

Student/Parent Handbook

Options Charter Schools

www.optionsschools.org

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FORWARD

This book is provided to every family that has a student enrolled at Options Charter School-Carmel or Options Charter School-Noblesville. It contains valuable information which students and parents will find useful throughout the school year.

Students and parents are encouraged to call the principal, teachers or staff members when additional information is needed. It is integral to the Options Mission that the students and their families, the staff and the community work together to achieve our goals. Communication becomes the key to such an important relationship: please don't hesitate to call.

BOARD OF DIRECTORS

Regular meetings of the Board of Directors are held the third Tuesday of every month at one of the Options Charter School locations. Meetings occur at 6:30 PM on these days. The public is welcome to attend.

HUMAN DIGNITY POLICY

Statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

CHARTER AUTHORIZATION

Options Charter School-Carmel and Options Charter School-Noblesville are authorized by Ball State University. Each school is accountable to its students, parents, community *and* its authorizer for its management practices and performance. These charter agreements have given these communities an opportunity to build alternatives to the traditional school programs.

MISSION

The Options Charter Schools is a caring community that is an alternative to the traditional high school program. Utilizing innovative approaches, we focus on the personal academic achievement as well as the health and wellness of each student. Options Charter Schools develops responsible individuals who are skilled problem solvers and caring, productive citizens.

Core Values

In an intentional and purposeful way, each student is supported and valued at school.

Though high expectations are consistent for all, success is defined differently for each student.

Teachers are most effective when empowered to innovate, create and inspire.

Core Beliefs

We believe that Options Charter Schools provide purposeful, relevant, and challenging educational experiences.

We believe that Options Charter Schools provide a safe, caring, and healthy environment that promotes freedom of thought and respect for diversity.

We believe that each student will graduate with the skills, attitude, knowledge, and compassion to be a contributing member of society and a life-long learner.

We believe that Options Charter Schools have the flexibility to meet the varied needs of their learners through different instructional techniques and settings.

We believe that Options Charter Schools provide a student-centered environment where every student has an adult advocate.

We believe that Options Charter Schools appreciate and encourage creativity as an integral part of every student's educational experience.

Expectations

The Options Charter Schools strive to provide a varied, hands-on curriculum in an atmosphere of mutual respect and high expectations. Students who wish to succeed at Options must understand and take responsibility for the following expectations:

Respect Yourself, Respect Others, Respect Property!

1. Attend school daily with a sound mind free from the influence of negativity, drugs, or alcohol.
2. Set appropriate goals for your academic, behavior, and social emotional

growth and work towards achieving them.

3. Arrive to school, and each class, on time.
4. Come prepared to work with the necessary materials and mindset each day.
5. Complete assignments on time; if necessary, complete homework.
6. Develop and implement an appropriate plan to minimize distractions associated with cell phones, social media, social interactions, etc.
7. Show respect for the building, grounds and your personal space.
8. Show respect for others by agreeing to disagree in an appropriate manner when disagreements occur.
9. Do not engage in verbal or physical violence of any kind.
10. Take responsibility for your actions.

Remember, only the individual can control his/her success, and collectively we control the success of our community.

Misconceptions

Unfortunately, some students come to our schools with the idea that academic rigor and behavioral expectations are lax. While we wish to provide a more casual atmosphere in which students can express themselves and be comfortable, *students will not be successful if they engage in the following self-destructive behaviors:*

1. chronic tardiness or absenteeism,
2. apathy towards their education (the “whatever” attitude),
3. an unwillingness to “think outside the box” and try new things,
4. an unwillingness to allow themselves to be challenged,
5. an unwillingness to take appropriate risks,
6. drug or alcohol abuse, and
7. other unhealthy or damaging actions.

TABLE OF CONTENTS

	<u>TOPICS PAGE</u>
Advising	7
Appropriate Dress	7
Attendance	9
Absence	
Truancy	
Bullying	11
Class Schedule	13
Computer/Internet Use Policy	13-14
Confidentiality of Records	15
Drug Testing Policy	16
Enrollment	13
Grading	17-20
Homework	21
Immunizations	21-24
Meningococcal Disease	
Hepatitis B	
Swine Flu (H1N1)	
Leaving School Grounds	24
Lunch	24
Major Disciplinary Infractions	25-29
Medication	29
PowerSchool	29
Public Affection	29

School Closings	30
School Safety Drills	30
Search and Seizure	30
Sexual Harassment	31-33
Policy Statement	
Definition	
Employee-to-Student Sexual Harassment	
Student-to-Employee Sexual Harassment	
Student-to-Student Sexual Harassment	
Retaliation	
Grievance Procedure	
Special Education	33
Student Vehicles	34
Student Progress Reports	34
Substance Abuse	34-35
Alternative to Expulsion	
Textbook Assistance	35
Title IX	35
Tobacco	36
Transportation	36
Withdrawal/Transfer	36
Work Permits	36
Calendar	37-38
General Information	39

ADVISING

One of the unique ways Options Charter Schools provide personalized education is through the Advising program. Each student has a faculty advisor. Time is scheduled during the week to meet with the student's advisor. This group meeting time is used for both group and individual communication, and skill building activities. It is a time to organize and plan for any work that needs to be done, or to complete current or past due assignments. The Advisor is the student's and the parent's primary contact for academic as well as social/emotional concerns. The first few minutes of every school day are also available for students to meet with their advisors or other staff members.

APPROPRIATE DRESS

Students should be attired in a way that reflects credit to their school, their family and themselves. Clothing with alcohol, tobacco, drug-related and/or sexually suggestive messages are examples of inappropriate clothing. Students should not wear clothing that exposes cleavage, backs or midriffs. Pants should cover underclothes. If you have any questions, staff members will guide you. Students will be expected to self-correct inappropriate dress issues.

PROGRAMS

Brick & Mortar

Carmel Campus (grades 9-12)

Noblesville Campus (grades 6-12)

Brick & Mortar students are the majority of the students served by Options Charter Schools. These students are assigned a specific class schedule and are expected to be in attendance, physically to those classes. Options allows students greater flexibility in when students attend classes, however. Students are required to be in the building anywhere from 3 to 6 hours a day depending upon the structure and requirements of their Individualized Service Plan (ISP). Additionally, Options also offers evening classes at both campuses for students who need more assistance in course material and/or graduation qualifying exams. This flexible scheduling allows students who are unable to regularly attend classes due to a medical condition or employment requirements, the chance to customize an educational schedule that works for them.

Within the Brick & Mortar program, we have also developed the Alternate Classroom Experience (ACE) Program. The purpose of the ACE Program is to help students, unable to physically attend due to reasons listed below, remain engaged in school, advance their ISP goals, and earn credits towards graduation with a strong emphasis on returning and/or continuing relationships in an effort to return the student to full-time brick and mortar

attendance once able. Students participating in ACE for the school day are present as long as the attendance criteria as described below are met.

- Medical
- Social/Emotional issues
- Transportation issues
- Expecting or has children
- Work related issues
- Expulsion from the school building with an Alternative Education Plan

Distance Education

Students must be Indiana residents (grades 9-12)

We recognize that not every student has the ability to attend our schools in person. Medical issues, family responsibilities or where the student is currently living can all combine to prevent a student from being able to attend a regular “brick and mortar” school. Options Distance Education is an alternative educational delivery method for currently enrolled Options students. Using their computer, Options Distance Education students can complete their assigned coursework under the guidance of Options instructors. Our Distance Education students will still be assigned an Individual Service Plan and will still be required to complete all of their assigned work, but this flexibility allows students who might otherwise not be able to complete high school, the ability to complete their education on their terms.

BRICK & MORTAR ATTENDANCE

Being in attendance at school is the single most important factor in the student’s success. We expect all students to have a 95% attendance rate or higher. This is also the requirement to qualify for the graduation qualifying exam waiver. The school must be notified by 11:00 AM on each day of the student’s absence. It is required that the parent/guardian make this call unless the student has been emancipated through the legal system or the student is at least 18 years of age and is living independent of his/her parents/guardian.

A weekly attendance report is due to the Department of Education (DOE) at the end of the day every Wednesday. Therefore, our weekly attendance cycle is from Thursday to Wednesday. Options Charter Schools will accept communication until 11:25am on Wednesday of each week for any student absence that occurred from the previous Thursday to that Wednesday. **After Wednesday at 11:25am of each week absences cannot be changed from unexcused to excused.** The DOE will not allow any school to make changes to the attendance records after they are sent. We strongly encourage our parents/guardians to communicate absences to the school prior to, or on the day of, an absence. Please keep in mind, that once the deadline has passed and the school has sent the weekly report to the state, we cannot go back and change a student’s attendance record.

Students that cannot make it into school on a given day may choose to participate in the Alternate Classroom Experience, ACE, for the day. ACE enables students to keep up with their schoolwork when it is not possible for them to physically get to school. To access ACE, a parent or guardian must call the school prior to 11:00am on the same day the student is not in physical attendance or made prior arrangements with the building principal. Teachers will be alerted to the student's change of program location for the day. The student will have access to the previously assigned online curriculum and/or teachers will make available new curriculum via classroom management systems already in place or email.

Attendance requirements for students participating in the

Alternate Classroom Experience (ACE) program:

Students will have a minimum of 15 hours of active learning time documented by Plato, Google Classroom, Individual Student Logs, or other means of approved tracking documentation.

- a. School Week is Wednesday-Tuesday.
- b. Absence schedule:
 - i. Less than 3 hours active learning = 5 unexcused absences
 - ii. 3 hours active learning= 4 unexcused absences
 - iii. 6 hours active learning= 3 unexcused absences
 - iv. 9 hours active learning= 2 unexcused absences
 - v. 12 hours active learning= 1 unexcused absence
- c. Students will meet face to face at school building a minimum of once per week determined by advisor.
- d. Other forms of 2 way, face-to-face (virtual meetings) contact may be used if needed but should be limited.

To report an absence please contact:

Options-Carmel- Jenny Hoshor 815-2098 ext. 2106

Options-Noblesville- Bri Radke 773-8659 ext. 1101

Consequences of Absenteeism

One criteria of a student's success in school is regular, punctual attendance. The full benefit of the Options educational program may be derived only from maximum participation in class activities; therefore, absence from school may result in a loss of experiences that cannot be replaced by make-up work. No single factor may interfere with the student's progress more quickly than frequent tardiness and absence. Because of this, and since the basic responsibility of the student is to fulfill the requirements of the class in which he/she is enrolled, if attendance in a class falls below 80% (not counting excused absences) he/she may lose the opportunity to earn credit in that class.

The Options Board of School Trustees recognizes the following reasonable excuses for time missed at school:

- A. illness
- B. illness verified by a note from the physician (for multiple sequential absences)
- C. recovery from an accident
- D. required court appearance
- E. professional appointments
- F. death in the immediate family
- G. observation or celebration of a bona fide religious holiday
- H. such other good cause as may be acceptable to the administration or permitted by law.

Attendance is taken daily within the first 15 minutes of each class period. Parents/Guardians will receive an automated email if their student(s) are marked AU (Absent Unexcused) during 1st and 2nd periods. A Care Call/Well Check will be made around 10am if the school has not been notified of a reason for the absence. Phone Calls will be made again after 5th period for any unreported absences and/or students that have not returned from lunch. At the end of the day if the school hasn't heard from a parent/guardian the student's Advisor will make a Well Call/Care Call to check on the student.

Students may not be given an opportunity to make-up assignments in classes they have missed due to unexcused absences/truancies. Each teacher will establish his/her own classroom policy regarding make-up work for these absences.

We will use a variety of methods to work with offending students and their families. The school will communicate with parents regarding student attendance issues and parents are encouraged to check student attendance records via *PowerSchool*. Other strategies to address chronic absenteeism

may include additional assigned time before or after school, parent conferences, behavior plans, or anything we can devise, within the limits of the law, that might correct the situation.

Truancy

Students are considered truant if they leave a class without the permission of a teacher or administrator, if they leave campus without the permission of an administrator, or if they miss all or part of a school day without being excused. In dealing with truancy, the phrase “instance of truancy” will be used. Each instance of truancy may vary in length from one instance to the next.

Students who are habitually absent/truant from school (accruing 10 or more instances of truancy in one semester), will be reported to an intake officer of the juvenile court and/or the department of child services in accordance with I.C. 20-33-2-25. Habitually absent/truant students may also be reported to the Bureau of Motor Vehicles and or the Department of Labor. Indiana code grants power to the state to remove or delay drivers’ licensing and permit to work of students who are habitually truant (I.C. 9-24-2-1, I.C. 20-33-3-20).

Missing 3 class periods per day is the equivalent of ½ day missed of school and missing 4 or more class periods is the equivalent of missing a full day of school.

Truancy letters are mailed out at 3, 5, 7 and 9 days truant. At 3 days the student will also have a referral with their Advisor, 5 days a referral with the school’s counselor, and 7 days a meeting with the Principal. After 10 days truant the school will report the student to the Prosecutor's office.

BATHROOMS

Options Charter Schools will provide unisex bathrooms in all of their schools to accommodate students of all gender identities.

BULLYING

Bullying as defined in I.C. 20-26-5-32 is illegal and will not be tolerated in Options Charter Schools. Students who commit any acts of bullying are subject to discipline including, but not limited to, suspension, expulsion, arrest, and or prosecution.

Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student

and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule applies when the bullying student is: on school grounds before or during school hours, immediately after school hours, or at any time when the school is being used by a school group; off school grounds at a school activity or function; traveling to or from school or school activity or function; or using property or equipment provided by the school.

All students may be required to attend informational sessions on the meaning of bullying and the possible repercussions of partaking in such activity.

Parents are encouraged to be involved in the process of minimizing bullying as defined in this section. Parents should feel free to report suspected acts of bullying to an appropriate school official. Parents of students suspected of bullying will be notified via phone call or written correspondence. Conversely parents of students suspected of being the victim of acts of bullying will also be notified. Parents of students who are disciplined for acts of bullying will be involved in the process in a manner consistent with the school policy on discipline procedure.

All parents and students should report suspected acts of bullying to an appropriate school official. All school staff shall report or refer suspected acts of bullying to a designated school administrator or other appropriate staff member charged with the responsibility of receiving reports of suspected bullying. Once a report is received an investigation will follow. The designated school administrator or other appropriate staff member should facilitate the investigation. Information relating to the investigation will be gathered using means including, but not limited to, interviews and accumulation of suspected bullying correspondence. If a report of suspected bullying is substantiated through an investigation, then the school shall take appropriate disciplinary action consistent with the school's policy. If the acts of bullying rise to the level of criminal offense, violating students will be referred to the proper authorities and risk arrest and or prosecution.

CLASS SCHEDULE

The Options Charter Schools follows a blue/silver block five (5) schedule. Classes are seventy (70) minutes long and meet on alternating days for eighteen (18) weeks. Advising meets for thirty (30) minutes everyday.

The day for students is from 8:30 a.m. to 3:00 p.m. The school year consists of two (2) eighteen (18) week semesters. Students will be able to earn credit at the end of each semester.

COMPUTER / INTERNET USE POLICY

Options Charter Schools support the use of technology by its students, staff, and the community. It recognizes that computer, computer networks, and data bases are resources for educational and training opportunities for all citizens. Its primary mission being the education of youth, students (and staff involved in local educational purposes) will be given priority use of all computer equipment in the buildings and software program access.

All who access the Internet through the Options Charter School's system are responsible for appropriate behavior on computer networks. Use of the school's computers and the information that goes out or comes in from the school's networks are subject to review by school officials. The school reserves the right to refuse use for what it considers unlawful or inappropriate use.

Students are presumed to have parental permission to utilize the computers and computer networks just as they might use any other educational tool within the curriculum. Any parent wishing to restrict use must indicate their desire in writing to the principal to withhold access from the student to the Internet and related technologies. The following are guides for acceptable use; they are not meant to be all inclusive:

1. Users will access their own files and accounts only. Users may not access, copy or modify the files or data of another user.
2. Network access may not be used for commercial purposes, nor for any illegal activities exemplified by (but not limited to) the following:
 - a. Copying or circulating copyrighted materials,
 - b. Writing messages that threaten, harass, frighten, intimidate or annoy others,

- c. Accessing unauthorized services, or attempting to circumvent security measures, and
 - d. Circulating files that may corrupt the integrity of the network (e.g., viruses).
3. Users will not access areas that contain "adult" or "obscene" materials or other inappropriate information. If such sites are accessed accidentally, the user is to exit immediately.
 4. Users are expected to help maintain the integrity of the system. Modifications, additions to, or abuses of hardware or software are not allowed. Individuals will be personally liable for any virus or destructive acts that cause damage to any portion of a computer or the network system. If there are problems, they should be reported to the room supervisor.
 5. Because of the potential for viruses, hostile programs, unauthorized software, and limitations on hard disk space files from the Internet are not to be downloaded into the system. Downloading to a removable disk is prohibited except under the specific direction of the room supervisor.
 6. Users are expected to limit their printing to that which is absolutely necessary.
 7. As a personal safety issue, users are cautioned not to reveal personal information (address, phone number, location, passwords, etc.) over the Internet. Chat room participation is not allowed.
 8. Users are expected to follow all additional rules that are posted in the access area, and follow the directions of the supervisor.
 9. Users are reminded that all electronic communication systems and all information transmitted by, received from, or stored in the systems are the property of the Options Charter Schools. Users have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment. The school reserves the right to access files in the course of normal maintenance, or when there is cause to suspect misuse of the system.
 10. Users are reminded that Internet access is a shared resource, and it may be necessary to limit access time or put priorities in place for equipment use.

CONFIDENTIALITY OF RECORDS

The Family Education Rights and Privacy Act of 1974 deals with the legal aspects of pupil records such as grades, race, discipline issues, etc., by making sure that no such information is provided to any outside institution, employer, etc., unless a written release is given by the legal guardian (of by the student if 18 years of age or older).

Options Charter Schools designate the following items as **Directory Information**: student name, address, telephone number, date of birth, dates of attendance, degrees and awards received, most recent previous school attended, student photo, videotape (not used in a disciplinary matter) and student work displayed at the discretion of the teacher. Options Charter School may disclose any of these items without prior written consent unless notified in writing to the contrary within 15 days of receipt of this handbook.

DRUG TESTING POLICY

Students who consume or ingest any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before or while attending school or a school function or event:

The school may require a student to submit to a drug test (urine screen) if the student exhibits behaviors that lead school authorities to suspect the student consumed or ingested a controlled substance, alcoholic beverage, drug, or intoxicant of any kind. Slurred speech, dilated pupils, unsteady walk, impaired coordination, erratic uncharacteristic behavior, etc. are examples of behaviors that could lead staff or administrators to suspect a student has consumed or ingested a controlled substance, alcoholic beverage, drug, or intoxicant of any kind. The result of the drug test, if positive, will be used to assist the student and the family in acquiring assistance and/or counseling for drug abuse.

Consumption or ingestion of such substances may be grounds for suspension or expulsion from school. (see Substance Abuse Policy) The school may also subject items in student's possession to test to determine if those items contain drugs or alcohol. ***Refusal to submit to the drug test will be considered an admission of having consumed or ingested a controlled substance, alcoholic beverage, drug, or intoxicant of any kind. This is a violation of school rules and will be dealt with according to the drug testing and student disciplinary policies.***

The result of such test, if negative, may be used to clear the student of the suspected violation.

The school will pay for the cost of the first drug screen.

ENROLLMENT

1. Each Options school has an enrollment capacity. Students will be placed in a cohort group for enrollment purposes based upon the number of credits they have. As enrollment falls below capacity, Options will enroll students based upon their positions on the wait list and the group in which the vacancy occurs. Options Charter Schools are open to any student who resides in the state of Indiana.
2. Options Charter Schools may accept students who are under expulsion from another school. A student who enrolls at Options who has been expelled by another school must disclose accurate information regarding the expulsion as part of a meeting with the principal. The administrative team then determines if the student will not be a threat to the safety and orderly management of the school. A written letter of these findings will be prepared, and the student will be allowed to enroll or be added to the wait list. Options may honor the conditions of any contracts entered into at the student’s previous school as a result of the expulsion.
3. By virtue of the Charter School Law, siblings of students enrolled in Options Charter Schools will be given enrollment preference in the school the sibling attends when seats are available.
4. Students may be added to the end of the waiting list by registering online at www.optionsined.org.

GRADING

The grading policy for Options Charter Schools is designed to show mastery of the Indiana Standards by allowing students to recover poor or failing work even after a term’s end and to instill confidence in the students’ ability to successfully progress academically through high school and into post-secondary education or training.

The level of mastery desired for all students is 70% (C-) or higher, however credit will be issued at 60% (RD) or higher. Students having earned RD or RF in a course at the term end will be allowed and encouraged to continue to work to raise the grade to the minimum 70% mastery. Teachers may use our online, Plato, curriculum, supplemental work, or make-up assignments for the purposes of recovering a credit to mastery.

Options Charter Schools Standard Grading Scale			
Grade	% Range	Earns Credit	Grade Points

A+ Superior +	97-100	Yes	4.000
A Superior	92-96	Yes	4.000
A- Superior -	90-91	Yes	3.667
B+ Good +	87-89	Yes	3.333
B Good	82-86	Yes	3.000
B- Good -	80-81	Yes	2.667
C+ Average +	77-79	Yes	2.333
C Average	72-76	Yes	2.000
C- Average -	70-71	Yes	1.667
RD+ Recovery Poor+	67-69	Yes	1.333
RD Recovery Poor	62-66	Yes	1.000
RD- Recovery Poor-	60-61	Yes	0.667
RF Recovery Failure	50-59	No	0.000
F Failure	0-49	No	0.000

Options Charter Schools Honors Courses Grading Scale						
Grade	% Range	Earns Credit	Grade Points	Receives Added Value	Added Value for Honors Courses	Total GPA Point Value
A+ Superior +	97-100	Yes	4.333	Yes	0.096	4.429
A Superior	92-96	Yes	4.0	Yes	0.096	4.096
A- Superior -	90-91	Yes	3.667	Yes	0.096	3.763
B+ Good +	87-89	Yes	3.333	Yes	0.096	3.429

B Good	82-86	Yes	3.0	Yes	0.096	3.096
B- Good -	80-81	Yes	2.667	Yes	0.096	2.763
C+ Average +	77-79	Yes	2.333	Yes	0.096	2.429
C Average	72-76	Yes	2.0	Yes	0.096	2.096
C- Average -	70-71	Yes	1.667	Yes	0.096	1.763
R D + Recovery Poor+	67-69	Yes	1.333	No	0.000	1.333
RD Recovery Poor	62-66	Yes	1.000	No	0.000	1.000
R D - Recovery Poor-	60-61	Yes	0.667	No	0.000	0.667
RF Recovery Failure	50-59	No	0	No	0.000	0.000
F Failure	0-49	No	0	No	0.000	0.000

Options Charter Schools AP, IB, DC Courses Grading Scale						
Grade	% Range	Earns Credit	Grade Points	Receives Added Value	Added Value for Honors Courses	Total GPA Point Value
A+ Superior +	97-100	Yes	4.333	Yes	0.143	4.476
A Superior	92-96	Yes	4.0	Yes	0.143	4.143
A- Superior -	90-91	Yes	3.667	Yes	0.143	3.81

B+ Good +	87-89	Yes	3.333	Yes	0.143	3.476
B Good	82-86	Yes	3.0	Yes	0.143	3.143
B- Good -	80-81	Yes	2.667	Yes	0.143	2.81
C+ Average +	77-79	Yes	2.333	Yes	0.143	2.476
C Average	72-76	Yes	2.0	Yes	0.143	2.143
C- Average -	70-71	Yes	1.667	Yes	0.143	1.81
R D + Recovery Poor+	67-69	Yes	1.333	No	0.000	1.333
RD Recovery Poor	62-66	Yes	1.0	No	0.000	1.000
R D - Recovery Poor-	60-61	Yes	0.667	No	0.000	0.667
RF Recovery Failure	50-59	No	0	No	0.000	0.000
F Failure	0-49	No	0	No	0.000	0.000

FORMULA FOR CALCULATING GPA OF WEIGHTED COURSES

Honors, Advanced Placement (AP), International Baccalaureate (IB), and College Dual Credit (DC) classes will receive weighted grades. Additionally, transfer students may request additional types of courses to be considered for weight if their previous school offered weight for the course, as reflected on their transcript. Current students that have previously earned weighted-eligible credits prior to August 2017 may submit a written request to the building principal to have their grades grandfathered in and weights applied.

Honors courses will carry a weight of 0.096. AP, IB, and DC classes will carry a weight of 0.143. Weighted GPA will be calculated by adding the

adjusted weight value (0.096 for Honors courses and 0.143 for AP, IB, and DC) to the GPA points for any eligible course grade of C- or higher.

Options Charter Schools offers courses according to student need and staff availability. Therefore, not all types of weighted courses may be found in the Options' curriculum offerings.

CUMULATIVE GRADE POINT AVERAGES EXAMPLE

GPA is computed using final semester grades.

Course	Final Grade	Number of Credits Earned	Number of Potential Credits	Standard GPA Points	Eligible for Weight	Added Value	Total GPA Points per Credit Hour	Total GPA Points
Honors Algebra 2-1	A-	1	1	3.667	Yes	0.096	3.763	3.763
Practical Applications 1	B	2	2	3.000	No	0	3.000	6.000
Government	B	1	1	3.000	No	0	3.000	3.000
English 12-1 DC	A	1	1	4.000	Yes	0.143	4.143	4.143
PE	F	0	1	0.000	No	0	0.000	0.000

Totals:	5	6						16.906
Final GPA Calculation (Total GPA Points / Number of Potential Credits)					2.818			

HOMEWORK

The Options Schools provide ample time during the course of the school day for students to complete tasks/projects assigned by teachers. There may be some occasions where a teacher may assign homework to practice skills introduced in class; however, more often than not, homework will be a consequence of students not using their time wisely during class, study hall or Advising. Long range projects may require some out of school research or community interaction; however, with proper planning students can accomplish their goals within the assigned time frames using the time available during the school day.

IMMUNIZATIONS

All students attending the Options Charter Schools must be properly immunized against pertussis, poliomyelitis, measles, diphtheria, rubella, tetanus, mumps, and other communicable diseases designated by the State Health Department. Parents must furnish proof of their child's immunization no later than the first day of school after enrollment.

Meningococcal Disease

A new requirement for schools as of July 1, 2005, mandates that each public, non-public, and charter school distribute materials concerning Meningococcal disease and its vaccines to students and parents/guardians of students each year. (IC 20-30-5-18)

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's health care provider about meningococcal disease and vaccination.

Hepatitis B

Also effective July 1, 2005 until July 1, 2008 is HEA 1133 which requires that every child in Indiana who enters grade 9 and grade 12 be immunized against Hepatitis B. Usually three shots are required to complete the Hepatitis B vaccination series.

Swine Flu (H1N1)

Federal, state, and local officials are closely monitoring reported cases of the swine flu virus also known as the H1N1 flu virus. The symptoms appear to be similar to the symptoms of regular human seasonal influenza, including fever, lethargy, lack of appetite, and coughing. Flu viruses are spread mainly from person to person through coughing or sneezing of persons with influenza. Swine flu viruses are not transmitted by food, so you cannot get the virus by eating pork or pork products. Everyday actions used to prevent the spread of any type of flu include:

- Covering your nose and mouth with a tissue when coughing or sneezing, then throwing the tissue into the trash
- Coughing or sneezing into your sleeve, rather than into your hands, if a tissue is not available
- Washing your hands for 15 seconds with soap and water or using alcohol-based hand cleaners, especially after coughing or sneezing
- Trying to avoid close contact with ill individuals
- Staying home from work or school if you are sick
- Avoiding touching your eyes, nose, or mouth to prevent spreading germs

If your child has a fever with a cough, we are asking that you keep him/her at home until the symptoms have subsided. If your child develops these symptoms at school, you will be called and asked to pick up your child. If you have any questions or concerns, please feel free to contact your child's school. You can obtain more information at the following websites: <http://www.cdc.gov/swineflu> and <http://www.in.gov/isdh/>.

Recently the Indiana Department of Health informed schools of the expanded immunization requirements. The letter that follows provides families with all of the necessary information regarding the additional immunizations that students must receive prior to the first day of school on August 18, 2012. ***Students may be barred from attending school until the school receives proof that they have received the proper immunizations.***

Dear Parents and Guardians,

The Indiana State Department of Health and the Indiana Department of Education have asked that school systems provide important information to parents and guardians of students about pertussis (whooping cough) and the vaccines available to prevent this serious illness.

Pertussis is a highly contagious respiratory infection caused by the bacterium *Bordetella pertussis*. Pertussis is spread by infectious airborne droplets created when a person who is infected, coughs or sneezes. Infants and young children are typically vaccinated against pertussis, but the vaccine loses effectiveness as children get older and vaccinated children can become infected. Pertussis causes severe coughing fits. During the fits, the affected person may be short of breath and appear distressed. The coughing fit may be followed by vomiting and exhaustion. Young infants are at highest risk for developing complications like pneumonia and seizures from the disease.

Adolescents and adults who have been previously vaccinated may have a milder disease, but they can still spread pertussis to others. The United States Centers for Disease Control and Prevention (CDC) recommends a routine pertussis booster for all 11-12 year old children, and for anyone older who did not have a booster at 11-12 years of age. The pertussis booster (Tdap) is combined with tetanus toxoid and takes the place of one tetanus booster shot. The Tdap vaccine can be given as soon as one year after a regular tetanus booster.

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of all students about meningitis and the vaccines available to prevent one type of this serious illness at the beginning of each school year.

One type of meningitis is caused by a bacteria called *Neisseria meningitidis*. Infections caused by these bacteria are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can be spread through the air or by direct contact with saliva from another person with the disease.

There is a vaccine (Menactra) that can prevent most cases of meningitis caused by these bacteria in people over the age of 2. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination against this disease for all children and adolescents 11-18 years of age.

Beginning in the 2010-2011 school year, the Tdap vaccine will be required for all students in grades 6 -12. Please talk with your child's healthcare provider about the Tdap vaccine.

Also, beginning this year, one dose of (MCV4) meningococcal conjugate vaccine is required as well as two doses of varicella (chicken pox vaccine) on or after the first birthday or written history of date of disease.

It is the responsibility of the parent/guardian or emancipated student to make sure the students are up to date with required immunizations before school starts on August 6, 2015.

§ 20-8.1-7-10.1. Statement of immunization history

(a) Each school shall require the parents of a child who has enrolled in the school to furnish **no later than the first day of school** a written statement of the child's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school.

Medical objections (medical objection form) to immunizations must be signed by a physician *and* parent/guardian each year. The medical exemption must contain a physician's certification that a particular immunization is detrimental to the child's health. The objections must be on file with the school. Religious objections (religious objection form) may be signed by the parent/guardian each year and must be on file with the school. **A philosophical objection is not allowed in Indiana.**

LEAVING SCHOOL GROUNDS

Students may leave school grounds during lunch, when class time is not assigned, or when necessitated by internships, mentorships, interviews or research activities.

Students are expected to obtain permission from an administrator to leave school grounds for any other reason than those stated above. Students who do not obtain the necessary permission will be considered absent unexcused and may be subject to disciplinary action.

LUNCH

Options Charter Schools do not participate in the Federal School Lunch Program nor do they prepare lunch for students. Students who manage their time responsibly may leave school grounds for lunch. Students may bring their lunch to school. A refrigerator for student use is available in the student lounge/dining areas. Microwaves and toaster ovens are also available for student use. Parents who want their students to remain on school grounds and/or in the school building during the lunch hour must put the request in writing to an administrator.

Students who fail to return on time or otherwise act irresponsibly away from school may lose the privilege of leaving campus for lunch for a period of time.

MAJOR DISCIPLINARY INFRACTIONS

The Options Charter Schools operate in a manner where the staff works with students to establish “self-correction” of discipline issues. However, when safety and the establishment of an environment conducive to learning are threatened by continued disruptive behavior, additional punitive measures may be taken.

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student’s behavior poses an imminent risk of injury to him/herself or others.

However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

Some disciplinary infractions may require more immediate response from the staff and administration. Though not limited to these examples, the following are examples of behavior that may be grounds for suspension or expulsion from either Options Charter School:

1. Using violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying the school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of the building or corridor with intent to deprive others of lawful access to or from or use of the building, corridor or room.
 - c. Setting fire to or damaging a school building or property, or attempting to set fire or cause damage.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire or uncommon disease-producing organism, as well as triggering a false fire

- alarm and delivering or sending an actual look-alike uncommon disease-producing substance to any school property or vehicle.
- e. Deliberately inciting others with physical or verbal taunts to act in a violent or otherwise inappropriate manner.
 - f. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any school personnel to conduct the education function under her/her supervision.
2. Through any means of communication, including gestures, symbols, or signals, placing any student, employee or any other person in fear of harm to one's self, a family member or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could be harmed or a personal possession damaged.
 3. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 4. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
 6. Threatening, intimidating, or bribing any person for any purpose, including obtaining money or anything of value from that person.
 7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
 8. Possessing, using, transmitting, or being affected by a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, or any substance which is represented to be or looks like any of the above stated substances. The over-the-counter herbs such as *K2* and *Spice* are not allowed on school grounds and will be treated like any other tobacco product. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
 9. Engaging in the selling of a controlled substance or engaging in a criminal law violation that

- constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
10. Using any personal electronic device, including, but not limited to, ipods, cell phones, tablets, laptops, on school grounds during school hours in a situation not related to a school purpose or educational function.
 11. Failing in a number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 12. Engaging in any activity that constitutes an interference with school purposes or an educational function.
 13. Failing to report the actions or plans of another person to a teacher or administrator, where those actions or plans, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
 14. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
 15. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly established in concordance with Indiana law, including, but not limited to:
 - a. Engaging in sexual behavior on school property
 - b. Disobedience of administrative authority
 - c. Willful absence or tardiness from school
 - d. Engaging in speech or conduct, including clothing which is profane, indecent, lewd, or vulgar to school purposes
 - e. Participating in gang-related activity
 - f. Failing to tell the truth about any matter under investigation by school personnel
 - g. Inappropriate use of computers and/or the Internet
 - h. Cheating (including plagiarism)
 - i. Bullying (as defined on p. 13)
 16. Use or possession of tobacco products on school property, including the parking area.

17. Falsely accusing any person of sexual harassment or violating a school rule and / or a state or federal law.
18. Possession of a firearm:
 - a. No student shall possess, handle or transmit any firearm on school property, including the parking area.
 - b. The following devices are considered to be a firearm under this policy:
 - i. Any weapon which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosion.
 - ii. The frame or receiver of any weapon described above
 - iii. Any destructive device which is an explosive. Incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device
 - iv. Any weapon which will, or which may readily convert to, expel a projectile by action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - v. Any combination of parts either designed or intended for use in converting any device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - vi. An antique firearm
 - vii. A handgun, rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

The grounds for suspension or expulsion listed above apply when a student is a) on school grounds, before, during or after school hours, b) off school grounds at a school event or activity, or c) traveling to or from a school event or activity.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in any activity on or off school grounds if the activity may reasonably be considered to be an interference with school purposes or an educational function, or the student removal is necessary to restore order or protect persons on school property. This includes any activity meeting the

above criteria which takes place during weekends, holidays, school breaks, or any time a student may not be attending classes or other school functions.

MEDICATION

Students who must bring medication to school should leave the medication with an administrator or designated staff member. The medication must be accompanied with a doctor's note or prescription. Students who must take non-prescription medication, should also leave the medication with an administrator.

In the event a student becomes ill at school, he/she should report to the office. Parental permission for all students not emancipated or living on their own must be obtained by a school administrator before the student will be allowed to leave campus.

POWERSCHOOL

PowerSchool is a web-based student information system that provides real-time information to parents, teachers, students and administrators.

Using the login information provided by the school, parents have access to their child's grades and attendance, and bulletins posted by the Options staff and administrators. The specific features available to parents are:

1. Email notification – by activating this feature parents can receive daily, weekly or monthly updates on how their child is doing;
2. The Grades and Attendance screen allows parents to review their child's most recent grades in the classes he/she is taking and attendance in each class for a two week period;
3. In the Grades History and Attendance History screens parents can obtain grades from past semesters and attendance that extends back to the beginning of a semester;
4. The school bulletin includes valuable information and notification of classroom activities and school-wide events of interest to parents.

PUBLIC AFFECTION

Students are expected to use moderation concerning their affectionate expressions toward others in school. Students shall not exhibit intimate public displays of affection beyond holding hands in, on, or around school property or during hours of school operation. Students realize that holding hands may not be deemed appropriate during instructional time.

Questionable behavior will be left to the discretion of the staff and/or Principal.

SCHOOL CLOSINGS

School closings are governed by the following policy:

1. The President, or designee, is the only people authorized to close school.
2. School shall be expected to be open if no announcement is made to the contrary by 6:00 AM on any given day.
3. If the schools are closed, you will receive the message from the local radio and television stations by 6:30 AM.

School closings will be broadcast by the name of the school, Options Charter School-Carmel or Options Charter School-Noblesville, or simply as Options Charter Schools.

SCHOOL SAFETY DRILLS

Each month the school will conduct a fire drill. Two tornado drills per semester will also be conducted. Students will also be made aware of, and practice, procedures related to earthquake and school lockdown policies. Students will not be released during a tornado warning or other threatening situation.

SEARCH AND SEIZURE

The school recognizes that students maintain their rights of privacy while attending school and that those rights include the right to be free from unreasonable searches by school personnel. These rights will not be disturbed unless it is necessary to do so to enforce the law or school rules. In all circumstances, students shall be treated with dignity and respect. In order to clarify the rights of the students and responsibilities of the school, the Options Charter Schools have adopted the following policy:

1. General -- Certified school personnel may search a student's person, locker, or vehicle if there are reasonable grounds for that search. As used in this policy, reasonable grounds for search exist if the circumstances would cause a reasonable person to suspect that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

2. Search of Student's Person -- A search of a student's person may occur only if reasonable grounds exist for the search. Generally, searches of a student's person shall be limited to: (1) searching the pockets of the student; (2) searching any object in the student's possession such as a purse or briefcase; or (3) a "pat-down" of the student's clothing.

3. Search of Student Lockers -- All lockers and other storage areas provided for students use on school premises remain the property of the school corporation and are provided for the use and convenience of the students. Under state law, students do not have any expectation of privacy in their locker or its contents. All locks used on lockers or storage areas are to be provided or approved by the school and unapproved locks may be removed and destroyed. The principal, or designee, may search a particular student's locker and its contents if there are reasonable grounds for that search. If possible, the student whose locker is to be searched shall be present at the time of the search.

4. Search of Motor Vehicles -- A student may be denied the privilege of bringing a motor vehicle on to school premises unless the student, the owner of the vehicle and the parent of the student consent to the search of that vehicle when there is reasonable grounds for that search. If possible, the student whose vehicle is to be searched shall be present at the time of the search.

Use of Canines

The Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school-owned or school-leased property and automobiles parked on such property. Canines shall not be used to search students. A qualified and authorized trainer who will be responsible for the dog's actions must accompany the canines. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

SEXUAL HARASSMENT

Policy Statement

Options Charter School prohibits any form of sexual harassment of students or employees whether verbal, physical, or environmental. It is a violation of this policy for any employee to harass a student or for a student to harass another student in a sexual manner as defined below.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- a) Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored Options Charter School.
- b) Submission to, or rejection of, such conduct is used as a basis for an academic evaluation affecting a student
- c) The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment
- d) Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by Options Charter School

Employee-to-Student Sexual Harassment

- 1) Employee-to-Student harassment is prohibited at all times whether or not the incidents of harassment occur on school property or a school sponsored event.
- 2) To prevent sexual harassment, amorous relationships between a student and an agent or employee of Options Charter Schools are strictly prohibited.
- 3) Lunches and/or other "social" outings with students should always include more than one staff member and should not occur without the prior knowledge of the president and/or principal.
- 4) Any employee or agent of Options Charter Schools who participates in the sexual harassment of a student is subject to the disciplinary action including, but not limited to, verbal warnings, letters of reprimand, transfer, re-assignment, suspension without pay, and dismissal.

Student-to-Employee Sexual Harassment

- 1) Student-to-Employee harassment is prohibited at all times whether or not the incidents of harassment occur on school property or a school sponsored event.

- 2) To prevent sexual harassment, amorous relationships between a student and an agent or employee of Options Charter Schools are strictly prohibited.
- 3) Lunches and/or other “social” outings with an Options staff member should include more than one student and more than one staff member, and should not occur without the prior knowledge of the president and/or principal.
- 4) Any student who participates in the sexual harassment of an Options staff member is subject to disciplinary action including, but not limited to, suspension and/or expulsion from school.

Student-to-Student Sexual Harassment

The policy prohibits student-to-student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- a) While on school grounds
- b) While going to or coming from school
- c) During the lunch period whether on or off school grounds.
- d) During, or while going to or coming from, a school sponsored activity

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Retaliation

Options Charter School forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

Grievance Procedure

Complaints may be reported to a staff member, the Principal (Camille Scott-Tolliver at Options-Carmel 317-815-2098, or Jake Brandau at Options-Noblesville 317-773-8659) or Director of Schools (Michelle Walden at Options-Noblesville). Written complaints may also be filed at the Options Charter Schools office at 9945 Cumberland Pointe Blvd., Noblesville 46060 (317-773-8659) or with a Chairman of the Options Charter School Boards, Stacy Segal, who may be reached through the Options Charter Schools Office at 317-773-8659 or ssegal@optionsined.org

SPECIAL EDUCATION

The Options Charter School-Carmel and Options Charter School – Noblesville have joined together to form the Options Charter Schools Special Education Cooperative. Under the guidance of the Michelle Olsen, the Director of Special Education Services for the Cooperative, the Options Schools are responsible for ensuring that every special education student is provided a free and appropriate public education. The Options Schools have implemented an inclusion model for their Special Education students. This means that students with an Individualized Educational Program (IEP) are not removed on a regular basis from the classroom for services. They are best served in the classroom with a full continuum of modifications/accommodations that meet their needs. In addition, the Options Schools provide professional assistance by qualified employees to help teachers to make modifications for each student and to work within the classroom setting assisting our special education students.

STUDENT VEHICLES

Students are encouraged to carpool whenever possible as student parking is limited.

Students are expected to drive carefully and safely to and from school, and in the parking area. Students should respect the local business owners by keeping music at a reasonable level. **Students at the Options-Carmel location may NOT turn left out of the Options parking lot due to the fast moving traffic on W. Carmel Drive. Students who violate these expectations may lose parking privileges.**

Any time there is reasonable suspicion the student may be in possession of alcohol or other drugs, or drug paraphernalia, school officials may search student vehicles.

STUDENT PROGRESS REPORTS

Parents are encouraged to check student progress through *PowerSchool* on a regular basis. Options will issue a paper assessment of student progress at the end of each semester. (See school calendar.)

SUBSTANCE ABUSE

The following information is designed to clarify the serious consequences for violations of drug and alcohol use, possession, and transmission. In keeping with the school's philosophy, we want to give students every opportunity to seek professional help for their substance abuse problem.

“Major Infractions, Rule 8 (p. 22) states that, “Possessing, using, transmitting, or being affected by a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, or any substance which is represented to be or looks like any of the above stated substances,” are grounds for suspension or expulsion from school.

A student who violates this rule may be suspended for a maximum period of ten days, with a recommendation for expulsion. Students *may* be offered, at the discretion of the administration, an **alternative to expulsion**.

Alternative to Expulsion

This program allows for the suspended student to enroll in a school-approved substance abuse counseling program any time before the tenth day of the suspension/expulsion. Once documentation of the enrollment is received, the student may return to school, with the stipulation that he/she successfully completes the counseling program.

TEXTBOOK ASSISTANCE

Under Indiana Code, Section 20-8, 1-9-3, the parent of a child or an emancipated minor enrolled in a public school in grades K-12 who meets certain financial eligibility standards may have the fees for school textbooks and workbooks furnished by the school. Financial eligibility forms are included with enrollment packets. Additional forms are available in the office.

TITLE IX AND SECTION 504

The Options Charter Schools are committed to equal opportunity. We are an Equal Opportunity – Affirmative Action Employer and do not discriminate on the basis of age, race, color, religion, sex, sexual orientation, handicapping conditions, or national origin, including limited English proficiency, in any employment and/or educational opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination of such bias under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, complaints alleging such activities should be directed to:

Title IX and Section 504 Coordinators
Camille Scott-Tolliver, Principal
Options-Carmel
Jake Brandau, Principal

Options-Noblesville

TOBACCO

Tobacco and tobacco products are not permitted on school grounds even for those students who have reached 18 years of age. Students who break this rule will be subject to disciplinary action, which may include community service, a required smoking cessation class and/or suspension/expulsion from school for repeated violations.

For students under 18, the local police may also be called to issue a smoking ticket if the student is caught “in the act of” smoking a cigarette.

TRANSPORTATION

There is no bus transportation; parents are expected to provide transportation for their student(s) to and from school. The schools will make every effort to assist students and their families to set up carpools during the first few weeks of school.

WITHDRAWAL /TRANSFER

If, for any reason, a student must withdraw from school, he/she should inform the school office at least two days before the last day of attendance. School records will be forwarded when the new school requests them. Release forms may be required before records are sent to the new school.

According to Indiana law, students who are withdrawing from school and not enrolling in another school must be at least eighteen (18) years of age.

WORK PERMITS

Charter Schools are not charged with the responsibility of issuing work permits. Students should visit the public school (non-charter) of residence to obtain these documents. Schools will require a letter from Options stating that the student is enrolled and in good standing. Please give our office at least a day’s notice when requesting this letter.

**OPTIONS CHARTER SCHOOLS
CARMEL & NOBLESVILLE
2018-2019
SCHOOL CALENDAR**

August 2	Teachers Start
August 6	Students Start
September 3	Labor Day (No School)
October 15-19	Fall Break (No School)
November 21 - 23	Thanksgiving Vacation (No School)
December 24- January 7	Winter Break (No School)
January 21 (FLEX DAY)	Martin Luther King Day (No School) (Flex Day)
February 18 (FLEX DAY)	President's Day (No School) (Flex Day)
April 1-April 12	Spring Vacation (No School) Flex Days April 1-April 4

May 29	Student Last Day
May 30	Teacher Last Day
First Semester	91 Days of Instruction
Second Semester	89 Days of Instruction

Notes:

- Flex days will be used to make up days missed from inclement weather. Days may be added to the end of the school year if needed to make up any additional days.
- Every Friday will be an early release, e-learning 1/2 day. Students will be released at 12:00pm.

Students = 180 Days

GENERAL INFORMATION

<u>ADMINISTRATION</u> _____ 317-773-8659	<u>Extension</u>
Mike Gustin, President	1117
Michelle Walden, Executive Director, School Operations	1106
Shannon Franklin, Director, Accountability and Compliance	1102
Registrar	
Sherrie Bly, Chief Accounting Officer	1115
Michelle Olsen, Director, Special Ed	2116
Danny Jimenez, Assistant Program Director, DE	1105
Kevin Davis, Technology Director	
Kim Sams, Payroll Administrator/Executive Assistant	1120
C.J. Franklin, Director of Recruitment	2104
Linda Cunningham, Director of Distance Education	1104

STAFF ROSTER

Carmel – 317-815-2098

		<u>Extension</u>	
Camille Scott-Tolliver	Principal		2105
Melanie Terrell	School Counselor		2111
Gretchen Taylor	English Specialist		2107
Steven Bowers	Soc. St. Specialist		2109
Phil Bertsch	Math Specialist		2108
Marques Moore	Science Specialist		2110
Lauren Bangs	Special Education Specialist		2112
Heather Lloyd	CTE Specialist		2103
Dan Cousineau	Health/PE Specialist		

Noblesville – 317-773-8659

		<u>Extension</u>	
Jake Brandau	Principal		1103
Adam Barr	Asst. Principal		1100
Bri Radke	Administrative Asst.		1101
Robert Stewart	English Specialist		1109
Josh Curry	Social Studies Specialist		1112
Ryan Morphew	Math Specialist		1113
Matthew Peterson	Special Education Specialist		1108
Dan Cousineau	Health/PE Specialist		1114
Devin Heins	School Counselor		1107
Stacie O'Flaherty	Science Specialist		1111
Jennifer Peterson	Math/Special Ed		1122
Krista Shields	English/Art		1121
	CTE Specialist		