For day program, this means 80% attendance, passing 6/8 classes, and having no more than one discipline referral in a three week term. For ALE programs, this means making adequate progress in the majority of the student’s assigned classes. Students may not leave in a car at lunch time, and students must display appropriate behavior while off campus. Any student who leaves campus without permission will be sent home for the remainder of the school day.

If a student must leave campus during class time for a legitimate reason, such as a medical appointment, permission must be verified by the parent/guardian in advance by contacting the office. The student must sign out before leaving, and sign back in upon return. If a student has to leave school early due to illness, a parent must be notified and verified by office staff. Violation of this policy will involve school discipline and may lead to a change in program for the student.

The campus is bordered by Evergreen Elem., 8th Ave. and Pine Street.

Cell Phones and Other Audio Equipment
Use of cell phones or audio devices is not allowed during class time, unless specific permission has been granted by a staff member. Any emergency phone calls that need to be made by students during the school day should occur through our main office at 426-7664. Any student who has a personal electronic device out in class without permission will have the item confiscated by the principal (or her designee). The student may pick the item up from the office at the end of the school day. A student who refuses to turn over his/her electronic device is subject to suspension. Students are discouraged from bringing any of the above items to school. If any of these items are lost, stolen, or damaged the school assumes no responsibility. Students who do not abide by this school policy are subject to discipline procedures.

Computers and Other Technology
Computers and other technology are provided for educationally appropriate purposes. Inappropriate use of technology, including equipment, software, the network and Internet will result in disciplinary action. This disciplinary action could range from revoking of the privilege of using technology up to and including expulsion. Electronic measures are in place to prevent students from inappropriate use. It is a violation of school rules to attempt to bypass the measures in place. Students must use only their individual computer/network account.; using other accounts can be considered as impersonation and/or identity theft. Placing staff pictures, their likenesses, or inappropriate statements regarding school staff on the Internet can be considered as slander or harassment with the consequences for poor behavior imposed. School staff may review student files, Internet history and other electronic files to maintain system integrity and insure that users are using the system responsibly. Additionally, posting threats, harassing comments, or inappropriate pictures of other students or staff in social media will result in discipline consequences.

Dress Code
Any clothing that does not respect other people is inappropriate and will not be allowed. A student who is violating the dress code will be given the opportunity to change clothing. If the student refuses to do so, he/she will be sent home.

Guidelines
• Promotion of violence, vulgarity, illegal activity, gangs, sex, drugs, alcohol or tobacco is prohibited.
• Recognized gang symbols, such as bandannas, the wearing of clothing that is all one color, long hanging belts, ICP logos/gear, and clothing
with the numbers/symbols that are affiliated with gangs, will not be tolerated.

- Blankets are not allowed in class, and shoes must be worn at all times.

- Clothing should be appropriate for the work place; therefore shorts and skirts must be longer than the end of your fingers when your arm hangs down; cleavage must not be visible; underwear and bras may not be showing. Tank tops are acceptable, but tube tops, halter tops, shirts with open sides, and shirts with only one shoulder strap are not allowed. See through, lace, and other transparent clothing must only be worn over other appropriate clothing. All of these guidelines apply to all students regardless of gender identity or expression.

**Drugs, Alcohol, Vapes, and Tobacco**

Students under the influence and/or in possession of drugs, alcohol, vaping, or tobacco products will be subject to disciplinary action up to and including long term suspension and expulsion, and law enforcement will be contacted. Students in close proximity to other students who are in possession or under the influence of alcohol or drugs will also be subject to disciplinary procedures. Students may reduce the length of the suspension by active participation in a drug and alcohol assessment through the Student Assistance Program provided by True North, and agree to comply with the assessment recommendations (see discipline policy). **All students will be screened for drug/alcohol issues upon enrollment in the school.** Students at CHOICE may be required to participate in True North based upon the recommendation of the staff, **even if the student has not been disciplined for drug or alcohol issues.** Students participating in True North will be subject to random urinary analysis. Failure to complete the True North program may result in disenrollment from CHOICE.

**Medical Marijuana**

The use of medical marijuana is not allowed on school grounds. Students who arrive at school under the influence of marijuana, possess marijuana, or use marijuana for any reason will be subject to the drug/alcohol/tobacco discipline procedures. Students who have a Green Card are not allowed to use or carry marijuana on school grounds.

**Smoking**

Students may not smoke, vape, or chew within two blocks of the school. This means students must be beyond 6th street on the Safeway side, beyond Loop Field, and beyond Railroad street if they are of a legal age to smoke. Students caught smoking or chewing within two blocks of the campus will have their cigarettes/chew confiscated and will be subject to discipline procedures (see discipline policy). **Please remember our open campus is a privilege—if student smokers disrupt the community or patrons at local businesses, the campus may be closed.** Students should not congregate in groups of more than five when off campus at lunch time.

**E-Cigarettes and Vaping**

The use of e-cigarettes and any type of vaping device is not allowed on school grounds. These items will be treated as though they are tobacco or drug products, and will be confiscated. As these devices can be used to consume illegal drugs such as marijuana, students caught vaping will be subject to discipline procedures (see discipline policy).

**Fighting**

Fighting is not tolerated at CHOICE. **If a student chooses to fight, the student is emergency expelled from CHOICE immediately.** This includes fighting on or off the CHOICE campus, and applies to all students involved in the fight, **no matter who instigated the fight.** Students who promote a fight will also be emergency expelled (this includes students who video tape or photograph a fight). A student who is emergency expelled for fighting can apply to reenter CHOICE by following these procedures:

1. Be counseled concerning how to handle situations more appropriately in the future.

2. Come before the staff at a staff meeting. Be prepared and answer the following questions:

   - What really happened?
   - How would you handle the situation differently if it happened again?
   - Why do you want to return to CHOICE?

At the meeting the principal, with staff input, will make a decision on whether to allow the student to return. A return to school may be conditional on the student’s active participation in activities as recommended by the staff. Students not returning to CHOICE may enroll at another school, if they are not restricted by a long term suspension or expulsion.

**Gun Free Campus**
The district has a gun-free school policy that includes one year mandatory expulsion for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case-by-case basis.

**Hallway Expectations**
While in the halls, there should be no profane language, gestures or displays of affection. Students are expected to stay in their respective areas, unless they have permission to visit another program.

**Harassment/Intimidation**
A physically and emotionally safe learning environment is fundamental to CHOICE as reflected in our motto, “Respect Yourself and the Rights of Others”. Regardless of the intent, racial, ethnic, sexual and other harassing slurs have the capacity of substantially harming individuals and the community as a whole and will not be tolerated. Furthermore, intimidation through threatening body language or proximity, will not be tolerated.
The district prohibits sexual harassment or intimidation of its employees, students and others involved in school district activities. This includes the creation of a “hostile environment” which means an environment in which:
- Unwelcome sexually-orientated jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes an employee or student feel uncomfortable, or
- Any aggressive, harassing behavior in the workplace or school that affects working or learning that is directed toward an individual based on that individual's sex.

Examples of sexual harassment or intimidation include but are not limited to:
- Unwelcome sexual advances
- Unwelcome sexual gestures, verbal abuse, sexually-oriented jokes, innuendo, or obscenities
- Unwelcome sexually suggestive objects, pictures, cartoons, or posters
- Unwelcome sexually suggestive letters, invitations, or electronic communications
- Unwelcome physical conduct such as impeding or blocking movement, unwelcome touching, assault, and attempted rape
- Harassment of an individual based upon their actual or perceived sexual orientation or gender identity
- Employment or educational benefits affected in exchange for sexual favors

Students experiencing any of these should notify a staff member, counselor or administrator immediately. Any reports of harassment and/or intimidation will be referred to the counselor or principal. It is also a violation of this policy to knowingly file a false allegation of harassment.

**Illegal Activities**
In the event of a reasonable suspicion a crime has occurred, or is occurring, investigation will immediately be turned over to the police, and standard police procedures will be followed.

**Productivity and Academic Probation**
Students are expected to earn at least 1.25 credit each quarter*. Students who do not earn 1.25 credit will be placed on academic probation. During check-in, the advisor will assign interventions to every student on academic probation. Students who are on academic probation will be expected to make substantial progress by the next check-in. Failure to make adequate progress may result in transfer to an alternative program or school. **We will not tolerate students who refuse to put effort into earning high school credit.** Students who are in good standing at check-in will be rewarded with open campus lunch (with parent permission) and excused absences from Friday school.

*Please note: students will not graduate on time by earning only 1.25 credits per quarter.

**Skateboards and Bicycles**
Students riding bicycles to school should park and lock them in a safe place approved by a staff member. Students who bring skateboards to school must secure them in a locker or the Solution Center during class time. The school does not assume responsibility for bicycles or skateboards.

**Supplies**
Students should come prepared to class with paper, pens, pencils, and a notebook, at a minimum. If a student cannot afford school supplies, he/she should speak to a school official who can help secure free items.

**Vehicle Registration**
All students who drive vehicles to school must register their vehicles in
the main office. This will assist school staff in addressing safety/security issues, in addition to knowing who to contact if vehicle lights are left on, etc. **Students are not allowed to go to their cars during the school day without prior permission.** In addition, students are not allowed to leave campus in a vehicle during lunch.

**Weapons**
A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off school grounds at a school activity, function or event. This policy shall include any item being used as a weapon or destructive device or any facsimile of a weapon. Possession of a firearm/knife may result in expulsion from school for a period of **one calendar year** except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

**Note:** The key to **SUCCESS** at CHOICE and being a productive citizen in the community is:

*Attendance plus the A,B,C’s:*

**Attendance, Behavior, Cooperation**

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol/Drug use or possession (including possession of paraphernalia or being in close proximity to another student who is in possession or under the influence of a banned substance)* (per school career)</td>
<td>45 day suspension – may be reduced if student participates in True North Student Assistance Program</td>
</tr>
<tr>
<td>Behavior referrals -- this includes lunch open campus violations (per term)</td>
<td>Warning</td>
</tr>
<tr>
<td>Cell phone or music player (MP3, iPod, etc.) use during class time (per term)</td>
<td>Loss of phone for the day</td>
</tr>
<tr>
<td>Closed campus violations (per term)</td>
<td>Student is sent home for the day</td>
</tr>
<tr>
<td>Disrespect to staff (refusal to follow reasonable directions, cussing at staff, etc.)</td>
<td>Consequence depends upon - for severe incidents</td>
</tr>
<tr>
<td>Assault, fighting, possession of weapons (including all participants in a fight, those who encourage a fight, and those who threaten another student)* (per school career)</td>
<td>Emergency expulsion followed</td>
</tr>
<tr>
<td>Gang activity or affiliation, harassment and/or intimidation* (per school year)</td>
<td>Warning</td>
</tr>
<tr>
<td>Smoking or vaping in prohibited areas, or possession of tobacco products on campus (per term)</td>
<td>Warning and confiscation of tobacco products</td>
</tr>
<tr>
<td>Vandalism or destruction of property* (per school year)</td>
<td>Restitution for damage</td>
</tr>
</tbody>
</table>
2nd Offense | 3rd Offense | Multiple Offenses
---|---|---
90 day suspension - may be reduced if student participates in True North Student Assistance Program | Expulsion—may be reduced if student participates in True North Student Assistance Program | See 3rd Offense
Restitution (detention or alternative) | Restitution (detention or alternative) | Suspension and/or change in program
Loss of phone for the day | Loss of phone for the day | Suspension
Student is sent home for the day | Suspension | Multiple day suspension and/or change in program
severity - staff member will write a behavior referral for minor offenses the student will automatically be suspended or emergency expelled by presentation to staff where further consequences will be determined

1 day suspension | 3 day suspension | Multiple day suspension/ expulsion/change in program
Restitution and confiscation of tobacco products | 1 day suspension | Multiple day suspension and/or change in program
1 day suspension plus restitution for damage | 3 day suspension plus restitution for damage | Multiple day suspension/ expulsion/change in program

Note: All school regulations and policies apply to students on or near the school grounds and at any school event. Also, offenses marked with an * may—be referred to the Shelton Police Department.

Other Important Information

Bus Transportation
School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student should ride the bus to which he/she is assigned. Any request to ride a different bus must be in writing, signed by the parent/guardian, and approved in advance by an administrator (or her designee). Students will only be allowed off the bus at school, at home, and locations requested in writing by parents and approved by an administrator. The bus driver is in charge and students must comply with the requests of the driver. For safety reasons, passengers will not be allowed to carry balloons or glass containers on any school bus. Students suspended from the bus cannot ride any Shelton School District school bus during the suspension period.

Counselor
CHOICE has a school counselor available to students and families during the school year. At the counselor's office, students may discuss interpersonal issues, student-teacher problems, harassment, depression, Running Start applications, college applications, career goals, pregnancy and pregnancy prevention, conflict mediation, family issues, homelessness issues, drug and alcohol referrals, mental health issues, etc.

Delays Because of Weather/Emergency School Closure
Parents of students riding buses are advised to listen to the radio and television when stormy conditions exist, especially in the winter. Weather related late starts, early releases, and cancellations will be broadcast on local radio KMAS (AM 1030), major TV stations, and on the Shelton School District website. Parents can also sign up to receive automated emergency notifications. Please speak to the CHOICE secretary for more information. Generally CHOICE will start at 10:20 am if bad weather causes a delayed start to school.

Family Education Rights and Privacy Act (FERPA)
The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents or students, if they are at least 18, have both the right to inspect records kept by the school about the student, and the right to correct inaccuracies in the student’s records.
Generally, schools must have written permission from the parent or eligible student in order to release any information from the student’s educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

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

Graduation
CHOICE offers two graduation ceremonies a year, one in February and one in June. Students who attend a CHOICE program are welcome to participate in the graduation ceremony provided all graduation requirements have been met prior to the posted deadlines. CHOICE students will not be allowed to participate in the Shelton High School graduation ceremony.

Health Services
Basic health services are offered in the main office. If a student becomes ill during the day and wishes to go home, the student must first make contact with a parent or guardian then sign out with the office staff.

In order for any medication to be administered by school personnel, an authorization form must be signed by both the parent/guardian and the physician. The physician must indicate the dose and time medication is to be administered.

It is mandated by Washington State that all medication is to be brought to the office by the parent/guardian, in the original prescription bottle, indicating the frequency and correct dosage to be given. Forms may be picked up in the office.

Immunizations
All children enrolled in Washington schools must have an updated “Certificate of Immunization Status” on file. For those students who oppose immunization for religious or personal reasons, a signed waiver is required to be on file. A waiver form is available in the school office upon request. Your family physician may do immunizations or you may take your child to the Mason County Health Department.

Lockers
Lockers with school combinations locks are available to students without charge. To obtain a locker, the student should complete a locker request form and turn it in to the school office. Lockers are considered school property and the student will be held responsible for any damage or misuse of the locker. Upon authorization of a building administrator, lockers may be searched. The following are rules that will help keep your locker secure:

1. Do not exchange lock combinations with other students.
2. Do not trade lockers with other students. There will be times that we will need to get into your locker, such as extended illness on your part. If you have traded lockers with another student, it will make this task difficult, if not impossible.
3. Be sure to always lock your locker securely.
4. Keep the door free from posters, graffiti, etc.

Lockers are not to be accessed during class time. Lockers are to be used between classes, lunch time and before/after school only. Under no circumstances should a student leave money or valuables in a locker. The school cannot assume responsibility for students’ possessions.

Lost and Found
Lost and Found articles are held in the Solution Center. The school is not responsible for lost or stolen items.

Meals
Student behavior during the meal periods should be based on courtesy and cleanliness. Students will go through the line and pay for their choice of food. Free or reduced price lunches/breakfasts are available upon application, provided the family income falls within certain income guidelines. Applications for free/reduced lunch are available to all families at enrollment and forms are available in the CHOICE office. Free and reduced applications must be completed and turned in at the
start of each school year. Families participating in the Free/Reduced meal program from the previous school year will receive benefits for the first thirty serving days of the current year. If a new application is not submitted, families will be terminated from the program.

Charging meals will not be allowed. Under certain circumstances a three-meal charge will be enforced. A cheese sandwich and milk will be provided when the three charge limit is exceeded until charges are paid. If you have questions, feel free to call the Food Service Office at 426-2533.

Student Activities
Students have access to all district sports and clubs that are not offered at CHOICE, provided they maintain academic eligibility. CHOICE students may not attend SHS or OBJH dances unless invited by a student from one of those schools.

Telephone Messages
Office telephones are primarily for official school business. Students may not use the phone in the front office without staff approval. Messages for students will be given at the end of the school day, during lunch, or as soon as reasonably possible. Parents are asked not to call students during the school day unless there is an emergency; if there is an emergency, please call the main office (rather than calling the student’s personal cell phone) so that we can notify the student and provide support, if needed.

Textbook Usage/Fines
It is the school policy that any book that is lost, mutilated or destroyed in any manner be replaced by the student to whom it was originally checked out, with that student paying the price of a new book.

Transgender Students
Shelton School District is committed to providing a safe, discrimination free environment for all students, regardless of sex, sexual orientation, gender identity, or gender expression (SSD Policy 3211). Students have the right to be addressed by the name and pronoun that corresponds to their gender identity. All students have the right to use the restroom that corresponds to their gender identity. In addition, CHOICE provides several gender neutral restrooms. Speak with your counselor if you have any concerns regarding this policy.

Visitors
Parents are welcome at CHOICE High School; however, they are asked to call ahead for an appointment. In order to insure a smooth running and safe school environment, parents and visitors are asked to sign in at the front office upon arrival on campus. Parents and visitors who would like to speak with a staff member are asked to call in advance so an appointment can be scheduled. Please be aware of the following:

- All visitors must report to the office for a Visitor's Pass.
- Student guests are not allowed unless the visit is arranged in advance with the CHOICE principal.
- Any person found on the school grounds without permission is trespassing and subject to arrest by police authorities.

Parent Expectations

- As the parent/guardian, I have read the CHOICE attendance policy, and I understand that I must excuse my child’s absence within five days. I agree to attend each check-in, or send another adult in my place. I also agree to keep my contact information up to date.
- As a parent/guardian, I agree to support the school’s technology policy, and contact my child by calling the office if I need to reach him/her during the school day. I also agree to pick up my student’s personal equipment if he/she has it out during class and has it confiscated by the principal.
- As a parent/guardian, I agree to support the school’s substance abuse policy as outlined in item #3 above. I agree to arrange for a ride home for my student if he/she is under the influence of drugs, alcohol, or other substances at school, or if he/she is perceived to be under the influence. I agree to pick up any items confiscated by the principal as a result of a reasonable search.
- As a parent/guardian, if my student leaves campus without permission at any time other than lunch, I understand he/she will be sent home for the remainder of the day, and that I am responsible to find a ride home for my student when the school calls. I understand that the periods my student misses will count as unexcused absences in this situation.
- As a parent/guardian, I agree to support the school in enforcing the CHOICE discipline policy. I understand that if my student does not follow the discipline policy or live by the CHOICE Community Agreements, he/she may be transferred immediately to another program or school that more appropriately meets his/her needs.
CAT Club:  Advisor:  Mike Kuhns
CAT Club provides students with the opportunity to participate in service projects that benefit C.H.O.I.C.E. and/or the community of Shelton.

CHOICE PRIDE CATS Club:  Advisor: Priscilla Ramirez
The PRIDE CATS club provides students with a safe, welcoming space for LGBTQ students and their allies to socialize and communicate about issues they hold in common. One of their goals is to promote tolerance and equality throughout the school.

Native Studies Club:  Advisor:  Luanne Bigbear
The Native Studies Club enhances students’ understanding and appreciation of local Native American cultures.

Outdoor Club:  Advisor:  Doug Sells
Outdoor Club increases student appreciation of the natural environment while introducing them to healthy leisure pursuits.

Senior Club:  Advisor:  Mike Kuhns
Senior Club provides a venue for graduating students to meet and discuss issues pertinent to the senior year. A primary function of the club is to fundraise for activities such as senior trips and dances.

VOICE Club:  Advisor:
VOICE club provides students with an opportunity to explore literary arts including creative writing, verbal expression, and plays. A primary activity of the group is compilation of the school’s literary magazine.

Please take this handbook home and share the contents with your parents/guardians. After they have looked it over, have them sign below. Your teacher will check to see that this handbook is signed before you can complete orientation.

Acknowledgement of Receipt of Student Handbook Information

I have read and agree to abide by the CHOICE policies as stated in this handbook:

Student signature: ____________________________

Parent/Guardian signature: ____________________________

Staff signature: ____________________________