

COLUMBIA COMMUNITY EDUCATION

ADMITTANCE POLICY

Columbia Options admittance policies are as follows:

1. Students need to be over fourteen (14) years of age, and not over twenty (20) as of September 1, 2004.
2. Permission from the High School or Junior High School that they are coming from is required.
3. A written waiver sent to Columbia Community Education from your school district if you live outside of the Columbia School District.
4. Student has to show an interest and desire to obtain a high school diploma before we enroll them in class.
5. When enrolling, the student needs parent or legal guardian, immunization record, birth certificate, registration card, acceptable use policy for the internet and any other forms necessary for registration.
6. Columbia Options has the right of refusal.

CREDIT

Students will need twenty-two (22) credits to graduate. They will receive a Columbia School District diploma.

English or related subject	4.0 Credits
Mathematics	2.5 Credits
Science	2.0 Credits
U.S. History	1.0 Credit
American Government	0.5 Credit
Social Studies	1.0 Credit
Life Skills	1.0 Credit
Computer	1.0 Credit
Health	1.0 Credit
Electives	<u>8.0 Credits</u>
Total.....	22 Credits

*All students graduating from Columbia Options High School are required to have a portfolio that meets our school guidelines.

GENERAL SCHOOL POLICIES

(1 – 15 ~ Punishment: Board Offenses)

1. Students cannot leave school grounds during school without authorized permission. This is a closed campus.
2. No profanity in school. If directed at staff, student will be sent home for the day and a plan of assistance will be established between staff member and student. Students using the “f---“ word will be suspended for that day and the following day.
3. No alcohol or drugs on school property. If a student is using alcohol or drugs during school hours, the student is suspended until they have an assessment from student assistance. (Police will be called if substance is at school.)
4. Anyone suspected of being under the influence of drugs or alcohol will be asked to leave accompanied by parent or legal guardian.
5. Smoking is not allowed on school grounds at any time...it's the law. Two-day suspension from your classes.
6. No cheating. All students involved get zeros if they had any knowledge of the cheating.
7. Students will not intimidate, threaten or show aggressive behavior toward fellow students or staff members. (Two-day suspension for verbal abuse directed towards any CCE staff personnel.)
8. No defacing of school property.
9. No Stealing (10 day suspension).
10. Sexual Harassment: No student should be subjected to comments, gestures of a sexual nature that is unwanted or unwarranted.
11. (PDA) Public display of affection is not allowed. (Sexual conduct)
12. Hard cut rule...NO FIGHTING (automatic ten day suspension). It could be up to 180 days. You cannot verbally or physically assault anybody in school. 180-day expulsion.
13. No weapons, knives, guns. (YOU ARE DONE WITH COLUMBIA SCHOOLS.)
14. All other policies that are established and approved by the Columbia Board of Education.
15. No pagers or cell phones allowed in the school.

DRESS CODE

Displaying of profanity or pornography is strictly prohibited. Cover your private parts and undergarments. Alcohol and drug clothing is not acceptable; avoid wearing clothing that advertises these items. Keep your pants up, we do not want to see your underwear.

ATTENDANCE POLICY

Excessive absences will severely affect your grade. There will be make-up time available within each three-week period. Work with your individual teacher. Three tardies equal one absence.

REMEMBER: You go to school.....you get credit
 If you don't.....you won't
 Go to work.....you get paid
 You don't work.....no pay!

.....EASY CONCEPT!

STUDENT GOVERNMENT

Every student will have a voice in his or her school. This process will be done by voicing your ideas and opinions in the student government sessions. The student government sessions meet regularly.

These meetings will be to discuss trips, fundraisers, purpose of school, athletic events, future curriculum, school policies and other points of interest.

The Student Council will be represented by each grade; the senior will be the chairperson. These students will be representatives for two quarters. If a student leaves the school, the staff will fill the vacant position on the council.

DISCIPLINE PROCEDURES

Student Government and the Options staff establish policies concerning student behavior. Student discipline:

BOARD OFFENSES

First Offense: Talk about what happened and explain to them why it is not acceptable.

Second Offense: Talk about what happened and explain to them why it is not acceptable. Notify that this is the second offense; third offense is suspension from school. Parent or legal guardian will be notified.

Third Offense: Talk about what happened and explain to them why it is not acceptable. Student is asked to fill out a "Get Real" contract. If the contract is not filled out, or if it is broken, the student is suspended for the remainder of the nine-week period and the Board will decide if the student can return for the next nine weeks. "Get Real" contracts last for six (6) weeks.

Second hard cut rule.....No Stealing/No Fighting. If a student is caught stealing, the student will be suspended from the program for ten (10) days.

TIME-OUTS: Students have a right to learn. Teachers have the right to teach. If you disrupt this process, you will receive a 'time-out'. Staff members give these out for misbehavior and other problems that could arise during the year, such as sleeping or refusing not to do any daily assignments. Staff uses their discretion in determining who receives a 'time-out'. Two 'time-outs' equal a board offense.

NOTE: Students will be asked to fill out a 'time-out' slip for every offense. 'Time-outs' will be discussed with Ralph and the staff member issuing the 'time-out' before you are allowed back in class.

Academic Get Real: Students will be put on an academic "Get Real" for lack of effort and/or not meeting class objectives. Students will be placed on this contract if they are attending school and failing more than three classes. This will be assessed every three weeks.

NO HURTING OTHERS, YOURSELF OR THE PROGRAM!

GRADES

Students will be evaluated every three weeks. The grades and attendance will be available at this time. Report cards will be issued every nine weeks.

There are four nine-week quarters. Every class you pass in each quarter is worth .25 (1/4) credit. Students can earn up to seven (7) credits per year at Options High School.

Teachers will review their grading policy for each class.

Students are expected to complete all daily assignments and tests.

All make-up work needs to be turned in by Friday of that week it is assigned.

NOTE: Students have the right to learn. If **you** take that right away, **you** could receive disciplinary action such as a time out, board offense or be asked to leave for the day.

REMEMBER WHY YOU'RE HERE! HIGH SCHOOL DIPLOMA! ! ! ! !

LEARN OR LEAVE!!

GOOD LUCK EVERYONE & HAVE A GREAT YEAR!

- All Guests at C.C.E. need to check in at the office.
- Any students bringing in a guest needs to have permission from the principal 1 day in advance.

I, _____, have read and understand Columbia Options Policies established by the Board of Education, Options Staff and students.

Signature

Date