



# Chippewa Valley Schools Adult & Community Education

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19230 Cass Avenue, Clinton Township, MI 48038  
(586)723-2050

GED

Closer  
than you  
think!!

Diploma

Work independently using software in our computer lab with support from certified teachers. Must be 20 years of age or older as of 9/1 of current school year. The lab is open Mon-Thurs, 9am-9pm/Fri, 9am-2pm.

New Adult Ed Classes enrolling every month! Call 586-723-2050 for more information or visit:

[ChippewaValleySchools.org/Departments/Community-Ed](http://ChippewaValleySchools.org/Departments/Community-Ed)

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# Learn More, Earn More!

## GED Preparation & High School Completion Classes

### Do you...

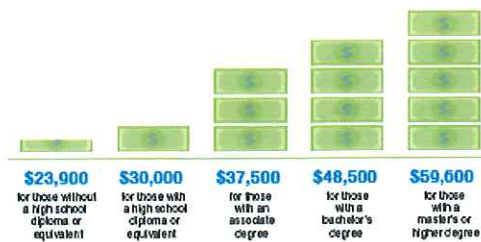
- Need a high school diploma?*
- Want to pass a high school equivalency test?*
- Need to improve your math, reading or writing skills?*
- Need to improve your English language skills?*

### What Does Adult Education Do?

Adult Education helps you to improve your reading, writing and math skills, and to get a high school diploma or equivalent. Classes may be available either face-to-face or online and can lead to training and good jobs through partner programs.



### More Education = More Money\*



\*Young adults ages 25-34 who worked full-time, year-round.

Students age 20 and over as of September 1<sup>st</sup> of the current school year will work independently using GED Preparation and High School Completion software in our state-of-the-art computer learning lab while receiving support from certified teachers. **STUDENTS ARE REQUIRED TO ATTEND AN ORIENTATION.**

At the orientation session, you will learn about the program and have an opportunity to schedule your pre-test. Orientation is on the first Monday of each month, September through March, at either 10:00am or 6:00pm.

There is a \$40 registration fee that can be refunded upon completion of the program and other requirements.

### LAB HOURS

Monday – Thursday \* 9am -9pm

Friday \* 9am – 2pm

Held at the Adult and Community Education Center – 19230 Cass Avenue, Clinton Township

### Contact us:

**IN PERSON:** 19230 Cass Avenue, Clinton Township

**BY PHONE:** (586)723-2050 and press 1

**ONLINE INFO:** <https://www.chippewavalleyschools.org/departments/community-ed/high-school-completion--ged-preparation/>



# Chippewa Valley Schools Adult Education

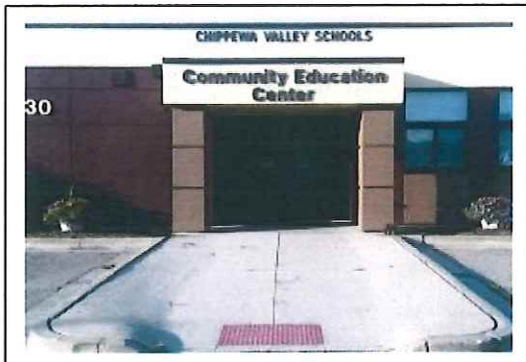
## Staff

### GED/HSC

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(586)723-2053

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(586)723-2066

**Debbie Olszewski**  
GED/HSC Teacher (PM)  
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(586)723-2066



### **Chippewa Valley Schools**

Adult & Community Education Center  
19230 Cass Avenue  
Clinton Township, MI 48038

**OFFICE HOURS:** M-F, 8am-4:30pm

\*Closed for lunch 12noon-1pm

GED/HSC Computer Lab Hour Blocks:

M-Th, 9am-12 noon

1p-4p

6p-9p



September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Example

There is no school when the Chippewa Valley School district is closed. Computer Lab Hours: M-Th, 9am-9pm, & F, 9am-2pm

Dates to Remember

Orientation dates are by sign-up only.

Program Parameters

Program start and end dates

Breaks and Holidays

NO SCHOOL – 11/3 (Election Day); 11/25-11/27 (Thanksgiving); 12/21-1/1 (Winter Break); 1/18 (MLK Day); 2/15-2/19 (Mid-Winter Break); 4/2-4/9 (Spring Break); 5/31 (Memorial Day)

Weekends, Fridays & Summer – No Classes held

# Chippewa Valley Schools Adult Education

## Frequently Asked Questions

### **What are the hours?**

Classes are based on the student's pre-determined schedule commitment. Each student for the GED/HSC/ABE classes will build their in-class commitment schedule based on these hour blocks on a specified day: M-Th, 9a-12p, 1p-4p, and 6p-9p. During COVID-19, students will choose a day and time to attend and will work online during the remaining days on their own.

### **What do you offer?**

Chippewa Valley Schools Adult Education students can select between GED preparation, high school completion/diploma, and English as a Foreign Language.

### **How old do you have to be to attend?**

You must be 20 years of age or older as of September 1 of the current school year. There are also special cases where people under 20 can participate.

### **What does orientation consist of?**

Every student (new and returning) needs to take part in an orientation session. There are many facets to our program, and we want you to know EVERYTHING that can help you succeed in school, work, and your personal life. It is for that reason it is important you attend an orientation session.

### **How are classes held?**

GED/HSC/ABE classes during COVID-19 will be done online in our state-of-the-art computer lab one day a week and at home online for the remaining days. When you begin, the instructor will have a planning session with you to set goals and make a plan for achieving those goals.

### **When are classes held?**

During COVID-19, you are asked to attend one 3-hour session per week. Additionally, students will be asked to complete 6 more hours of computer work outside of the lab. If for some reason you are unable to do this, you will need to speak with your instructor.

### **What is the cost?**

Chippewa Valley Schools Adult Education is a free service. However, you must first pay a \$40 registration fee. Upon completion of the course (which includes a pre and posttest) and other requirements, the \$40 is refunded, making the class free.

### **Can I receive financial aid?**

There is no charge for classes other than the annual registration fee. You may be eligible for assistance with the registration fee through MiWorks!

### **Should I do GED or High School Completion?**

This depends on your current academic level, the last year you completed school, your preference, the amount of time you have to commit to study, and how many high school credits you have earned in the past. Talk to your instructor/advisor to decide which program is right for you.



# Chippewa Valley Schools Adult Education

## Frequently Asked Questions

### **How long will it take to get my GED?**

The length of the program varies from student to student. Your score on the TABE pre-test can give us a good idea of how long the program will take. A lot depends on how much effort you are willing to put into it by attending and working on the classroom material.

### **Can I work from home?**

We do require that you attend 3 hours per week in the computer lab. Your attendance needs to be established as well as you gaining more hours at home online. All course exams must be taken on-site; this is a state law.

### **I attended last year; do I need to do entrance paperwork again?**

Yes. Our program year begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of each year and we need new paperwork and assessments for each program year.

### **How do I get announcements?**

Cancellations follow Chippewa Valley School District. During the start of the 2020-2021 school year, CVS is utilizing Remote Learning. As things change within Michigan and in-person learning is resumed, please use the following information to determine if school will be meeting. Until in-person learning is resumed, please check the with your instructor for school cancellations.

The rule of thumb is if the district is closed, no classes will be held. You can check local news stations, our Facebook and the website, all which will have information. Emergency conditions occurring when school is not in session and which affect school opening or closing will be announced over local radio and TV stations:

1. Television Channels 2, 4, 7
2. Radio Stations: WJR-760 AM or WWJ-950 AM
3. Or call our district's main number at (586)723-2000 for a recording of school closings.

### **Are there summer hours?**

No. We are not a year-round program, so we do not have summer hours.

### **What are the expectations and procedures?**

At Chippewa Valley Schools Adult Ed Program our top priority is creating a safe environment focused on learning. We will have a lot of fun along the way, but here are some guidelines we all follow in order to ensure the learning environment is productive for all:

1. **Positive Attitudes:** We pride ourselves in having a positive environment, so please bring your best positive energy when you are in the building and working on schoolwork. Ask for help if you are frustrated!
2. **Being Courteous:** Be courteous and friendly to everyone in the building; we have a lot of different people coming and going on a daily basis.
3. **Exercise Technology Restraint:** Please turn off or silence cell phones. If you need to make a call, please take it outside or in the hallway.

# Chippewa Valley Schools Adult Education

## Frequently Asked Questions

4. **Ask for Help:** If you are struggling, ask for help. All of the staff are willing and able to help you with school or issues interfering with being productive in school.
5. **Academic Honesty:** You are expected to do your own work. If it is discovered that you are not the unique author of your work, you will not get credit for the course you completed.

### What are the classroom procedures?

1. Enter the classroom quietly as there are often many students working or taking exams throughout the day.
2. Computers are available in the classroom. Please help yourself to a station. If you don't know your computer login, ask your instructor.
3. Tests/Assessments – all tests and assessments must be completed **on-site**.

### What is the attendance requirement?

Students will be asked to complete a “Schedule Commitment” at the beginning of the program year. This solidifies your commitment to coming into class based on *your* availability and schedule. During COVID-19, 3 hours on-site are required per week with an additional 6 hours per week at home. This time is intended to be used to get help from instructors, take tests (all final exams and pre and post testing is required to be done in class) and to get any help from the instructor.

### What if I cannot make it into class?

If you know that the in-class minimum of 3 hours per week will be difficult for you to meet, talk to your instructor as soon as possible. We have temporary barrier reduction programs which can be used temporarily until you can meet the minimum.

If you need to miss a class or an appointment, we ask that you contact your instructor before you miss class or immediately after and make up the missed class time if there is an available space. If you have an appointment with the instructor or other staff person and cannot keep your appointment, please give us at least two hours' notice.

Students who regularly communicate with their instructor and communicate their needs are not at risk of being dropped for not meeting the minimum in-class hours; however, if you do not communicate and make a habit of being absent, you may be dropped from the program and be required to re-enroll.

### How does someone get dropped from the program?

A student can elect to withdraw from the program at any time; however, we ask that they complete post-tests (which means at least 40 hours of attendance achieved) and complete follow-up.

We will make every effort to contact students who we see are not attending regularly to give them the opportunity to remain in the program. However, students who are inactive and/or do not meet their minimum in class will be notified that they are being dropped from the class unless they start attending, and their deposit will not be refunded.



# Chippewa Valley Schools Adult Education

## Frequently Asked Questions

### **Do you offer help in finding a job?**

Our program can assist you in contacting Michigan Works!. We cannot guarantee employment, but we can help you with preparing for interviewing and applying for employment if you express this to the instructor.

### **What is “follow-up” and why do I have to do it?**

Aside from us wanting to keep in touch with you and see how you're doing, it is also a state requirement for funding. When follow-up time comes, we will need to document your achievements in academics and employment. The follow-up will be done via a conversation with the student's teacher, so please be sure to update us with any change in your contact information.

### **Is Chippewa Valley a GED testing site?**

Yes! Chippewa Valley Community and Adult Education is an official Pearson Testing site for the General Education Development (GED) Exam. The exam is taken in the same lab where classes are held, scheduled every other Friday in the afternoon. Students interested in taking the GED Exam must create a user account and register for the exam sections at [GED.com](http://GED.com). Instructors will be able to assist with this when the time comes.



# Adult Education GED Success Tracking

<b>Student Name:</b>				
	<b>Reasoning Through Language Arts</b>	<b>Social Studies</b>	<b>Science</b>	<b>Mathematical Reasoning</b>
<b>GED Ready Baseline Score</b>				
<b>EDGENUITY completion</b>				
<b>GED Ready Score</b>				
<b>Voucher Requested</b> <small>(N/A if requirements are not met)</small>				
<b>Voucher Received</b>				
<b>Official Test Date</b>				
<b>Official Test Results</b>				

## ONLINE ACCESS LOG

<b>GED.COM ACCOUNT INFORMATION</b>	<b>EDGENUITY ACCOUNT INFORMATION</b>
Website: <a href="https://www.ged.com">https://www.ged.com</a>	Website: <a href="http://learn.education2020.com">learn.education2020.com</a>
Email:	Username:
Password:	Password:

## GOAL-SETTING

I want to earn my GED by _____	(date)
Skills I want to improve:	
I will come to class these days:    M    Tu    W    Th    F	

# GED Resources

## *How to access your GED study courses through Edgenuity:*

- ***learn.education2020.com***
- User name: \_\_\_\_\_
- Password: chippewa
- Devote a minimum of 6 hours per week working on your lessons on Edgenuity.

## *How to sign up for a GED exam:*

- Create an account on: ***ged.com***
- My user name: \_\_\_\_\_
- My password: \_\_\_\_\_
- Use this account to register for official GED practice exams and official GED exams.

## *Additional practice exams:*

- Create an account on: ***mel.org***
- My user name: \_\_\_\_\_
- My password: \_\_\_\_\_
- Use this account to take free practice tests that are similar to the official GED exam. (Navigation instructions on the back.)

## *Teachers:*

- Tracey Stryjewski (day teacher) [tstryjewski@cvs.k12.mi.us](mailto:tstryjewski@cvs.k12.mi.us)
- Debbie Olszewski (evening teacher) [dolszewski@cvs.k12.mi.us](mailto:dolszewski@cvs.k12.mi.us)



# What's On the GED Exam?

The GED<sup>®</sup> test is made up of 4 subjects, broken into separate exams that must each be passed individually. You don't have to take all the tests at once - you can space them out however it suits you and go at your own pace.

## Mathematical Reasoning



### Test Topics

Basic Math  
Geometry  
Basic Algebra  
Graphs and Functions



### Time (to take the test)

115 minutes  
Short break between parts



### Format

2 parts, calculator allowed on second part  
Access to calculator reference sheet and math formula sheet  
Multiple choice and other question types (drag and drop, fill-in-the-blank, select an area, and drop-down)

## Reasoning Through Language Arts



### Test Topics

Reading for Meaning  
Identifying and Creating Arguments  
Grammar and Language



### Time (to take the test)

150 minutes  
10 minute break between parts 2 and 3  
45 minutes for the written essay



### Format

3 sections  
1 written essay (extended response)  
Multiple choice and other question types (drag and drop, select an area, and drop down)

## Social Studies



### Test Topics

Reading for Meaning in Social Studies  
Analyzing Historical Events and Arguments in Social Studies  
Using Numbers and Graphs in Social Studies



### Time (to take the test)

70 minutes  
No breaks



### Format

Calculator allowed  
Access to calculator reference sheet  
Multiple choice and other question types (drag and drop, fill in the blank, select an area, and drop down)

## Science



### Test Topics

Reading for Meaning in Science  
Designing and Interpreting Science Experiments  
Using Numbers and Graphics in Science



### Time (to take the test)

90 minutes  
No breaks



### Format

Calculator Allowed  
Access to calculator reference sheet  
Multiple choice and other question types (fill in the blank, drag and drop, select an area, and drop down)

# GED® PROGRAM CALCULATOR REFERENCE GUIDE

Working with complex problems on the test is simple when you use this guide to understand what order to click the buttons in the on-screen calculator. The GED® test calculator is the TI-30XS.

## BASIC ARITHMETIC

To perform basic arithmetic, enter numbers and operation symbols using the standard order of operations.

**Example:**  $8 \times -4 + 7 =$



The correct answer = **-25**

## SCIENTIFIC NOTATION

To perform calculations with scientific notation, use the  $\times 10^x$  key.

**Example:**  $7.8 \times 10^8 - 1.5 \times 10^8 =$



The correct answer = **630000000**

## MIXED NUMBERS

To perform calculations with mixed numbers, use the  $\frac{\square}{\square}$  key. As with fractions, the answer will automatically be formatted in reduced form.

**Example:**  $12\frac{5}{6} - 1\frac{1}{2} =$



The correct answer =  $\frac{34}{3}$

## FRACTIONS

To perform calculations with fractions, use the  $\frac{\square}{\square}$  key. The answer will automatically be formatted in reduced form.

**Example:**  $\frac{2}{9} \times \frac{3}{7} =$



The correct answer =  $\frac{2}{21}$

This calculator reference sheet is provided for most items on the GED® test — Mathematical Reasoning, as well as certain items on the Science and Social Studies tests.

**Find everything you need to pass in  
MyGED® at GED.com.**

## PERCENTAGES

To calculate with percentages, enter the number, then the % key.

**Example:**  $40\% \times 560 =$



The correct answer = **224**

## POWERS AND ROOTS

To perform calculations with powers and roots, you will use the following keys:



**Example:**  $1.2^2 =$



The correct answer = **1.44**

**Example:**  $7^4 =$



The correct answer = **2401**

**Example:**  $\sqrt{529} =$



The correct answer = **23**

**Example:**  $\sqrt[3]{1728} =$



The correct answer = **12**

## TOGGLE KEY

The answer toggle key  $\frac{\square}{\square}$  can be used to toggle the display result between fraction and decimal answers, exact square root and decimal, and exact pi and decimal.

**Example:**  $\frac{9}{10} =$



The correct answer = **0.9**



## Mathematics Formula Sheet & Explanation

The 2014 GED® Mathematical Reasoning test contains a formula sheet, which displays formulas relating to geometric measurement and certain algebra concepts. Formulas are provided to test-takers so that they may focus on *application*, rather than the *memorization*, of formulas.

### Area of a:

square	$A = s^2$
rectangle	$A = lw$
parallelogram	$A = bh$
triangle	$A = \frac{1}{2}bh$
trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$
circle	$A = \pi r^2$

### Perimeter of a:

square	$P = 4s$
rectangle	$P = 2l + 2w$
triangle	$P = s_1 + s_2 + s_3$
Circumference of a circle	$C = 2\pi r$ OR $C = \pi d$ ; $\pi \approx 3.14$

### Surface area and volume of a:

rectangular prism	$SA = 2lw + 2lh + 2wh$	$V = lwh$
right prism	$SA = ph + 2B$	$V = Bh$
cylinder	$SA = 2\pi rh + 2\pi r^2$	$V = \pi r^2 h$
pyramid	$SA = \frac{1}{2}ps + B$	$V = \frac{1}{3}Bh$
cone	$SA = \pi rs + \pi r^2$	$V = \frac{1}{3}\pi r^2 h$
sphere	$SA = 4\pi r^2$	$V = \frac{4}{3}\pi r^3$

( $p$  = perimeter of base with area  $B$ ;  $\pi \approx 3.14$ )

### Data

mean	mean is equal to the total of the values of a data set, divided by the number of elements in the data set
median	median is the middle value in an odd number of ordered values of a data set, or the mean of the two middle values in an even number of ordered values in a data set

### Algebra

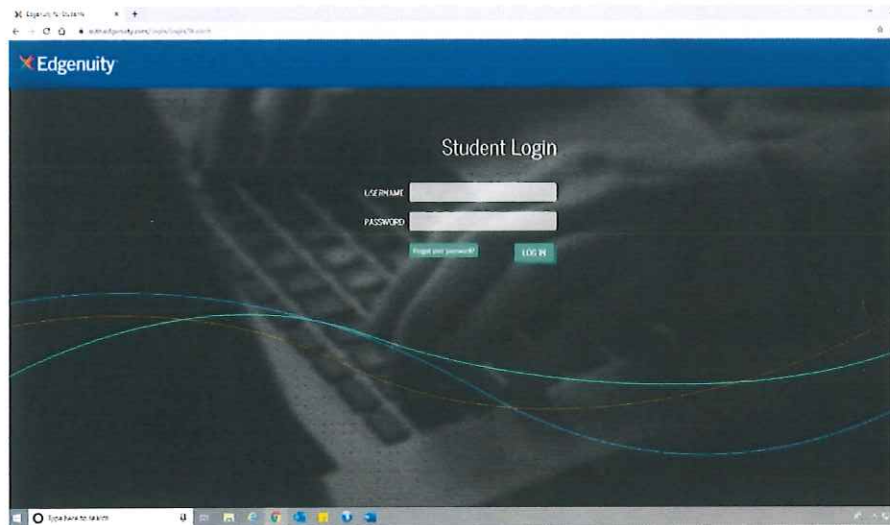
slope of a line	$m = \frac{y_2 - y_1}{x_2 - x_1}$
slope-intercept form of the equation of a line	$y = mx + b$
point-slope form of the equation of a line	$y - y_1 = m(x - x_1)$
standard form of a quadratic equation	$y = ax^2 + bx + c$
quadratic formula	$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$
Pythagorean theorem	$a^2 + b^2 = c^2$
simple interest	$I = Prt$ ( $I$ = interest, $P$ = principal, $r$ = rate, $t$ = time)
distance formula	$d = rt$
total cost	total cost = (number of units) $\times$ (price per unit)

# Edgenuity Orientation

**Directions:** Use the information in the following pages to help you navigate the Edgenuity program. Your instructor is always available to assist you further, but it is important that you know the key pieces of the program and how to use them!

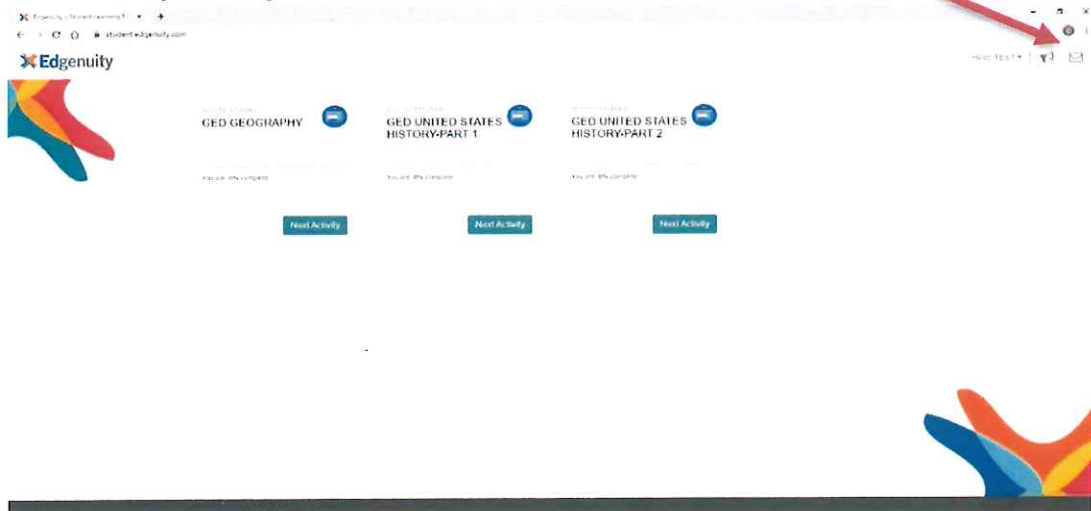
## LOGGING IN

Your instructor will give you your login information. The Account Login for all students at [learn.edgenuity.com](https://learn.edgenuity.com)



## YOUR DASHBOARD

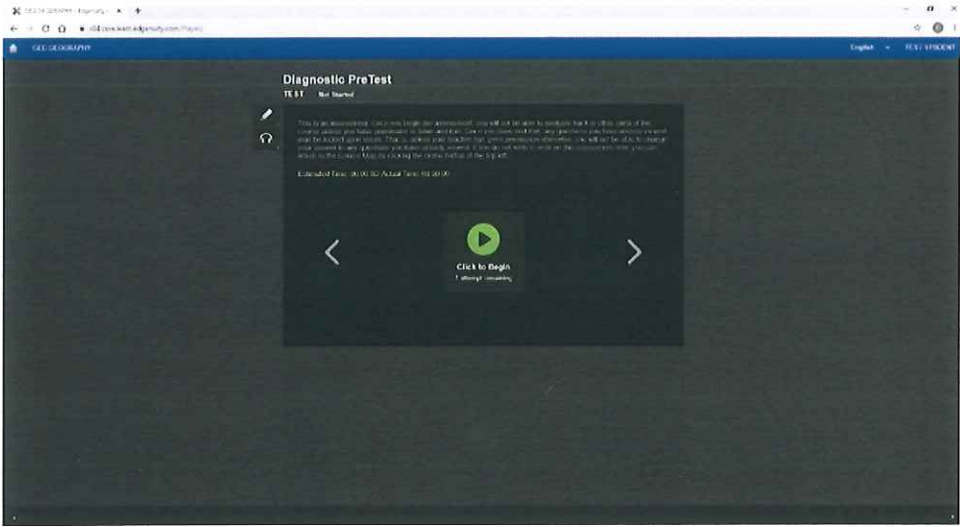
Your dashboard shows the classes you have been assigned. In addition, you can message your instructor by clicking on the Envelope icon at the top at any time. 😊



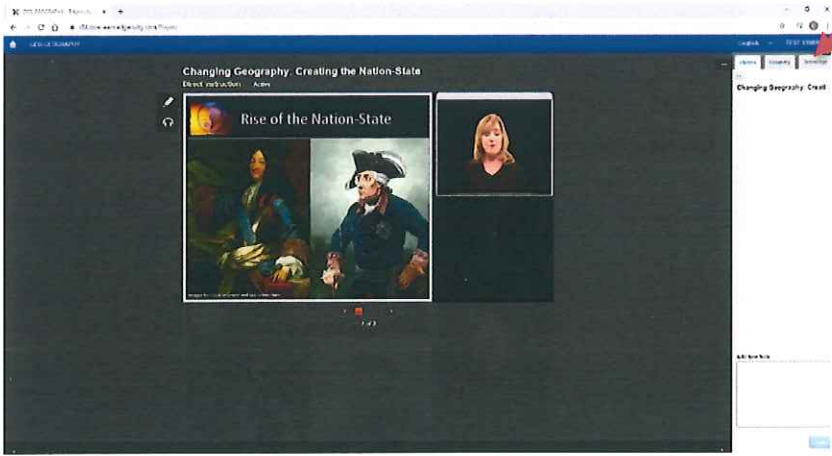


# CLASS ACTIVITIES

When you initially click on the “*Next Activities*” button in a class, you will be directed to the Diagnostic Pre-Test. Do your best because this will help the software determine what you need to focus on. 😊



After taking the diagnostic test, you will be given several *Direct Instruction Activities* to complete. In order to continue with the class, you will need to complete each of the Direct Instruction Activities which consist of instructional videos and quizzes. There are panels on the right-hand side for you to take notes, get definitions and there is also a script of the entire activity.



If you are in a Direct Instruction Activity, there are arrows which appear at the bottom of the screen. At any time you can press them to move within the activity to review information or go over anything you may have missed.



# WHERE AM I AT?

At any time during your login when you are on your home screen, you can check to see where you are at in the course, and what is left to do, by clicking on the icon in the course.

Tells your percentage completed and overall grade.

SOCIAL STUDIES  
GED GEOGRAPHY

You are: 38% complete

96.7%  
Overall Grade

Next Activity

The "Next Activity" button will direct you to the next item to do in your course map. You will either have more instruction or a quiz.

Once you click on the icon, it will take you to the Course Map screen. On this screen, you can view what you have completed, including scores, and if you scroll, what you have left to complete. You can also view any notes you have taken as well as what comprises your score by clicking on the icons on the left side of the screen.

GED GEOGRAPHY

Course Map

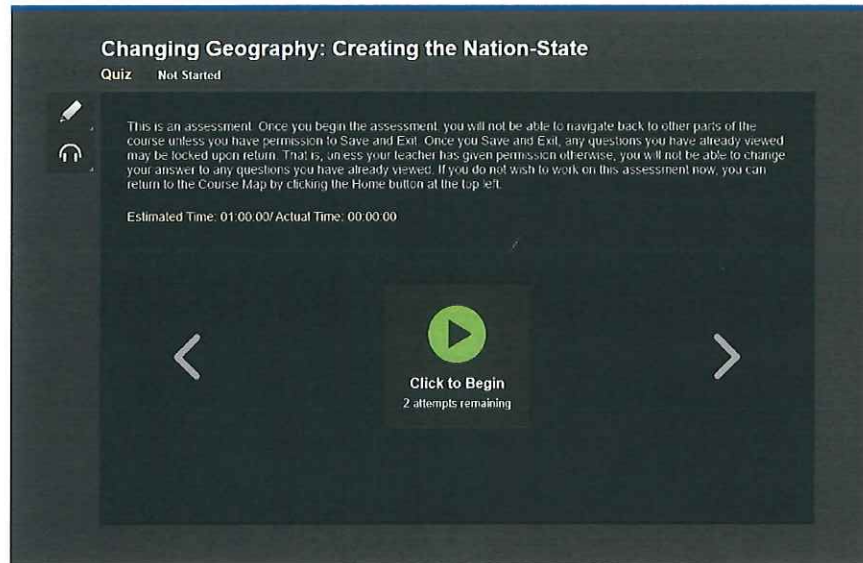
- UNIT DIAGNOSTIC PRETEST
- Diagnostic PreTest
- TEST (Your Time: 10m 24s)
- UNIT: GEOGRAPHY
  - Changing Geography: Creating the Nation-State
  - Direct Instruction (Your Time: 37m 23s)
  - Online Content (100% Your Time: 3m 17s)
  - Journal (100% Your Time: 1m 51s)
  - Practice (90% Your Time: 22m 21s)

To get back to the home dashboard, click on the icon at the top left of the screen and scroll to "Home".



## TESTS & QUIZZES

Throughout the course, you will be given a series of quizzes. Again, do your best as this will determine what you will focus on and if you will need to repeat the information. They appear very similar to the Diagnostic Pre-Test, but they incorporate only a portion of the whole course curriculum. You have 3 attempts to pass each quiz.



The Diagnostic Post-test will measure what you learned from the class. You must receive a 60% or higher overall to pass the course if you are taking it for High School Completion (your diploma). For the GED, you are not bound to that 60%, however, we expect that you complete 3 sections a week in order to stay on track. Please note that you **MUST** take your final test in our classroom.

# Online Note-taking Guide

TITLE OF ACTIVITY

Key Words

Summary of Main Points

Timeline of Key Events





**Accessibility**

The building site is located in the Central part of Macomb County, at 19230 Cass Avenue east of Romeo Plank Road and west of Groesbeck Highway in Clinton Township. There is prominent and highly visible front bldg. entrance and parking. Restrooms, classrooms, building and parking lot are all A.D.A. handicapped accessible.

**Smoking**

Smoking is not allowed on school property by Michigan law. Students or visitors smoking on school property may receive a \$100.00 fine.

**Michigan Works**

It is the responsibility of the Michigan Works! student to give attendance and mileage reports to the teacher to sign as required.

**Attendance Policy**

All students are expected to attend class on a regular basis as scheduled. It is understood that students may have important obligations with their jobs, family and overall lives. Exempted Absences include: medical emergencies, funerals, court appearances, school related business and religious holidays. A student who has more than four unexcused absences will be dropped from class, but will be able to reenroll for the next term. It is the student's responsibility to contact the teacher regarding all absences.

**Student Assessment**

To measure student progress, students will be tested in accordance with state standards and District policy.

**Use of Classroom Telephones**

In case of emergency, students will be allowed to make a phone call. All cell phones are to be turned off or on silent ring during class.

**Student Supplies**

The school will provide all basic supplies needed to complete the required course curriculum. Instructors may recommend additional supplies.

**Drug and Alcohol free School**

In compliance with Federal Drug Free School and Communities Act Amendments, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute or substance that could be considered a "look-alike" controlled substance. Any student who violates this policy will be subject to disciplinary action and when required by State law the school will notify law enforcement officials.

**Grievance Procedure**

It is the policy of Chippewa Valley Schools who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis the District's Civil Rights Coordinator, Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps: Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days. Step 2: If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant with ten (10) business days. Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. Step 4: If at this point the grievance has not been satisfactorily settled, further appeal

may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114-2611.

#### **Harassment of Students**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090.

#### **Emergency Building Procedures:**

##### **Fire and Tornado/Severe Weather Procedures**

Procedures and directions are posted in each classroom. All students should be aware of exit locations and instructions. In compliance with all safety laws, the fire and tornado drills will be conducted in accordance with State laws.

#### **Student Supplies**

The school will provide all basic supplies needed to complete the required course curriculum. Instructors may recommend additional supplies.

#### **Food and Beverages**

Food and beverages may be consumed in the classroom with permission of the classroom instructor.

#### **Transportation/Parking**

Students are fully responsible for any transportation to and from school. Students will use assigned parking, in the front parking lot at the CEC building.

#### **Emergency Medical Information**

Students must have an Emergency Medical Authorization Form completed and signed, which is available to every student at the time of enrollment. It is important for the student to inform the teacher of any special needs, including medical or dietary concerns.

#### **Individuals with Disabilities**

The Americans 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. The protection applies to all individuals who have access to the District's program and facilities.

#### **Disorderly Conduct**

It is the purpose of the Board of Education, acting within the intent and letter of the laws of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful or is in violation of Board policy. Therefore, actions by a student(s) to interfere materially or substantially with the operations of the School District by defacing or destroying school property, by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines are illegal. Students who engage in such activities may be punished to the full extent of the law and Board policies and District administrative guidelines promulgated there under.

#### **Bullying and Other Aggressive Behavior toward Students**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying and hazing. The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause.

**Emergency/ Inclement Weather Closings**

Emergency conditions occurring when school is not in session and which affect school opening or closing will be announced over local radio and TV stations:

1. Television Channels 2, 4, 7
2. Radio Stations: WJR – 760 AM or WWJ – 950 AM
3. Or call our main number at (586) 723-2000 for recording of school closings.