ALBANY OPTIONS SCHOOL

STUDENT/PARENT HANDBOOK

2017 – 2018

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Office hours: 7:15 am – 4:00 pm

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GREETINGS

Welcome to Albany Options School. Albany Options School (AOS) is an accredited alternative school serving high school students who have demonstrated a need for a smaller learning environment.

The AOS staff works with each student to achieve growth both academically and socially. Responsible behavior, effort in academics, and a positive attitude are part of the instructional goals and overall school experience.

STAFF

Administration

Principal	John Hunter	john.hunter@albany.k12.or.us

Certified Staff

Choices 1/Choices 2	Diane Glass	diane.glass@albany.k12.or.us
GED / IHS	Christy Fitzpatrick	christy.fitzpatrick@albany.k12.or.us
Innovative HS		
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	Lindsay Roundy	lindsay.roundy@albany.k12.or.us
	Mark Wolfe	marka.wolfe@albany.k12.or.us
Special Ed. Case Mgr /IHS	Diane Glass	diane.glass@albany.k12.or.us
Counselor	Anna Harryman	Anna.harryman@albany.k12.or.us

Classified Staff

Clerical Specialist / Special Ed Clerical	Jennifer Burton	jennifer.burton@albany.k12.or.us
Clerical Specialist	Debra Fewless	debra.fewless@albany.k12.or.us
Office Manager / Registrar	Gwen Barker	gwen.barker@albany.k12.or.us
SEA	Marylou Boydston	marylou.boydston@albany.k12.or.us
SEA	Susan Gravelle	susan.gravelle@albany.k12.or.us
SEA	Mona Soot	mona.soot@albany.k12.or.us

ACADEMIC SCHOOL SCHEDULE

GED

Monday – Friday	8:15 am – 11:00am

CHOICES 1

Monday – Friday	11:00 am – 1:30 pm

CHOICES 2

Monday – Friday	2:00 pm – 4:00 pm

Innovative High School

Mon, Tues, Thurs, Fri	8:15 am – 3:20 pm
Wed – Early Release	8:15 am – 2:10 pm

Innovative HS
Regular Bell Schedule
Mon, Tues, Thurs, Fri

1	8:15 - 9:07
Brkfst	9:07 - 9:22
2	9:25 - 10:17
3	10:20 - 11:12
4	11:15 - 12:07
Lunch	**12:07 - 12:35**
5	12:38 - 1:30
6	1:33 - 2:25
7	2:28 - 3:20

Innovative HS
Early Release Schedule
Wed

1	8:15 - 9:00
Brkfst	9:00 - 9:22
2	9:25 - 10:00
3	10:03 - 10:38
4	10:41 - 11:16
ROCKS	11:19 - 11:45
Lunch	**11:45 - 12:16**
5	12:19 - 12:54
6	12:57 - 1:32
7	1:35 - 2:10

Campus Supervision

Parents are reminded that our office is open from 7:15 am to 4:00 pm and staff is available during these hours. Students needing help should contact the front office. Beyond these hours the campus is not regularly supervised.

GRADUATION REQUIREMENTS

Students must earn 24 credits and attend all classes in accordance with Board Policy and Oregon Revised Statute. Modifications to that requirement may be made through an Individualized Graduation Plan, as prescribed by Board Policy.

REGULAR DIPLOMA REQUIREMENTS

English/Language Arts ……	4
Mathematics (Algebra 1and above)……	3
Science …….	3
Social Studies ……..	3
Applied Arts, Fine Arts, Technology, 2nd Language……..	3
Health ……..	1
Physical Education ……..	1
Career Ed ……	½
Electives ……...	5 ½
TOTAL CREDITS ……	**24**

* All students must show proficiency in **READING** and **WRITING** and **MATH** to graduate – either with a MEET on Smarter Balance Tests or by completing state approved alternatives such as work samples.

DIPLOMA TYPES

The Greater Albany Public School District awards the following diplomas/certificates:

- A **regular diploma** is awarded to all students who meet general graduation requirements.
- A **modified diploma** may be earned by students when parents, counselor and case manager determine that the regular diploma program is not appropriate.

CHARACTER TRAITS

The Greater Albany Public Schools values character education. We teach, model, and practice character traits that enable students to understand and interact in the world, appreciating and valuing differences. We expect every student and staff member to act with:

- **Personal Responsibility**
- **Courage**
- **Honesty / Integrity**
- **Self Discipline**
- **Social Responsibility**
- **Justice**
- **Kindness**
- **Respect**

Albany Options *ROCKS!*

	I will:	In the Library & Computer Lab I will:	In the Cafeteria I will:
***R*ESPECT**	• Value myself and all others. • Value the right and responsibility to earn a quality education. • Use appropriate in-school voice and language.	• After browsing, re-shelve all books. • Speak in a quiet voice. • Exit all programs and log off the computer when finished.	• Line up quietly, leaving space for the people around me. • Keep conversations positive – help stop gossip.
***O*WNERSHIP**	• Accept responsibility for my actions. • Make my work original.	• Use computers only for academic purposes. • Save papers and work to the "S" drive.	• Clean up after myself. • Write down and remember my Meal Time number.
***C*OURAGE**	• Take appropriate academic challenges that promote intellectual growth. • Stand up for what is right and fair. • Be unafraid to ask for help or say, "I don't understand."	• Do my best.	• Be inclusive and friendly to people I don't know.
***K*NOWLEDGE**	• Know the rules of the classroom. • Commit myself to gaining as much knowledge as possible. • Believe that knowledge brings opportunity for a better life.	• Explore books that are new to me.	• Be knowledgeable about healthy foods.
***S*AFETY**	• Think before I act. • Report any potentially unsafe situation.	• Always push in the chairs.	• Wash my hands before eating. • Always push in the chairs.

EMERGENCY PROCEDURES

Earthquake Procedures

If you are in the school building when an earthquake occurs, take the following precautions:

1. Protect yourself from falling objects by getting under a desk or table, preferably away from windows and bookshelves. If you are in the hallway, crouch down close to a wall and cover your head with your arms.
2. Once the shaking stops, evacuate the building using the same route as during a fire drill. Once outside, move well away from the building and stay with your class.

Fire Drills

Fire drills are an important part of our safety program. When the fire alarm sounds, everyone is to leave the building promptly and quietly in accordance with the directions posted in each room. Once outside, move well away from the building and stay with your class. Remain outside until you are given the "all clear" signal. Then return directly to your classroom.

Tampering with an alarm box or setting off a false alarm is a violation of Oregon law and school policy. The consequences of doing so are immediate suspension from school and referral to the Albany Fire Marshal.

Inclement Weather Procedures

School may be closed, released early, or delayed in opening because of inclement weather and highway conditions. **In the event of a delayed start the GED program will be cancelled**.

School delay/closure information for the District and the Willamette Valley is available from **FlashAlert** and from the following radio stations: (KGAL-1580 AM, KRKT-99.9 FM, KSND-95.1 FM-Spanish) and television stations (KATU Chan. 2, KGW Chan. 8, KOIN Chan. 6) usually by 7:00 a.m. The District web site at www.8j.net has the information posted under "Delays/Closures".

How to subscribe to FlashAlert:

1. Go to FlashAlert at http://www.flashalert.net/signup.html
2. Enter your email address and create a password to create an account. *NOTE: you must have an e-mail address to sign up to receive FlashAlert content.*
3. Click the Login button. Once you're logged in, you can change your emergency alert settings and/or add additional e-mail/text subscriptions.

Student Safety Responsibilities

Students are responsible for helping to maintain a safe school environment. If you become aware of unsafe behavior or situations at school, it is your responsibility to tell a staff member. We are aware that students often don't want to "tell" on their friends. However, that idea does not apply when a serious safety situation exists. For example, if you have information about weapons at school, conflict among students, self-destructive talk or behavior, drug dealing or students whose judgment is impaired by drugs or alcohol, your responsibility is to tell a staff member. The information you give is confidential.

Standard Response Protocol

standard™ response protocol

Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"
Lockdown - "Locks, Lights, Out of Sight"
Evacuate - "To the Announced Location"
Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at http://iloveuguys.org

Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:
- Return to inside of building
- Do business as usual

Teachers
- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:
- Move away from sight
- Maintain silence

Teachers:
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:
- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:
- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:
- For Tornado
- For Bomb
- For Hazmat

Methods:
- Drop, Cover and Hold
- And Seal
- In Silence

Students:
- Use Appropriate Method

Teachers:
- Use Appropriate Method
- Take roll, account for students

Evacuation

Walking Site – Calapooia Middle School

Bussing Site – Linn County Fairgrounds

i love u guys FOUNDATION

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DRAFT SRP Handout for Students and Parents | Version 0.9.3 | 08/18/2009 | Revised: 10/06/2009 | http://iloveuguys.org

BEHAVIOR

Attendance

Oregon State Law requires that parents/guardians are responsible for sending children between the ages of 7 and 18 years to school and maintain regular attendance during the entire school year. The primary responsibility for attendance lies with the student and the parents. Students are expected to attend school daily in accordance with the annual school calendar. They are expected to arrive at school on time.

Your child may be absent if he/she:

1) Is sick – but if the illness lasts more than two (2) days, you will be asked to obtain a medical excuse.
2) Is needed because of a family emergency. Call the school and let them know how long your child expects to be absent.

After a student accumulates two absences in any class during a six-week grading period, a letter is mailed by the school to the student's home to invite the parents/guardians to schedule a conference with the principal to discuss the problem. After three absences, a student may be denied credit and a change in the student program or other consequences will be identified as potential administrative action. A mandatory meeting with parent, student and administrator will be held to determine the status of the student and an appropriate course of action.

Tardiness

Students are expected to be in class in their seat at the posted start time. If tardiness becomes chronic it will be treated as student defiance leading to suspension, referral to the Truant Officer or expulsion.

Closed Campus

All students shall remain in the building from the time they arrive at school until the time they are dismissed. Personal business must be taken care of before or after school. **The parking lot is off-limits to students during the day.** If you must get something from your car please ask a staff member for assistance.

Behavior Off-Campus or Outside-of-School-Time

Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Homework

Students are responsible for completing all work on time. When a student is absent, it is the student's responsibility to get the make-up work and turn it in by the specified due date. Parents may request homework whenever students are absent. Please call the office to make the request and allow 24 hours before picking up assignments. You may want to call to verify that there is homework ready before coming to AOS. Students will have the number of days missed plus one to complete make-up work.

Food and Drinks

- No outside drinks are allowed on the carpeted areas or in classrooms at any time. Before school, at breaks and at lunch time outside drinks may be consumed in the cafeteria or outside.
- On the carpeted areas clear water bottles are allowed. All water bottles must contain water only, no exceptions.
- Food is not allowed in the classrooms or carpeted areas at any time.
- Food deliveries for lunch are not allowed, unless arranged and approved by school staff.

Telephone Messages

Our clerical staff is instructed not to accept telephone messages for students from anyone other than their parents/guardians. We request that parents/guardians restrict their calls to unusual or unforeseen reasons to eliminate interruption of classes. Please plan ahead to eliminate these calls whenever possible. Please do not call or text students on their cell phones during school hours.

Telephone Calls by Students

If a student is ill or having some difficulty, we will call the parent or have the student call in our presence.

Cooperating With Law Enforcement Agencies

School officials cooperate and work in conjunction with the Albany Police, Linn/Benton County Sheriff, and Oregon State Police as the need arises. Occasionally police request to interview students at school. Generally this is discouraged, but when it is deemed necessary, it will be allowed. In every case not involving child abuse, an attempt will be made to contact parents and request permission for the interview to take place. If parents cannot be contacted, the interview will only take place if, in the judgment of the school administrator, the child may possess information concerning an immediate and impending danger to persons and/or property. The interview will not take place during school time if parents refuse permission.

Secret Society/Gang Activity

The Greater Albany Public School District Board of Education believes that the presence of secret societies and/or gangs creates a threat of substantial disruption or material interference with school and school activities and is harmful to the educational process. Therefore, it is the policy of this school district that student membership in such secret societies and/or gangs in the school environment is prohibited.

For the purposes of this policy, a "gang" is defined as a group of people who interact among themselves to the exclusion of others, who have adopted symbols indicating membership, and who violate or promote the violation of law or initiate, or promote activities which threaten the safety or well being of person or property.

No student on or about school property or at any school activity shall be permitted to:

1) Wear, possess, use, distribute, display or sell any clothes, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation in any gang.
2) Commit any act or use verbal or nonverbal speech, including gestures, handshakes, or other such signs, showing membership or affiliating in a gang.
3) Use any speech or commit any act to further the interests of any gang or gang activity, including, but not limited to:
    a) Soliciting others for membership in a gang.
    b) Requesting any person to pay protection or otherwise intimidating, threatening, or harassing any person.
    c) Committing any illegal act or other violation of school rules or district policy.
    d) Inciting other students to act with physical violence or other form of harassment against any other person.

Nothing contained in this policy is intended to discourage the formation of, or membership in, organizations and activities which are not related to gang activities.

Students who violate this policy will be subject to disciplinary action within the guidelines of district policy, including suspension and expulsion.

Sexual Harassment

It is a violation of district policy for any staff member or any student to harass other staff members or students through conduct or communication of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile or offensive environment.

Harassment

Harassment is any unwanted physical, verbal, or sexual words, actions, or behaviors that has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communication is illegal and will result in appropriate corrective action.

Any student who believes he/she is a victim of harassment should contact an administrator as soon as possible after the incident. The incident shall be investigated in a timely manner by the administrator. The administrator will take corrective action when appropriate. This corrective action may include verbal or written warning, suspension or expulsion.

Cyber-bullying

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyber-bullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

Discrimination

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates.

Drugs, Alcohol, Tobacco (JFCI-AR)

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes drug possession, selling and/or use at school during the regular school day and/or at any district/school related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate.

For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form, nicotine, or nicotine delivering devices, chemical or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

Dangerous Weapons (JFCJ-BP)

No student shall carry, exhibit, display, or draw any firearm, dagger, sword, knife, or other cutting or stabbing instrument, or any other weapon capable of producing bodily harm in a manner and at a time and place that shows an intent to intimidate another, or that warrants alarm for the safety of person in the immediate vicinity. Dangerous weapons discovered at school will be confiscated and the student will be suspended pending an expulsion hearing. Proper law enforcement agencies may also be involved. Students who become aware of weapons at school have a responsibility to notify a staff member.

Electronic Surveillance

The district may use electronic devices in public areas of district property including school grounds and busses to ensure the health, welfare and safety of all staff, students and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. This is official notification to students, parents, guardians, and staff that electronic surveillance may occur on school grounds and buses, and evidence of violation may be used in disciplinary proceedings.

Directory Information – (Policy JOA)

Directory information is information in a student record which is not generally considered harmful or an invasion of privacy if released. Directory information can be released to the public through appropriate procedures.

Directory information may be released without prior consent after the district gives annual notice to parents of students or guardians or students 18 year of age or older or emancipated students.

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent or guardian, student over 18 or emancipated student within 15 days of annual public notice.

Address / Phone Changes

The office must be notified of any change of address or phone number that occurs during the school year so that we can update records.

Electronic Devices/Cell Phones

The use of cell phones and other electronic devices are allowed to be used before school, at breakfast break, lunch and after school in the following areas: outside, cafeteria, lobby and in library. They are not to be heard, thus, if used to play music or other such things they must be accompanied by earphones. They are to be kept out of sight and turned off during class time, assemblies, meetings, etc. Students who disrupt the educational atmosphere with these devices are subject to disciplinary action and their devices will be confiscated. The first offense the electronic device confiscated will be returned at the end of the students' school day. On the second offense the student may get their device after 24 hours or to the student's parents or legal guardian. On the third offense the will be confiscated and returned to a parent/guardian only. The principal will impose a restriction on the student being any electronic device to school. These confiscated items may be picked up from the school secretary or administrator.

Internet use is available to students who have proven that they can use it responsibly and have on file a district permission form for use of electronic communication (IIBGA-AR.) School computers are an educational tool and used to support the curriculum. School computers are not appropriate for the following:

1) Playing games or listening to music.
2) Downloading music, games, inappropriate materials, websites, etc.
3) Using chat rooms, dating services, etc.
4) Printing non-curriculum related materials.
5) Willfully deleting files.
6) Changing computer passwords or default settings.
7) Keying in profane and/or obscene language.
8) Accessing pornographic sites or information.
9) Establishing personal e-mail accounts or instant messaging.

Medication – Administration Regulations

The Greater Albany Public School District Administrative Regulation on administering non-injectable medicines to students – Code JHCD-AR(1) is summarized below;
Students may, subject to the provisions of this regulation have non-injectable prescription or non-prescription medication administered by designated, trained school staff. Self-medication by students may be permitted in accordance with established district regulations.

Appropriate documentation must be completed when prescription and non-prescription medications are brought to the school. Whenever possible, medications should be given at home in the a.m. and p.m. rather than during the school day. Only school staff should administer those medications necessary for the student to remain in school. Please check with the school office for detailed instructions on medication requirements.

DISCIPLINE

Albany Options' purpose in enforcing school rules is to create within the school an educational climate conducive to learning and to protect all members of the school community. In fulfilling this responsibility, the school must exercise direction and discipline of students. School rules are derived from the three following sources.

1. Responsibility, self-discipline, and self-respect: The democratic principles of self-respect for the person and property of others and for the welfare of the group.
2. Respect for the rights, dignity, and safety of individuals within the school community: Personal ethical standards, including courtesy, decency, morality, clean language, honesty, wholesome relationships with others, pride in one's work, and achievement within one's ability.
3. Respect for the law and observance of school district policies, procedures, rules and regulations: Constituted authority, namely rules, regulations, and policies consistent with Oregon Law, School Board Policies, and rules adopted by Albany Options School.

Definition of Disciplinary Actions

- **Administrative Options:** It is recognized that not all disciplinary actions can be included or defined. Therefore, the Administration reserves the right to determine certain disciplinary actions, which more accurately meet the needs of the student. These options may include, but are not limited to, community or school service, individual contracting, agency referral or counseling.
- **Student Conference:** Formal or informal conference between student and one or more school staff members.
- **Parent Contact:** Telephone call or letter to legal guardian.
- **Parent Conference:** A meeting with student, parents, teachers, counselor and administrator.
- **Detention:** Assignment of student to a supervised project, either during the school day or after school.
- **Saturday School:** Assignment to Saturday supervised study period held at Memorial Middle School.
- **Suspension, In-School:** Temporary removal of the privilege of attending classes and interaction with the student body. Student will spend the day studying in a room at school.
- **Suspension, Out-of-School:** Temporary removal of the privilege of attending school. Suspended students are not to be on campus for any reason, not allowed on any other school campus, and they are to remain under the supervision of their parent or guardian during the school day.
- **Expulsion:** The termination of the student's right to attend school and all school events, including evening activities, for up to one calendar year.

Due Process

When an alleged offense occurs, the procedure below will be followed:

1. The student will be informed of the conduct involved and the nature of the charge and will be given the opportunity to present his/her view of the occurrence.
2. If discipline is to follow, the student will be informed of the immediate action, reasons for its administration, and subsequent procedures to be followed.
3. When a student is suspended or when stronger discipline is contemplated, the student's parents will be notified as soon as possible.
4. In working through disagreements, the District complaint procedure will be followed.

Definitions and Consequences of Infractions

Consequences for the most common student behaviors that interfere with education are listed in the following chart. Actions taken will vary based on individual circumstances. If an infraction violates the law, the appropriate enforcement agency may be contacted.

INFRACTION	DEFINITION	CONSEQUENCES
Affectionate Display	Physical contact.	1. First Violation: Student conference and warning. 2. Second Violation: In-school suspension. 3. Third Violation: 2 school day suspension.
Alcohol/Drugs	Possession, use, sale of any alcoholic beverage, narcotic, or drug, or drug paraphernalia on or about the school premises or at any school-sponsored activity.	1. First Violation: Immediate referral to proper authority, 10 school day suspension, recommendation for expulsion. *Note- 1st time under the influence (not possession) may be offered diversion.
Altering School Records	Changing teacher grades in book or computer, etc.	1. First Violation: 2 school day suspension. 2. Second Violation: 5-10 school day suspension. 3. Third Violation: Recommendation for expulsion.
Arson	Act or attempted act of fire setting.	1. First Violation: Immediate referral to proper authority, 10 school day suspension, recommendation for expulsion, reimbursement for actual loss or damage.
Assault	A violent physical act upon another person.	1. First Violation: 10 school day suspension and recommendation for expulsion. Note: Police will be called for all fights.
Bus Misconduct – Albany Transit or GAPS School Bus	Disregarding bus regulations.	Refer to Bus Misconduct Policy at GAPS Transportation Dept.: 1. Minimum – Conference 2. Maximum – Expulsion
Cell Phone Use	Cell phones are allowed at school and can only be used during breaks and lunch in designated areas. Cell phones must be turned off and put away in the classroom. Vibrate and silent are NOT off.	1. First Violation: Confiscation by staff; student may pick up phone in the office at the end of the student's school day. 2. Second Violation: Confiscation by staff and the phone will be released only to parent or guardian at the end of the school day.
Cheating	Using another person's answers or work as your own or misleading behavior or actions.	1. First Violation: Automatic "0" on assignment or test, referral to administrator and parent contacted. 2. Second Violation: Automatic "0" on assignment or test, parent conference, In-school suspension. 3. Third Violation: Automatic "F" in class, parent conference, 5 school day suspension. Severity of offense may result in additional consequence regardless of offense number.
Class Rules Violated	Failure to comply with teacher's classroom rules.	See Defiance.
Computer Misuse	Electronic tampering such as keying profane/obscene language & accessing pornographic sites or info. Willfully deleting files, changing computer passwords or default settings & downloading inappropriate materials. Cyber-bullying.	1. First Violation: Removal from computer for remainder of grading period as well as I-school suspension. 2. Second Violation: Out-of-school suspension, removal from computer for remainder of the school year.
Consequences Not Served	Failing to report for assigned consequence, or being on campus while suspended.	1. Minimum: In-school suspension. 2. Maximum: Out-of-school suspension.

INFRACTION	DEFINITION	CONSEQUENCES
Cyber-Bullying	Harassment through electronic means.	1. Minimum: Warning and parent contact. 2. Maximum: Referral to proper authorities and/or recommendation for expulsion.
Defiance/ Insubordination / Disruptive Behavior	Refusal to follow the reasonable request (i.e. classroom rules) of district personnel or designated authority. Inappropriate behavior that deprives others of their rights or that disrupts educational procedures/environment, such as running, yelling, profanity, throwing things, leaving a mess, blocking the hall, etc.	1. First Violation: In-school suspension or Out-of-school suspension. 2. Second Violation: 3 school day suspension.
Disrespectful/Rude/ Profane Remarks	Directed toward other students or staff.	1. Minimum: In-school suspension. 2. Maximum: Out-of-school suspension.
Dress, Inappropriate	Unclean, immodest, unsafe, disruptive, etc.	1. First & Second Violation: Warning and/or teacher in-house consequence such as asking student to change/cover-up, school provided T-shirt, zip ties, call home, classroom detention, counselor referral, hold after class. 2. Third Violation: In-school suspension. 3. Fourth Violation: Out of school suspension for this and each offense thereafter.
Explosives / Fireworks	Use, threaten to use, possession or sale of device.	1. First Violation Suspension from school, possible referral for expulsion.
False Fire Alarm	Intentionally activating a false fire alarm.	1. First Violation: 10 school day suspension and possible expulsion. 2. Second Violation: 10 school day suspension and expulsion.
Fighting	Engaging in physical contact in an attempt to resolve differences with physical force.	1. Minimum: 3 school day suspension. 2. Maximum: Expulsion. Note: Police will be called for all fights.
Forging a Note or Pass	Producing false or misleading information, forging parent's or teacher's signature.	1. First Violation: In-school suspension. 2. Second Violation: 2 school day suspension. 3. Third Violation: 5 school day suspension.
Gang-Related Behavior	Violating district policy related to gangs.	1. First Violation: Student conference, prohibited items will be confiscated. 2. Second Violation: 3-5 school day suspension. 3. Third Violation: 10 school day suspension, discretionary recommendation for expulsion. A flagrant 1st, 2nd, or 3rd offense may result in a recommendation for expulsion.
Harassment	Harassment is defined by the victim, not by the harasser. ANY action that causes a person to feel threatened, belittled, afraid, ashamed, angry, hurt or intimidated. Harassment behavior may include: verbal aggression, physical aggression, sexual, racial, or emotional intimidation.	1. First Violation: Warning. A flagrant first offense may result in suspension, recommendation for expulsion and referral to proper authorities. 2. Second Violation: Referral to proper authorities, 5-10 school day suspension and discretionary recommendation for expulsion.
Off Campus Without Permission	Leave campus without guardian and office approval.	1. First & Second Violation: 1 day suspension. 2. Third Violation: 2 school day suspension.

INFRACTION	DEFINITION	CONSEQUENCES
Possession of Drug Paraphernalia	Students shall not possess drug related paraphernalia on school property or at any school sponsored activity.	1. First Violation: Immediate referral to proper authorities (police and parent/guardian), 10 school day suspension and recommendation for expulsion 2. Second Violation: Immediate referral to proper authorities and recommendation for expulsion.
Possession of Nuisance Materials	Items considered unsafe or disruptive (i.e. skateboards, laser lights or inappropriate materials.)	1. First Violation: Student conference, confiscate item. 2. Second Violation: In-school suspension. 3. Third Violation: 2 school day suspension.
Tardiness	Unexcused tardiness to class.	1. Minimum: Detention. 2. Maximum: Out-of-school suspension or expulsion
Theft	Theft of property/services belonging to the school district or to another individual.	1. First Violation: Referral to proper authorities, 5-10 school day suspension, restitution for actual loss or damage. A flagrant offense may result in a recommendation for expulsion. 2. Second Violation: Referral to proper authorities, 10 school day suspension, recommendation for expulsion, restitution for actual loss or damage.
Threats, Bullying, Intimidation, Menacing	Any act that recklessly or intentionally places a student in a reasonable fear of physical harm or damage to the student's property.	1. Minimum: Warning and parent contact. 2. Maximum: 10 school day suspension and/or recommendation for expulsion.
Tobacco including e-Cigarettes	Smoking, chewing, possessing, selling, buying, transmitting, distributing or otherwise using tobacco or tobacco products on or near school, or while attending school sponsored activities. It is against the law for minors to possess tobacco products.	1. First Violation: 2 school day suspension, referral to proper authorities. 2. Second Violation: 5 school day suspension, referral to proper authorities. 3. Third Violation: Referral to proper authorities, 10 school day suspension, recommendation for expulsion.
Trespassing/ Loitering	Presence in unauthorized place or without legitimate reason. Refusal to leave school property.	1. Minimum: Warning by administrator. 2. Maximum: Referral to proper authorities.
Unexplained Absences	Chronic absences that negatively affect academic performance.	1. Minimum: Conference, parent contact. Consequences may include In-school suspension, detention, reminder of attendance policy, attendance contract. 2. Maximum: Referral for defiance, referral to proper authorities, parent contact.
Vandalism	Intentional or malicious destruction of or damage to school or personal property.	1. First Violation: 2-5 school day suspension, restitution for damage. A flagrant first offense may result in a referral to proper authorities, 10 school day suspension, and recommendation for expulsion. 2. Second Violation: 10 school day suspension, referral to proper authorities, recommendation for expulsion.

INFRACTION	DEFINITION	CONSEQUENCES
Vehicle Misuse / Parking Violations	Inappropriate and/or unsafe use of vehicle. Cars parked in restricted areas are subject to towing at the owner's expense.	1. First Violation: Warning. 2. Second Violation: Discretionary suspension of driving privileges.
Verbal Assault	Threatening behavior that may be viewed as leading to a fight.	1. First Violation: 3 school day suspension 2. Second Violation: 5 school day suspension 3. Third Violation: 10 day school suspension, recommendation for expulsion.
Weapons	Possession or use of a dangerous object which could inflict harm.	1. First Violation: Referral to proper authorities, 10 school day suspension, referral for expulsion.

DRESS STANDARDS

Responsibility for personal dress and grooming rests primarily with students and their parents. However, the District sets standards for dress, grooming, and appearance in the following ways:

- Prohibits any clothing that is considered unsafe, dangerous, unclean or a health hazard; contains offensive or obscene symbols, signs, slogans or words degrading any gender, cultural, religious or ethic values; contains language or symbols representing gangs, violence, vandalism, sex, drugs, alcohol or tobacco; is immodest, disrupts or interferes with the educational process.

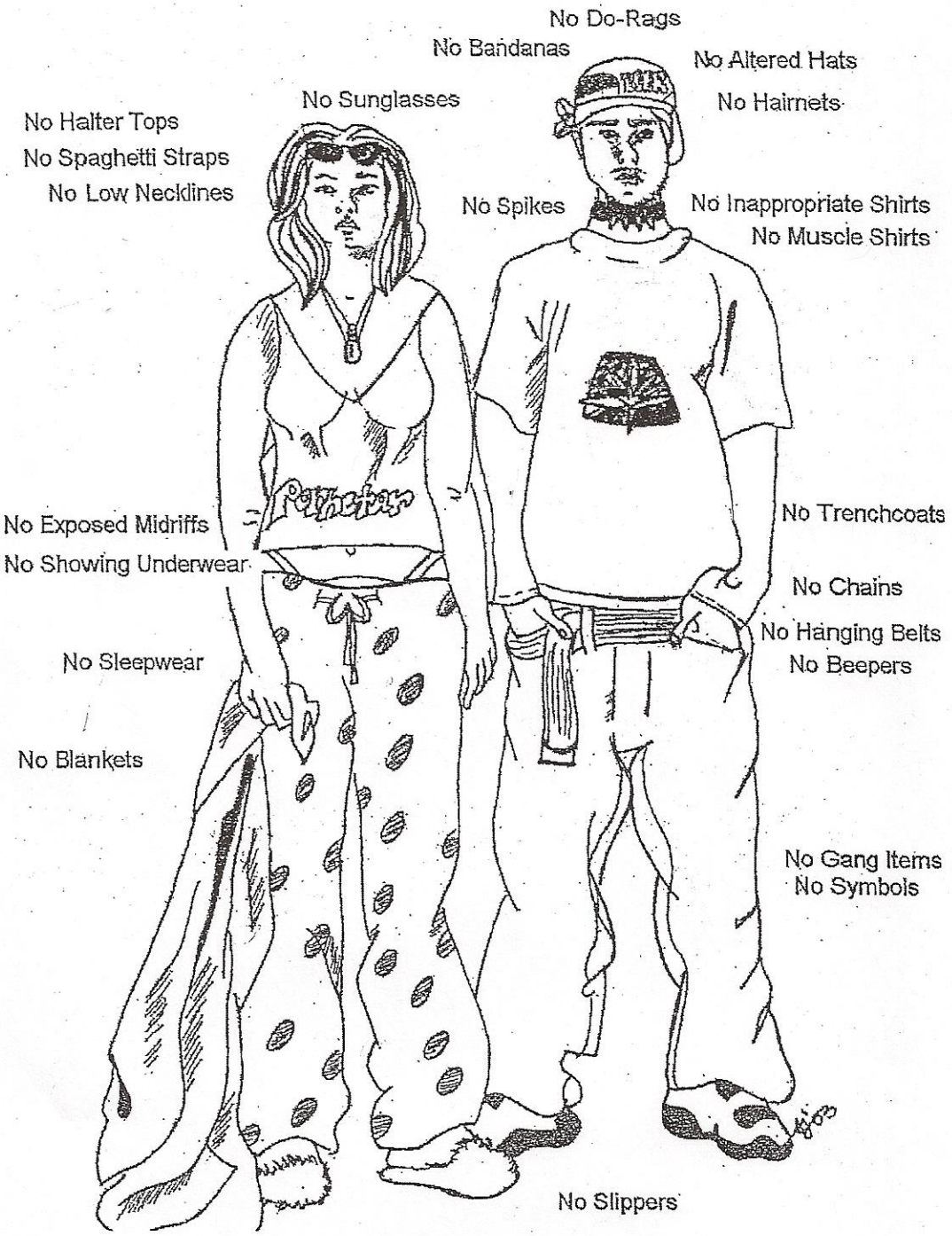
Unacceptable Dress and Appearance

Dress or grooming which threatens safety, is immodest, or is disruptive to the educational process or performance of others will not be allowed. The following are examples of types of clothing and accessories that will **NOT** be permitted at school and/or school-sponsored activities:

- Clothing or materials which represent or advertise tobacco, alcohol or any controlled substances.
- Clothing or items which contain inappropriate racial, cultural, religious or ethnic values, sexual or gender messages.
- Clothing or materials which contain inappropriate language.
- Clothing or materials that are gang-related or which contain gang symbols.
- Tops or shirts that show bare midriffs or that have low necklines.
- Halter tops, tube tops, off-the-shoulder tops, backless tops, A-shirts, muscle shirts, shirts with spaghetti straps or straps less than 2” wide.
- Shorts or skirts shorter than fingertip length.
- Trench coats.
- Overalls without the straps fastened on the shoulders.
- Bandanas, do-rags of any color, hair nets, or hoods.
- Hats – Middle School Students: NO hats
- Hats – High School Students: May wear a hat. Hats with a bill must have bill facing straight forward or straight backward.
- Lanyards, hanging belts.
- Belt buckles with inappropriate symbols or language.
- Sunglasses.
- Chains or spikes (including wallet, key, security and dog chains.)
- Loungewear or sleepwear (pajamas.)
- Underwear showing.

Wearing, possessing, using, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership, affiliating or support of any gang will not be allowed. All prohibited items will be confiscated and returned only to parents upon request.

UNACCEPTABLE DRESS AND APPEARANCE



STUDENT SERVICES

Fees

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Lab fees or materials fees.
2. Personal physical education and athletic equipment and apparel.
3. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.
4. Student accident insurance.
5. Fees for damaged library books and school-owned equipment.
6. Field trips considered optional to the District's regular school program.

Food Service

GAPS Nutrition Services provides breakfast and lunch for students and staff. Money can be deposited in Mealtime accounts either at the front office or on-line. The costs of regular meals are:

High School breakfast - $1.50	Adult breakfast or Lunch - $3.20
High School lunch - $2.95	A la Carte – Milk or Juice - $.70

Textbooks

Textbooks in good condition are loaned, free of charge, to students. Loss or damage of any book requires restitution by the person to whom it was issued. All students can help protect themselves by inking their name in the proper place in every book issued to them.

Library

The AOS Library has more than 500 volumes and continues to grow each year. Books may be checked out at the front desk. Loss or damage of any library book requires restitution by the person to whom it was issued.

Payment Information

Currently AOS can only accept cash or checks as forms of payment.

"GAPS School District's Check Policy: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. When paying by check, you authorize the recovery of unpaid checks and a $25.00 returned check fee by means of electronic re-presentment or by paper draft."

Transcript Requests

If you need a copy of a transcript either to pick up or to have sent to a college please see the office manager.

TRANSPORTATION

Bicycles, Skateboards, Long boards, In-Line Skates

Bicycles may be transported on the city busses. However bicycles and skateboards are not allowed to be carried on school district busses. Students who wish to bring their bicycles or skateboards to school must lock them up in the designated area. Albany Options School does not provide locks and is not responsible for lost or stolen items.

Driving – Parking and Vehicle Registration

Students who use the school's parking lot must register their vehicle(s) in the office. Students will be issued a parking permit, which must be displayed on the front windshield or rearview mirror of the vehicle they have registered. Cars and cycles are to be parked in the approved parking areas. The school is not responsible for loss or damage to a vehicle while on school grounds. If the parking tag is lost, the student will be required to purchase another tag at a cost of $5.

Bus Transportation

Students who live outside the walk-in boundaries of AOS will be provided an Albany Transit System bus pass to ride to and from school. GAPS school bus transportation may also be used on some routes. In certain situations, some students with special needs may require alternative transportation methods. If the bus pass is lost, a replacement pass can be purchased for $5. No skateboards, foot-propelled, or motorized scooters can be brought on a school bus.

Students are expected to maintain responsible behavior on the city/school bus at all times. Should the city bus system have cause to remove a student from the bus during a regular bus run, the parent/guardian will be notified. City bus staff will monitor bus pass use and student behavior.

For minor offenses, students who violate bus rules may need to write a letter of apology to the driver or serve in-school suspension. More serious, violent, or chronic offenses could result in forfeiture of bus privileges or school suspension or expulsion.

Student Conduct on GAPS School Buses

The following regulations will govern student conduct on school buses and will be posted in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

City Bus Procedures for AOS Students

- Students will display passes when initially boarding the bus or transferring. If the student does NOT have a valid pass, he/she is expected to pay regular fare. In some cases, day passes will be available.

- There is a **zero tolerance** policy for misbehavior on the bus. The following activities will NOT be tolerated: fighting words, swearing, bad or rude language, and rude gestures, actions that could result in injury to another person or damage to the bus. If another passenger reports misbehavior by a student or students, and the driver has no reason to doubt this person's word, the driver will take appropriate action.

- A student's failure to comply with Albany Transit policies will result in immediate expulsion from the bus. In such case, the driver would ask the student to leave the bus at the next safe place to stop. The driver would then notify the Transportation Coordinator who would then contact AOS.

- Students must comply with Albany Transit System rules (see Passenger Policy below.)

Albany Transit System Passenger Policy

This policy governs Albany Transit System (ATS) and Linn-Benton Loop (Loop) vehicles and facilities. These regulations are designed to ensure the safety and comfort of customers. Under this policy, all customers are required to observe the following guidelines when using ATS and Loop vehicles and facilities.

Customers will:

- Allow elderly and disabled customers first choice of aisle-facing seats.
- Pay the appropriate fare upon boarding the bus.
- Wear shirt and shoes, and maintain personal hygiene so that personal odor does not become repulsive.
- Be allowed to transport small animals in carrying containers. Larger animals are not allowed on the bus with the exception of service animals such as guide dogs for the visually impaired.
- Be allowed to consume food and beverages in a bus shelter, but not on a bus.
- Be allowed to play personal radios while using headphones, provided other customers cannot hear the sound.

Customers will not:

- Participate in loud or unruly behavior. This includes use of obscene language or fighting words.
- Interfere with the operation of the transit vehicle.
- Extend any body part outside the bus, misuse emergency exits, or place feet on the seats.
- Create excessive or unnecessary noise.
- Obstruct movement of customers or create a physically offensive condition by individual or group action.
- Discharge or carry a weapon, or carry flammable liquids.
- Destroy or vandalize transit property, or litter.
- Consume alcohol or illegal drugs.
- Solicit (panhandle) or canvass.

In addition to the specific areas outlined in this ATS and Linn-Benton Loop policy, all state, county, and municipal codes must be followed.

AOS - GREATER ALBANY PUBLIC SCHOOLS

2017-18 SCHOOL YEAR CALENDAR

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	SD	W	W	SD		

SEPTEMBER

S	M	T	W	T	F	S
					NC	2
3	H	*5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	SD	14
15	G	17	18	19	20	21
22	23	24	25	C	C	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	22	H	NC	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					G/W	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY

S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	NC	16	17	18	19	20
21	22	23	24	25	26	27
28	G/W	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	NC	20	21	22	23	24
25	26	27	28			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	G	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	SD	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	G					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	G	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

KEY

	=	No School
	=	Grading Day
	=	Conferences
	=	Holiday
	=	Staff Development
	=	Six Week Rotation
	=	Six Week Rotation

All shaded days are non-school days

NOTES:

*April 13 and 16: No school for elementary and Timber Ridge, middle and high school in session.