



Highline CHOICE Academy

Home of the Wolves



Student/Parent Handbook

2013-2014

Revised 8/30/13



HIGHLINE CHOICE ACADEMY

Woodside Campus
18367 8th Avenue South
Seattle, WA 98148
(206) 631-7630

***Providing all students with a safe and
supportive learning environment which
emphasizes academic excellence,
personal integrity, and social
responsibility***

Revised 8/30/13

**HIGHLINE SCHOOL DISTRICT
VISION**

Educate Every Student and Expect Excellence

**CHOICE ACADEMY
MISSION STATEMENT**

Provide all students with a safe and supportive learning environment which emphasizes academic excellence, personal integrity and social responsibility

ABOUT CHOICE

Highline CHOICE Academy is a parent partnership program offering an alternative learning environment for 7th through 12th grade students. Teachers, parents and students partner together to ensure the student's successful school experience.

In addition, Highline CHOICE Academy at Woodside offers a unique educational experience through the additional supports available to students and families. For nearly 20 years our community partners have worked closely with the school district to provide case management, job readiness training, counseling, and numerous other services to students. Students at Highline CHOICE Academy have access to our community partners throughout their education at Highline CHOICE Academy. Most students, if needed, will be able to access the resources made available to them from different

Revised 8/30/13

organizations. See the Resources Section of this Handbook for a list of our on-site partners who maintain representatives and direct student services at the Alternative Programs Office at Salmon Creek, 614 SW 120th St. Burien, WA 98146.

School Hours:

8:00am-12:21 pm M-Thurs (on-site core classes)

12:57-1:47 Elective A on campus

1:49 -2:39 Elective B on campus

8:00 -11:46 **Friday**

Fridays are mandatory

On Campus for all Students who have not received a Home Study Pass

Office Hours:

7:30am-2:00 pm Monday - Friday

Master Schedule:

(Monday-Thursday)

- 1st Period 8:00 – 8:55
- 2nd Period 8:57 – 9:52
- Break 9:52 – 10:00
- 3rd Period 10:02 – 10:57
- Advisory 10:59 – 11:24
- 4th Period 11:26 – 12:21
- Lunch 12:23 – 12:53
- 5th Period Elective 12:57 – 1:47
- 6th Period Elective 1:49 – 2:39

Revised 8/30/13

- **Master Schedule:**

(Friday)

- 1st Period 8:00 - 8:55
- 2nd Period 8:57 - 9:52
- 3rd Period 9:54- 10:49
- 4th Period 10:51 - 11:46
- Lunch 11:48- 12:18

Administration:

Michael Sita

Principal/Coordinator of Secondary Alternative Programs

Michael.Sita@highlineschools.org

Francis (Frank) Cantwell

Administrator

Francis.Cantwell@highlineschools.org

Andrea Love

Counselor

Andrea.Love@highlineschools.org

Teaching Faculty:

Kay Greenberg

Language Arts & Journalism

Kay.Greenberg@highlineschools.org

George Wheeler

Science, Technology, Engineering & Math (STEM)

George.Wheeler@highlineschools.org

Nicole Starkey

Revised 8/30/13

Math, Health & PE

Nicole.Starkey@highlineschools.org

Kristie Powers

Highline Homeschool Center

CHOICE Middle School Social Studies /Advisor

Kristie.Powers@highlineschools.org

Laura Mitchell

High School Social Studies & Advanced
Placement

Laura.Mitchell@highlineschools.org

Support Staff:

Jennifer Browning

Office Manager/Bookkeeper

Jennifer.Browning@highlineschools.org

Dolly Knuth

Para-Educator, Advisor & ASB

Dolly.Knuth@highlineschools.org

**To contact teachers: Email or contact the
office at 206-631-7630**

TABLE OF CONTENTS

Revised 8/30/13

Academic Programs	8,9
Academic Standards	19
Admin	5
ASB Officer	10,11
Attendance	11,12,13
BECCA	14,15
Behavior	16,17,18
CHOICE Partners	30
Discipline &Consequences	20,21
Dress Code	21,22,23
Drugs, Alcohol and Illegal Substances	23
Guest Teaching	23
Health	25,26
Makeup Work	16
Parking	26
Personal Belongings	27
Resources	29,30
School hours	4,5
Search Policy	28
Smoking	29
Student Agreement	16,17,18
Support Staff	6
Unauthorized Sales or Fundraising	29
Visitors	29

ACADEMIC PROGRAMS

Revised 8/30/13

Advisory:

Highline CHOICE Academy assigns Students to an advisory group. These students meet with their advisor for a half hour Monday-Thursday to work on graduation plans, life skills, future planning, student portfolios and elective presentation. Students will receive elective credits for advisory at .25 per semester.

All elective classes completed off-campus fall under the ALE independent contract requirements. These requirements are an integral part of our parent partnership program and are overseen by the Advisory teacher. Grades for these elective courses are contingent on weekly logs filled in by both student and mentor, then authenticated by parents/guardians. Participants in this program commit to legal authentication of weekly logs, a monthly progress check, signature, and a minimum of one night per semester for formal presentation of their student's achievements.

Comment [ML1]: Inserted; may need revision by Andrea, Sharon, or Mike

Puget Sound Skills Center (PSSC):

Students may participate in vocational programs at the Puget Sound Skills Center (PSSC) while attending Highline CHOICE Academy. PSSC offers technical and

occupational job training programs in morning and afternoon sessions at PSSC and within walking distance from the Highline CHOICE Academy. Students, except seniors, take either

Revised 8/30/13

morning or afternoon classes that work with their Highline CHOICE Academy schedule.

Running Start:

Running Start is an exciting opportunity for students to earn college credits while still enrolled in High School. Students can enroll in any community college in the state. Once enrolled, students are fully integrated into the college system and are expected to perform at the college level. A high level of independence, maturity, and academic rigor is expected of these students. Tuition for Running Start students is free but students are expected to pay for books and fees. Please contact the counselor for more information and to complete paperwork.

Parent Conferences:

We want to build a relationship with our students and families and we encourage you to contact teachers frequently. They can be reached by phone, email or a meeting can be set up through the Main Office, 206-631-7630, by calling or e-mailing teachers directly.

ASB OFFICERS & REPRESENTATIVES

Highline CHOICE Academy aims to assure that all ASB officers are working toward a common, higher standard, and that parents/guardians are supporting the expectations and rules surrounding this esteemed position.

Revised 8/30/13

Upon being elected into office, the ASB officers and representatives shall:

- Act in a way which reflects the best interests of the school.
- Supports all decisions of the Executive Administration.
- Exemplify the four traits of the Highline CHOICE Academy Behavior Expectation: Respect, Responsibility, Excellence and Initiative
- Be a positive role model and demonstrate outstanding leadership skills.
- Continue to maintain at least a 3.0 GPA every quarter while in office.
- A quarter grace period will be given to raise grades to this standard.
- Two quarters of not meeting GPA standard will result in removal from position.
- Any failing grade (F) earned at quarter will be cause for immediate removal from office.
- Violation of any school rules/policies which have resulted in a suspension or Principal referral, while in office, will also be cause for immediate removal from office.
- In the event that removal from office takes place, the student will be prohibited from running in the next year's election.
- In the event that a President, Vice President, Secretary, Treasurer or Class Representative are unable to fulfill or are

Revised 8/30/13

removed from his/her duties, a new election may be held through third quarter.

- Therefore, Highline CHOICE Academy requires that the undersigned student and parent or guardian understands and agrees to the following, and supports these rules and expectations through their on-going actions and behaviors:

ATTENDANCE

Highline CHOICE Academy complies with Washington State Mandatory Attendance Law, RCW 28A, which states all students living in the State of Washington have to attend school until they either graduate, or turn 18, whichever one occurs first.

Student absences can critically affect student credit and success. Highline CHOICE Academy expects students to attend school every day it is in session. HSD will file a truancy petition against the student in Juvenile Court if he/she fails to attend school. The penalties for non-attendance could result in community service or juvenile detention time.

Parents/Guardians may excuse a student's absence by sending a note when they return back to school. If the parent/guardian doesn't call, Highline CHOICE Academy will make every effort to communicate with you in a language you understand. However, let us know if a bilingual family member or friend will act as a message taker during the school

Revised 8/30/13

day. District Tutors/Interpreters are available after school hours only.

All absences are Unexcused until a note is received by the office.

The 5 reasons listed below are the **ONLY** valid reasons for missing school:

1. Illness: After 3 or more days including Fridays, students must have a doctor's note excusing 4+ days' absences.
2. Previously scheduled medical, dental, or counseling appointments; however please make every effort schedule appointments in the afternoon.
3. Religious holidays.
4. Major family events (marriages, funerals, etc...)
5. Mandatory court appearances: Since these are pre-arranged, the office manager needs to be notified ahead and homework assignments completed ahead, if possible.
6. #'s 3, 4, 5 need prior approval with teachers and work turned in ahead for full credit.

FAMILIES IN CRISIS: Please let Mr. Michael Sita, Principal, and/or Ms. Andrea Love, Counselor, know if your family is experiencing a crisis. They, along with Highline School District Social Workers and Homeless Family Advocate, are here to help you. The following policies regarding attendance will be followed at Highline CHOICE Academy:

Absences	Academic
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Revised 8/30/13

	Consequence
1-9	Must make up work
10-14	Reduction of letter grade by one Conference required with Parent/Guardian
15 or more	Loss of Credit May appeal Appeals committee will include staff, Admin. & Counselor

Tardiness:

Students will not be admitted once class starts without an admittance slip from the front office to enter class. They will be charged with a Tardy. **A student is considered tardy after the bell rings.**

10-Minute Rule:

If a student is more than 10 minutes late to class, the student will be charged with an absence, but may be admitted to class upon the discretion of the teacher **(this may reflect on grades) A student will be marked Tardy.**

Tardy	Academic Consequence Per Quarter
1 - 2	Warning Must make up work

Revised 8/30/13

3	Will result in 1 hour Detention
6	Reduction of class grade

Truancy:

A student is considered “truant” if the student has unexcused absences from school. A student has an "unexcused absence" when, without excuse, the student missed the majority of hours or periods in a given school day.

THE BECCA LAW:

Washington's truancy law is known as "The Becca Bill." According to this Washington State law, all children, ages 8 through 17 must attend school. The law requires that parents cause their child to attend school. The law also requires the school district to take legal action if a student is truant.

The legislators, school districts, and courts share the common goal of requiring students to attend school on a regular, full-time basis without acquiring unexcused absences.

There is no doubt that improving school attendance increases the likelihood that children will be successful in school. Also, improved attendance decreases the occurrence of problems related to inappropriate social behavior.

Chapter 28A.225 RCW Compulsory School Attendance And Admission

Revised 8/30/13

RCW 28A.225.010 Attendance

mandatory. All parents of any child age 8-17 shall cause such child to attend school and such child shall have the responsibility to, and therefore shall, attend for the full time when such school may be in session.

RCW 28A.225.030 Petition to juvenile court for violations by a parent or child — School district responsibilities:

School districts are required to file a petition with the juvenile court for attendance violations by a parent or child. If a student accrues 7 unexcused absences in a month or 10 in a school year, the school district must file a petition to compel school attendance with the King County Juvenile Court. The school also has the option to file a petition if a student has 5 unexcused absences. A petition may be filed for excessive excused absences if such absences cause a serious adverse effect on the student's academic progress.

RCW 28A.225.090 Court orders — Penalties

If the student is found to be truant, the court will order the child to attend school and may order sanctions including writing a paper, community service, or detention. If the parent is found to be in violation of the Becca Bill, the parent may be fined up to \$25 a day for each day of unexcused absence from school.

Ownership of Make-Up Assignments:

Revised 8/30/13

It is the Students and parent/guardians responsibility to know each teachers expectations for make-up work, and to ensure that the missing assignments are completed according to those expectations. Otherwise, credit may not be given for missed work.

BEHAVIOR

Highline CHOICE Academy families and students are held to a high standard of personal behavior and are expected to support the school's mission of academic excellence and social responsibility.

In order to promote an environment that is focused on all students' learning, it is important that all students follow the behaviors described below. If these basic rules of behavior are not followed, the quality of teaching and learning for everyone declines, and student safety may be jeopardized.

By enrolling your son/daughter in Highline CHOICE Academy, **Parent/Guardian agrees to the following:**

- My child will attend classes on a regular basis at Highline CHOICE Academy 5 days a week.
- I will volunteer in an area of expertise pre-arranged during opening conferences to support the overall Highline CHOICE Academy program. This will be co-ordinate through our PSO Volunteer Coordinator

Revised 8/30/13

- I will attend four (4) one-hour PSO meetings held on prescheduled days.
- I will sign monthly cohort elective forms. Student will receive an incomplete grade if parent/guardian fails to sign the forms acknowledging student participation in the elective course.
- I will serve as facilitator with the advisory teacher in the planning and execution of elective classes, helping their child develop measurable goals and oversee participation in their elective classes
- I will help to ensure that volunteer parents, students, teachers and staff will be treated with respect at all times (please see Highline CHOICE Academy Adult Behavior Policy)
- I will take ownership of student's behavior including language, politeness, and respectfulness.

By enrolling in Highline CHOICE Academy,
Student agrees to the following:

- I will attend classes on time, on a regular Basis, including Fridays, and will not leave classes until dismissed.
- I will follow the rules in each of my classes and those outlined in this Handbook.
- I will treat staff, students, and property with respect and will comply with Highline District policy
- I will pay attention to the learning activity and participate in class assignments

Revised 8/30/13

- I will put away anything that could distract my attention from class
- I will be honest with adults and report misconduct that I see on campus or in class
- I will work on my assignments and focus on learning while in class, which includes:
 - a. Paying attention to the learning activity
 - b. Working on assignments as directed
 - c. Talking only when it is appropriate
 - d. Being fully cooperative with adults, especially when student safety is at issue
- I will use appropriate language at all times.
- I will be proud of my school and my learning
- I agree to adhere to a dress code of neatness and modesty that will not be considered disruptive to the learning environment as determined by the classroom teacher

ACADEMIC STANDARDS & CONDITIONS FOR CONTINUED ENROLLMENT

Continued enrollment at Highline CHOICE Academy requires that the undersigned student and parent or guardian understands and agrees to the following, and supports through their on-going actions and behaviors:

- Continued demonstrated academic success maintaining a grade of “C” or better in all

Revised 8/30/13

academic and elective classes at mid-quarter progress reports, Quarterly Progress Grades, and Final Semester Grades

- With parent sponsorship, actively participating in at least one approved off-site elective per semester during afternoon period(s).

- Cooperating with Teacher Advisor to ensure that all off-site electives meet the guidelines, goals, student support and paperwork requirements for approval by Highline CHOICE Academy staff.

- Regular and punctual attendance to all classes **Monday through Friday** including morning Advisory, Friday Academic Assistance and well documented consistent activities for off-site electives.

- Consistent adherence to positive behavior (PBIS) and safety policies set forth by Highline CHOICE Academy Staff and Highline Public Schools Board of Directors.

- Demonstrated independence and enthusiasm for learning, taking full responsibility to complete assignments, access resources and academic supports, and communicate honestly with teachers.

- Daily and ongoing behavior by parents and students that reflect our Highline CHOICE

Revised 8/30/13

Academy universal values of: Respect,
Responsibility, Excellence and Initiative.

DISCIPLINE AND CONSEQUENCES

Standard district discipline and consequences are described in the Highline Public Schools Responsibilities and Rights Handbook. At Highlineschools.org

A few in-house strategies that are used at Highline CHOICE Academy:

Send-Home:

Send-Home is an administrative level disciplinary consequence where a student is sent home and charged an unexcused absence for the day. A parent will be notified, and the student is not to return to school until a discussion by phone or in person has occurred between a parent/guardian and the Principal.

Suspension:

Suspension is a high-level disciplinary consequence which may be utilized with consideration of a student's previous disciplinary history, and the time remaining in the session. If enforced/sanctioned, parents/guardian will be notified by phone and formal written letter from the district.

Emergency Expulsion:

When a student has created an immediate volatile disciplinary or safety risk situation the student may be emergency expelled from the

Revised 8/30/13

Highline CHOICE Academy Campus. The student is not to return until an appropriate consequence has been determined by Highline CHOICE Academy administration. Parents/Guardian will be notified by phone and formal written letter from the District.

DRESS CODE

The Highline School District and school staff believe that learning best occurs in a positive atmosphere. To that end, we expect our students to help create that environment. Students should report to school each day neat and clean. Appearance expectations will be enforced throughout the campus. As determined by Highline CHOICE Academy administration and consistent with Highline CHOICE Academy Dress Code Policy, appearance which causes disruption of the educational process or presents health or safety issues will not be allowed. The following appearance expectations are for all Highline School District schools and activities.

- Shoes are to be worn at all times
- Clothing or tattooing with inappropriate language or any reference to tobacco, drugs, alcohol, or gang affiliation (including bandanas) is not allowed
- Shorts, skirts, and dresses are to be long enough to maintain modesty while standing or sitting. These items should reach mid-thigh
- Maintain good hygiene

Revised 8/30/13

In addition, because Highline CHOICE Highline CHOICE Academy expects students dress for work not play, as in a work place setting, the following are **NOT** allowed for **ALL** Highline CHOICE Academy students:

- Drug-related, obscene or sexist T-shirts or clothing, or those that contain inappropriate words, symbols or pictures
- Distracting hairstyles (if hair hangs in student's eyes, it may be deemed distracting to his/her learning).
- Sagging pants, boxer shorts, stomachs or underwear showing
- Gang-related clothing, symbols, or other items
- Hats, caps, bandannas or other headwear
- Spaghetti strapped Halter or tank tops or other beach or play- type attire

Dress Code Violations

At the time of violation a copy of the Behavior Incident Form will be sent home with the student. **Before the student can return to school, parent and student signatures will be required on the form.** Should violations continue, a meeting will be requested to resolve any ongoing issues.

Drugs, Alcohol, and Illegal Substances:

The sale, distribution, use, or possession of alcoholic beverages, illegal substances, prescription drugs, and paraphernalia on or adjacent to district property or at district-sponsored activities is strictly prohibited.

Revised 8/30/13

School district policy violations include prescription drug abuse, look-alikes purported to be illegal substances, abuse of over-the-counter medication, intoxicants which are inhaled, and being under the influence of any of the above. Any student taking prescription medication must turn it in to the office and have the school nurse dispense it.

Guest Teachers:

Throughout the school year we expect a good relationship between students and Highline CHOICE Academy teachers. In the event of a teacher's absence, it is necessary to have a guest teacher, or "substitute" in the classroom. Students are expected to be respectful and follow the directions of the guest teacher.

Students are expected to go out of their way to cooperate and help the guest teacher with the difficult task of substituting. Teachers receive written reports from their guest teachers and look forward to these reports being positive. Students removed from a guest teacher's classroom will not return to that teacher's class for the rest of the day and may be sent home at administrator's discretion.

Closed Campus:

Highline CHOICE Academy operates a Controlled **Closed Campus**. This means students must remain on campus during their classes, but are required to leave campus when their own particular school day is concluded.

Students who are not conducting business, waiting for a class, or directly

Revised 8/30/13

involved in an activity are asked to leave the school grounds.

Students are not allowed in the staff workroom or in the Front Office unless conducting business with or on behalf of campus personnel.

Unless students are actively conducting business in the Front Office, students are asked to keep these working spaces clear and quiet.

** Failure to adhere to the above expectations as well as those policies of the Highline School District will result in a conference with the Highline CHOICE Academy staff and possible referral to the administration.

<p>HEALTH</p>

All injuries or illnesses should be reported to a teacher. Emergencies that arise will be managed by school personnel. In case of an emergency, it is very important that school records reflect the correct and current telephone numbers and addresses of parents or guardians, as well as emergency contacts. Health services can be arranged for students with additional needs. Contact, **Jennifer Browning** in the Main Office for more information.

If a student needs to take medication at school, a current district medication authorization form is required. This form will be completed by the student's doctor and parent or guardian. The Main Office can arrange for storage and the dispensing of prescription medication upon

Revised 8/30/13

receipt of the form. If the student needs to take over-the-counter medication, they may carry it with a note from home. If they have asthma, they may carry an inhaler after a district medication authorization form signed by a doctor and parent/guardian is on file. Students with ongoing health issues will be monitored by the assigned school nurse.

The school does not have the authority to administer medication prescribed by a doctor without authorization from a doctor and authorization from home.

Immunization Law:

In order to protect the student from a number of childhood diseases, Washington law requires that all children admitted to public school be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella (German measles) and mumps. If an immunization record is not on file at school, the nurse will contact the parent or guardian.

PARKING

An enclosed Staff and Student Parking Lot are available on the southwest side of the Highline CHOICE Academy wing. It is patrolled by security.

- Please avoid street parking in front of the Woodside Campus

Revised 8/30/13

- **Do not park in front of HCA. It is NOT a student drop off. District Service Vehicles and Security frequently need access to the Loading and Drop off zones in front of the building. This is a fire lane**

Drop off and pick-up will be in front of the main building

PERSONAL BELONGINGS

Bring to School at Your Own Risk!

The following items are allowed on campus and may be used with some basic restrictions **(while these items are allowed at school, please be aware that district security and partner staff will not be responsible for, or investigate the loss or theft of, such items):**

Bicycles, Rollerblades and Skateboards:

For the safety of all, riding and rolling such items on school walkways is not allowed. Please ride only on the street. No riding or skating on campus. Bicycles must be locked outside.

Cell Phones, iPods, Music Players, etc.:

Revised 8/30/13

Cell phones and similar technologies are allowed on campus and may be used with some restrictions. Cell phones must be turned off in classrooms. With teacher discretion and direction, students may be allowed to use technology devices for educational and instructional purposes. Campus staff reserves the right to collect cell phones from students if misused. It is against school policy to use another student's technology.

These technologies may not be used in classes during class time. Teachers have the right to collect those items being misused. Earphones (e.g.: ear buds) are not to be worn in class unless they are used to work on school computers.

SEARCH POLICY

The Principal and /or an authorized representative possess the authority to investigate and correct student misconduct. To maintain order and discipline in the school, and to protect the safety and welfare of students and school personnel, school authorities may search a student and his/her effects and may seize any illegal or unauthorized materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, any item considered disruptive to the function and mission of the school, or any item described as unauthorized in the school rules cited in this Handbook.

Revised 8/30/13

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. All searches by authorized representatives shall be reasonably related to the objectives of the search and not excessively intrusive. In other words, a student's person and personal effects are searched only when a school official has reasonable suspicion ("just cause") to believe that a student is in possession of illegal or unauthorized materials.

SMOKING

Smoking is not allowed at Highline CHOICE Academy, or on any school grounds.

UNAUTHORIZED SALES OR FUNDRAISING

All sales and fundraising activities are scheduled through the Main Office. Students are not to buy or sell food or participate in fundraising activities unless the fundraising activity is sanctioned by a school administrator.

VISITORS

We welcome parents and guardians who would like to visit Highline CHOICE Academy. In order to ensure the safety of staff and students, **all volunteers, parents, and visitors**

Revised 8/30/13

must check-in with the Main Office and wear a name tag. School personnel have the right to know the identity of all persons in the building. **Student visitors are not allowed on campus during the school day unless arranged and approved by school administrator prior to the day of visit.**

RESOURCES

Computer Lab:

Internet use is intended for school assignments only.

Use of computer labs must be approved by staff member.

Hours: 8:30–12:00pm

Computer Lab may be used during the afternoon with teacher supervision.

Fees:

Science Lab

Student Planner

Yearbook (optional)

PSO (Parent Student Organization)

ASB/Student Fee

Classroom Resources:

Students and parents/guardians will be financially responsible for lost or damaged books.

Take care of the items you check out. Students will be required to pay for lost or damaged items.

Breakfast/Lunch Programs:

Revised 8/30/13

Students who are eligible for Free and Reduced Lunches will need to complete the appropriate paper work and return it to Child Nutrition Services at the district office. This form should be given to you during the intake process or you can get a copy from the Office Manager. Students who would like to purchase lunch at the regular price should see our office manager.

This page must be signed and returned to the Office Manager before your student begins classes.

I have read the Highline CHOICE Academy handbook in its entirety and I agree to the rules, regulations and requirements of the program.

Student Name (Please print)

Student Signature

Date

Revised 8/30/13

Parent Name (Please print)

Parent Signature

Date

Revised 8/30/13