

**Columbia Options High School Calendar
2011-2012**

September 6, 2011.....First Day of School (Half Day)
November 9 & 10, Parent Teacher Conferences (Half Days)
November 25 & 26, 2011Thanksgiving Break
December 20 – January 1, 2012.....Winter Holiday Break
January 2, 2012.....School Resumes
January 16, 2012.....Prof Dev.....No School
February 20, 2012.....President’s Day (No School)
March 30 - April 6, 2012.....Spring Break
May 31, 2012.....Options/Adult Education Graduation
May 28, 2012.....Memorial Day (No School)
June 8, 2012.....Last Day of School (Half-Day)

**COLUMBIA OPTIONS
HIGH SCHOOL**

**STUDENT HANDBOOK
2011-2012**



Principal
Mr. Ralph Piepkow

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www.columbiaschooldistrict.com

MISSION STATEMENT

The Columbia School District, in partnership with the community, will provide a positive and safe learning environment, which will prepare ALL students to contribute and compete in a global society.

Welcome to Columbia Options High School. May the forthcoming school year be a positive learning experience for you and your fellow classmates.

The Student handbook is prepared as a guide so that you can readily refer to items dealing with school policies, course requirements, athletics, and many other areas of interest. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

It is our sincere desire that the time you spend with us here will provide you with many worthwhile experiences which will be helpful in your pursuit of achievement, self-understanding, happiness, and a good basic education, for a life time of happiness and personal success.

To fulfill these broad goals, it is necessary that we provide the facilities, materials, staff and the best learning atmosphere possible. It is also necessary that students accept responsibilities, which contribute to their personal success and the success of their school as well. The success you achieve personally will depend very much on your own efforts and attitudes. Teachers cannot teach unless students are willing to learn.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2008. If any of the Board's policies or administrative guidelines referenced herein are revised after June 30, 2008, the language in the most current policy or administrative guideline prevails.

Read this handbook carefully. Parents and students should be aware that there would be a great deal of emphasis placed on discipline and student behavior. Students are expected to come to school, work hard on their studies, and behave themselves.

Students are here to achieve a high school Diploma!

Ralph B. Piepkow, Principal

BUILDING PHILOSOPHY

The general purpose of Columbia Options High School is to develop intellectually and acquire desirable habits, attitudes, skills, talents, social graces and character traits to the extent that they can realize their potential and be prepared for life as useful, successful and happy members of a democratic society.

* It is our goal and expected that all students at Columbia Options High School will earn a High School Diploma.

GENERAL GOALS

DEVELOPMENT OF THE INDIVIDUAL – We believe that the needs of each student are different and that the school should recognize these differences and assist each individual to develop to his/her maximum potential.

FUNDAMENTAL SKILLS AND TOOLS OF LEARNING – We believe that all students should achieve success in the academic skills necessary for further educational development.

MORAL VALUES AND ETHICAL TRAINING – We believe that students should display good character and have good values while attending school. ALL students should show respect towards each other and STAFF members. The staff will be examples of what good characteristics are and give the opportunity for students to learn.

WORK HABITS – Students should be provided with activities and learning experiences designed to encourage appropriate work habits for school and for life in general.

INDEPENDENT THINKING – We believe that it is desirable for each student to be encouraged and instructed to progressively develop his/her ability to plan and think independently on their own work and studies.

EQUAL EDUCATION OPPORTUNITY – It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that he/she has been

discriminated against on the basis of his/her race, color, disability, religion, gender or national origin, while at school or a school activity should immediately contact the Administrative Offices, in writing. Complaints will be investigated in accordance with the procedures as described in the Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation.

INDIVIDUALS WITH DISABILITIES – The American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District’s programs and facilities. A student can access special education services through the proper evaluation procedures.

PRINCIPLES OF DEMOCRACY – We believe that students should be provided the opportunity to interpret and apply the principles of democracy and to accept the responsibilities, benefits and obligations of citizenship.

PREPARATION FOR FUTURE NEEDS – We believe that students should be prepared with the skills necessary in technology to function effectively in further educational or vocational pursuits.

ADMITTANCE POLICY

Columbia Options admittance policies are as follows:

1. Students need to be over thirteen (13) years of age, and not over twenty (20) as of September 1, 2011
2. Permission from the high school or junior high school that they are coming from is required.
3. A School of Choice form is needed to attend Columbia Options High School 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-three (23) credits to graduate. They will receive a Columbia School District diploma.

Language Arts	4.0 Credits
Math (Algebra I, Algebra II, Geometry) (Math class in senior year)	4.0 Credits
Science (Biology, Physics or Chemistry) (One additional)	3.0 Credits
U.S. History and Geog.	1.0 Credits
World History and Geog.	1.0 Credits
Economics/Civics	1.0 Credits
Computer	1.0 Credits
Health / P.E.	1.0 Credits
Visual, Performing and Applied Arts	1.0 Credits
Online Learning	1.0 Credits
Electives	5.0 Credits
Total.....	23 Credits

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

SCHOOL DAY SCHEDULES

Semester 1: Start September 6, 2011, finish October 21, 2011
Semester 2: Start October 24, 2011, finish December 2, 2011
Semester 3: Start December 5, 2011 finishes January 27, 2012
Semester 4: Start January 30, 2012, finish March 9, 2012
Semester 5: Start March 12, 2012, finish April 27, 2012
Semester 6: Start April 27, 2012, finish June 8, 2012

Breakfast	7:45 - 8:10
First Hour:	8:10 - 9:25
Second Hour:	9:25 -10:35
Third Hour:	10:35 -11:45
Lunch:	11:45 -12:05
Fourth Hour:	12:05 - 1:15
Fifth Hour:	1:15 - 2:30

COMMUNICATION BETWEEN SCHOOL AND HOME

Communication between school and home is essential for an effective educational experience. Columbia Options High School and the District have many ways that this can be achieved. It is important that parents call the office with contact information updates. Some of the ways that the school contacts you are: Powerschool, direct correspondence, email, school website (www.columbiaschooldistrict.org), telephone, District Newsletter, Message Alert System and Exponent.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

Radio: WABJ, WLEN, WJXQ, WKHM, WIBM and WUFN
T.V. Channels 6, 10 and 47

The District uses a First Alert Call System, which telephones each student's home with school closing and announcements. If you are not receiving calls, please call 592-6449.

Parents and students are responsible for knowing about emergency closing and delays.

MEAL SERVICE AND LUNCH PERIOD

Students may bring their own lunch to school or purchase a lunch for \$2.30. Free and reduced lunch forms are available at the front office. (To make sure all necessary information is present; take them home for your parent to fill out.) and return to the front office so they may be sent to The Food Service Director for approval. All food is to be eaten in the cafeteria with proper respect shown to employees and the physical equipment (tables, chairs, ECT.). Throwing items (food, objects, etc.) may result in suspension and/or a requirement of cleaning over an extended period of time. It is expected that all students will leave a clean table. **AT NO TIME IS FOOD OR DRINKS ALLOWED IN THE COMPUTER LAB.**

Breakfast is served between 7:45 and 8:10 only.

Columbia Options High School has a **closed lunch period**, which means that no student is to leave the school without direct permission of the administration. Unauthorized leaving can result in A BOARD OFFENSE AND SUSPENSION.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain an appropriate education in a safe and orderly environment. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of their behavior, or lack of school assignments done, we are here to work and learn not play.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. (Please ask about powerschool, it has most of the information needed.) Many times it will be the responsibility of the student to deliver

information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive **on time** and is prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. Money and other valuables should never be left unattended in classrooms or restrooms. All students should check large sums of money and other valuable items in the office for safe keeping if it is necessary to bring them to school. The school will not be held responsible for damage to personal valuables. **NO BACK PACKS ALLOWED**, because of security risk.

***Note: NO CELL PHONES ARE TO BE USED IN THE CLASSROOMS AT ANY TIME.**

STUDENT DRIVERS AND PARKING ISSUES

Students are allowed to drive to school and park in a mannerly order. This parking lot is everyone's, including visitors and staff. At no time should anyone drive in or out going over 15 mph. There are children on the premises. Burning rubber or squealing tires is a Board offence and will be handled according.

If the action warrants a driving infraction that will be issued, and an officer will be called.

STUDENT WELL-BEING

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASE AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, a communicable disease, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety, lockdown and tornado laws and will conduct drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the

presence of asbestos materials used in previous construction. A copy of the District's policy can be obtained from the Administrative Offices.

TECHNOLOGY AND NETWORKS

A SIGNED technology Use and Safety Administrative Guideline (AUP) is required to be on file. This guideline delineates the procedures in place to ensure that the District complies with all Federal, State and local statutes regarding computers and their use.

Computer Rules

A. There is to be no:

1. E-mail (other than school sponsored email)
2. Chat rooms
3. Electronic bulletin boards
4. Messages sent within the school other than through Gaggle
5. Use of obscenities on the computer
6. Pornographic materials or pictures
7. Questionable materials or pictures
8. Use of Internet without permission and supervision of teacher or appropriate staff member.
9. Absolutely no downloading of material from the Internet without teacher permission.
 - Only your own password
 - Do not give your passwords to others
 - Do not allow others to use your password
10. Head phones need to be turned into the teacher after the end of each hour in the lab.

B. Do Not:

1. Damage computer equipment
2. Alter the system software by changing files or data
3. Change passwords
4. Add unauthorized software, viruses, or harmful software
5. Violate copyright laws by:
 - Downloading copyrighted programs
 - Illegally installing copyrighted software

THERE IS NO EATING OR DRINKING IN THE COMPUTER LAB. IF YOU DO YOU WILL LOSE THE PRIVILEGE OF WORKING IN THE LAB.

Failure to follow the Agreement will result in a student NOT BEING ALLOWED the use of the lab or Internet according to the established policy.

A full copy of the administrative Technology Guidelines can be found in school offices, media centers, computer labs, and on the school website.

Education 2020 Procedures

I understand that detailed notes **MUST** be taken for each lecture and must be kept in a notebook, exclusively used for this class. These notes makeup 25 % of my overall grade. I also accept that my teacher holds the right to log me off, give me additional activities, make me redo activities and /or suspend my home access privileges if they deem necessary or beneficial to the teacher.

E2020 Classes are to be completed within the 6 week term.

VISITORS

Parents are welcome at the school. In order to properly monitor the safety of students and staff, all non-students must report to the office upon entering the school to obtain a pass. Any person found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient time. All visitors must wear a visitor's pass.

COURSE-GRADUATION REQUIREMENTS

A student’s progress toward graduation and receiving a diploma is determined by completed required coursework, earning necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the students have completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student’s responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met.

It is the responsibility of each junior and senior to check with the teacher mentor during the school year to finalize his/her program and to see if requirements are met. Seniors are to check with Jeanne during Term 4 to make sure they have all necessary classes before graduating.

All students who wish to receive a diploma from Columbia Options High School must complete a portfolio as well as all other requirements set forth by the District. A minimum of two (2) credits must be earned from Columbia School District to qualify for a Columbia Options diploma. The Board requires that all students must complete at least 22 credits to walk in graduation.

GRADE CLASSIFICATION

Credits earned will determine the grade a student is in. Minimum requirements for grade classification are:

- Freshman 0-5 credits
- Sophomore 6-12 credit
- Junior 13-18 credits
- Senior 18+ credits

**know the amount
of credit you
have!**

GRADING PERIODS

Students will receive a report card at the end of each six-week period indicating their grades for each course for those portions of the

academic term. Often time, the report card is sent home with the student. If you fail to receive a report card, please call the office @ (517) 529-9400.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming into the School. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors, it will replace the Michigan Educational Assessment Program (MEAP) assessments at the high school level.

9th grade students will take the Social Studies MEAP.

This means that all **11th graders**, In order to take the MME must have at least 13 credits and have passed 2 ½ credits in Language Arts, 2 ½ in the Math area (including Geometry and Algebra I) and 2 years of science.

This will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students’ general educational development and their ability to complete college-level work.

Students also will be able to use the MME to qualify for a Michigan Promise Grant to help pay for their costs in attending a state university, community college or a technical or trade school.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science and social studies.

STUDENT ATTENDANCE POLICY

There is a positive relationship between attendance and success in school. Therefore, Columbia Options High School feels a responsibility to encourage regular and punctual attendance. In order to prepare students for what lies beyond high school, the school has an obligation to formulate good attendance patterns and appropriate work attitudes. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time.

Days that students are not in the classroom are divided into days that count and days that don't count against them. All staff members will incorporate employability points into their grading system that will encourage students to be in the classroom. Each unexcused absence from the classroom will result in a loss of employability points.

Missed assignments – It is the responsibility of the student to obtain missed assignments and completes them in a timely manner (within one week). It is possible that certain kinds of schoolwork such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted.

Procedures – The following procedures will be used in the regulation of this policy. It is the responsibility of every student to read and follow these procedures. Failure to comply with the policy could result in the loss of course credit.

Excessive absences will severely affect your grade. Students could be dropped after missing **five** days per marking period. There will be make-up time available within each marking period. Work with your individual teacher. Two tardies equal one absence.

Students may be suspended for lack of work, and failing the majority of their classes.

DRESS CODE

The primary responsibility for an individual's dress lies in the home. However, while fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Displaying of profanity or pornography is strictly prohibited. (We do not want to see your undergarments).

GENERAL SCHOOL POLICIES (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 **ANY STAFF MEMBER**, 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 or has possession of alcohol or drugs during school hours, the student is suspended for the six-week marking period and will lose his or her credit (Police will be called if substance is at school.)
4. Smoking and chewing tobacco is not allowed on school grounds at any time...it's the law. A Board offense and two-day suspension from your classes will be

implemented. The school liaison officer will be called and you will be issued a ticket.

5. No cheating. All students involved get zeros if they had any knowledge of the cheating.
6. Students will not intimidate, threaten or show aggressive behavior toward fellow students or staff members. (Two-day suspension and board offense for verbal abuse directed towards any CCE staff personnel.) Comments or gestures that are degrading or defamatory to fellow students or that challenge the authority of a staff person will not be tolerated. Suspension of students could happen pending on each situation.
7. No defacing of school property. (Writing on walls) You will be expected to clean or replace any damage at your cost.
8. When a student is caught stealing school property or someone else's property, he/she will be disciplined and may be reported to law enforcement officials and may result in a **ten-day suspension**.
9. Sexual Harassment: No student should be subjected to comments, gestures of a sexual nature that is unwanted or unwarranted.
10. (PDA) Public display of affection is not allowed. (Sexual conduct)
11. Attempt to do bodily harm by physical contact and/or adopting a posture that could lead to violence. All acts of physical abuse will result in a separation from school pending investigation. A conference must be held with all affected parties: including the student, parents and administrator, and may require other outside assistance such as the Department of Social Services, police, courts, etc. Hard cut rule, no fighting (automatic ten day suspension). It could be up to 183 days. You cannot verbally or physically assault anybody in school.

12. If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

13. No weapons, knives, or guns. A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns, pellet guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or vice that can be converted into such a destructive item. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession of a weapon may subject a student to expulsion as per state law.

Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion and referral to the police. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

14. All other policies that are established and approved by the Columbia Board of Education.

15. No cell phones or text are allowed during school class time. Cell phones need to be turned off in the classroom. Students will turn in cell phones to office on

second offense. We have school phone if a parent needs to reach you.

16. No Passes are allowed in the first 15 minutes of each class or the last fifteen minutes of each class.

BULLYING

Columbia Options High School will not tolerate any gestures, comments, threats, or actions to student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control. School transportation such as buses also applies.

Bullying – intimidation of others by acts, such as but not limited to:

- A. Threatened or actual physical harm;
- B. Unwelcomed physical contact;
- C. Threatening or taunting verbal, written or electronic communications;
- D. Taking or extorting money or property;
- E. Damaging or destroying property;
- F. Blocking or impeding student movement;
- G. Electronically transmitted acts – i.e. Internet, telephone or cell phone, personal digital assistant (PDA or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of harassment, although it need not be

based on any of the legally protected characteristics such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

DISCIPLINE MEASURES - EXPULSION

The Board of Education is authorized by statute to expel students for just cause. Expulsion results in the removal of a student from the membership rolls of a school district. (If appropriate, a recommendation to the superintendent or schools may be filed for any offense in the categories listed.) The following procedural guidelines will govern the expulsion process.

A. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and included within this notice shall be a statement of the time and place for a hearing.

B. The parent or guardian shall be present at the hearing.

C. The student, parent or guardian may be represented by legal counsel.

D. The student shall be given an opportunity to give his/her version of the facts and their implications. The student will be allowed to offer the testimony of other witnesses and their evidence.

E. The hearing shall be conducted by the Board of Education that shall make its determination solely upon the evidence presented at the hearing and a record shall be kept of the hearing.

F. The Board of Education shall state within a reasonable time after the hearing its decision concerning expulsion. These findings will then be put in writing and be sent to the student and his/her parent or guardian.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) or Section 504 of the Rehabilitation Act of 1973.

BOARD OFFENSES

Students receive a board offense after breaking one of the school policies.

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

Second Offense: Parents will be notified and student will be put on a "Get Real" Contract.

GET REAL CONTRACT

This contract is for a student that needs to get serious about their education. Once on the contract, a student cannot miss an assignment, miss school, or receive any time-outs and/or board offenses. **No exceptions!** Parents will be called and a meeting will be set with the student, parent and/or guardian, principal, resource personnel and possible other staff members.

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'.

(2) TIME OUTS = 1 BOARD OFFENSE

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

We are here to work with you and to make you the best person possible.

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 two classes. This will be assessed every two weeks.

TRANSPORTATION

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of legitimate concerns.

**REMEMBER....
FAILURE IS NOT AN OPTION!!!**

**WE CARE ABOUT YOU
AND YOU'RE EDUCATION!**

BE THE BEST YOU CAN BE!

COLUMBIA OPTIONS CONTRACT

The Columbia School District believes that every student should have an equal opportunity to gain an education that is beneficial to the student and to society. The school district further feels that an atmosphere of learning must prevail if a learning process is to be experienced.

(Therefore, guidelines and rules must be established and followed.)

I have read and understand Columbia Options High School Policies established by the Columbia Board of Education, Options High School staff and students.

Student Signature Date

Parent Signature Date

Principal Signature Date