



## Columbia Options High School

---

Dear Columbia Option High School Families,

As we have done in the past, we will continue to provide three different learning opportunities for students to choose as we begin the 2020-2021 school year. Families will be asked to make a choice between **In-Person Learning**, **Blended Schedule** and **100% Virtual Learning** through the Columbia Virtual Academy. All options will provide our students with equitable opportunities for learning to support their continued growth.

We are asking families to choose either **In Person Learning**, **Blended Schedule** or **Virtual Learning** by Sunday, August 16th at midnight. Families may also call us at 517-529-9400 to inform us of your decision. Please use the [COHS Required Commitment Form](#) to make your selection.

### What will Phase 4 In-Person Learning look like at Columbia Options High School?

- Our school year is divided into 6 six-week terms. Each student will receive a schedule with six courses. New student enrollments for in-person learning are accepted up until the first week of each term.
- All staff and students will be required to wear a mask at all times throughout the school day unless they are eating or drinking.
- Class sizes will remain small to ensure as much social distancing as possible.
- Prior to attending school each day, all students will complete a health screening to ensure they are fever free and not displaying any symptoms of COVID-19. Please use this link, page 2, to access the screening [COVID-19 Toolkit](#).
- All teachers will utilize the Google Classroom platform to deliver instruction that follows state standards and meets the Michigan Merit Curriculum requirements.
- Students are expected to meet all deadlines and requirements to earn credit. All grades will be posted in PowerSchool.
- Attendance will be taken on a daily basis.

- At the beginning of the school year or upon enrollment, each student will be assigned a laptop for their use during the school day. If a student wishes to take the laptop home, a contract must be signed and insurance must be purchased by the parent.
- Accommodations for students with an IEP or 504 Plan will be provided.
- All Jackson Area Career Center students will attend each day, Monday-Friday. Students are able to drive their own vehicles to the Career Center but must not transport any other students. We will also provide district transportation to the Career Center for those who would like to ride the bus. A mask must be worn at all times on the bus.
- Strict compliance with State and CDC Guidelines as well as the COVID-19 Return to School Toolkit from the Health Department will be maintained for movement throughout the building as well as sanitizing procedures. As guidelines change we will continue to update our plan and follow the most current requirements. [COVID-19 Toolkit](#), [Columbia School District Return to Learn Plan](#), [CDC Screening](#)
- Students who become ill at school will go to our quarantine area until a family member arrives. Students who become ill must be picked up ASAP.
- Students may purchase school breakfast and lunch daily from our Food Service department. Breakfast can be purchased in the cafeteria prior to school beginning. After students purchase their breakfast, they must report directly to their first hour class where they will eat breakfast. At lunch time, students will be spaced 6 ft apart in the cafeteria at all times.
- Hand sanitizing dispensers will be placed at 3 key locations throughout the building.

## **What will the Phase 4 Blended Schedule option look like at Columbia Options High School?**

- The Blended Schedule option allows students to take their most challenging courses face-to-face while taking the rest of their courses virtually.
- Virtual portions of their schedule will be delivered via Accelerate or Odysseyware.
- Students are expected to physically attend their in person courses each day.
- All staff and students will be required to wear a mask at all times throughout the school day unless they are eating or drinking.
- Blended schedule students will not be allowed to stay in the building when not attending classes, therefore, securing reliable transportation will be the responsibility of the student.
- Blended schedule students will be given a 6-course schedule.

- Blended schedule students in the 11th or 12th grade may attend classes at the Jackson Area Career Center. They must attend Monday-Friday. If help with transportation is needed, students may take the bus from the Columbia Options or Columbia Central campuses.
- In order to receive credit for a course, each course must be 100% completed and have a cumulative grade of at least 60%.
- In order to successfully complete virtual courses, it is imperative that students have a reliable device and an Internet connection.

### **What will Phase 4- 100% Virtual Learning look like at Columbia Options High School?**

- The Columbia Virtual Academy will use Accelerate and/or Odysseyware to deliver instructional content. All courses are taught by COHS's highly qualified teachers.
- Virtual students will receive the same support as in person students. Students needing individualized assistance may make an appointment to come in to meet with their teacher during our second shift --Monday through Thursdays from 3-6 p.m.
- In order to receive credit for a course, each course must be 100% completed and have a cumulative grade of at least 60%.
- It is critical that students have a reliable device and an Internet connection to participate in Columbia Virtual Academy. The district will provide hotspots for those who do not have internet access. Columbia Virtual Academy students must adhere to all district acceptable use technology guidelines.
- Students will receive a six-course schedule to be completed within the 18-week semester. Once a student completes ALL six courses, they may be assigned more upon request.
- While students may work at their own pace, consistent attendance and participation is required. CVA students should plan to spend a minimum of 25 hours each week on coursework. Students should follow and maintain a time schedule to complete course work each day.
- CVA students must maintain frequent 2-way communication between either teachers or the principal.
- CVA students under the age of 18 who are not regularly and actively participating will be referred as truant to the County Attendance officer.
- Accommodations for students with an IEP or 504 Plan will be provided.

- CVA students need to check and respond to school email on a consistent and timely basis each day.
- Course progress can be viewed via the student dashboard or parent profile in Odysseyware and Accelerate. All final course grades will be posted in PowerSchool.
- Attendance will be taken daily by log in records and work submission.
- CVA students in the 11th or 12th grade may attend classes at the Jackson Area Career Center. They must attend Monday-Friday. If help with transportation is needed, students may take the bus from the Columbia Options or Columbia Central campus.

## **What will Phase 1-3, Learning at Home look like at Columbia Options High School?**

- Students will be expected to continue with their current course schedule.
- Teachers will continue to utilize the Google Classroom platform for our in person students in the event that the state moves to a Phase 1-3 status.
- Attendance will be taken on a daily basis and students must be present for class meetings, instruction time, etc.
- Students must adhere to appropriate dress codes and conduct when participating in live classroom meetings.
- In addition to scheduled class times, teachers will host office hours for student support.
- Accommodations for students with an IEP or 504 Plan will be provided.

### **Throughout all phases:**

- Utilizing Google Classroom will allow staff and COHS in person students and to seamlessly transition between all Return to School Phases.
- Columbia Options HS staff will closely monitor the academic progress and social-emotional well-being of our students.
- We will work to ensure students have continued access to reliable internet and a device.

**Orientation Dates**

**August 24 -- Building tour, informational meeting for all programs**

Last name begins with A-L 5:45 p.m. - 6:45 p.m.

Last name begins with M-Z 7:00 p.m. - 8:00 p.m.

Should you have any questions or concerns, please call us at 517-529-9400 or send me an email to [lisa.klink@myeagles.org](mailto:lisa.klink@myeagles.org).

Sincerely,

Lisa Klink, Principal  
Columbia Options High School  
4460 N. Lake Road  
Clarklake, Michigan 49234  
517-529-9400