



# Chippewa Valley School Adult & Community Education

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19230 Cass Avenue, Clinton Township, MI 48038  
(586)723-6954

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.

New Adult Ed Classes enrolling every month! Call 586-723-6954 for more information or visit:

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

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# GED

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# Chippewa Valley Schools Adult Education

## *Staff*

### GED/HSC

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**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

Phone: (586)723-6954

GED/HSC Computer Lab Hours:

M-Th, 9am-9p



# 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?

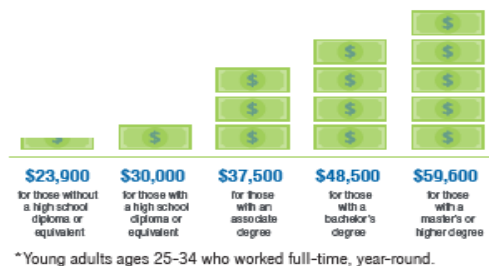
Need to improve your math, reading or writing skills?

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\*



### LAB HOURS

Monday – Thursday \* 9am -9pm

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



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.

### Contact us:

IN PERSON: 19230 Cass Avenue, Clinton Township

BY PHONE: (586)723-6954

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

September 2024						
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 2024						
S	M	T	W	T	F	S
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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		

November 2024						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
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	

February 2025						
S	M	T	W	T	F	S
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23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

April 2025						
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13	14	15	16	17	18	19
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27	28	29	30			

May 2025						
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 2025						
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 2025						
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 2025						
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						

There is no school when the Chippewa Valley School district is closed. Computer Lab Hours: M-Th, 9am-9pm  
 Dates to Remember

Orientation dates are by sign-up only 1st week in SEPTEMBER and FIRST Monday & Wednesday of each MONTH through MARCH.

**Program Parameters**

Official Program start and end dates (9/9 & 6/4)

**Breaks and Holidays**

NO SCHOOL – 11/5 (Election Day); 11/27-11/29 (Thanksgiving); 12/19-1/1 (Winter Break); 1/15 (PD Day), 1/20 (MLK Day),

2/17-2/21 (Mid-Winter Break); 3/24-3/28 (Spring Break); 4/18 (Good Friday), 4/23 (PD Day), 5/26 (Memorial Day)

Weekends, Fridays & Summer – No Classes held

# Chippewa Valley Schools Adult Education

## Frequently Asked Questions

What are the hours?

Most classes are based on the student's pre-determined schedule commitment. Each student will build their in-class commitment schedule based on computer lab hours.

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?

Classes are done online in our state-of-the-art computer lab. When you begin, the instructor will have a planning session with you to set goals and make a plan for achieving those goals. We also offer distance learning.

When are classes held?

Since our program is run as an open computer lab, you are able to attend at times convenient for your schedule. Our program also allows for students to complete work at home if needed. We encourage students to utilize the lab as often as possible. *Students who work in the lab can seek help and guidance from the instructor and can often reach their goals sooner.* Students must complete a minimum of 6 study hours per week.

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!

# *Chippewa Valley Schools Adult Education*

## Frequently Asked Questions

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.

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.

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

Yes. Our program year begins in September and ends June 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. 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:

# *Chippewa Valley Schools Adult Education*

## Frequently Asked Questions

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.
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 are required to complete 6 study hours each week either in the lab or at home. Students are required to take a post-test in the lab after completing 40 hours of study. Students are encouraged to work in the lab as often as their availability allows. Instructors are available in the lab to help students. (All final exams, pre and post testing are required to be done in the lab; this is a state law.)

What if I miss my 6-hour minimum?

If you know that the minimum of 6 hours 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.



# *Chippewa Valley Schools Adult Education*

## Frequently Asked Questions

If you need to miss a scheduled appointment, we ask that you contact our instructor before or immediately after your missed appointment.

Students who regularly communicate with their instructor and communicate needs are not at risk of being dropped for not meeting the minimum required hours; however, if you do not communicate and make a habit of missing study hours, 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.

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.

# 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	

# What's On the GED Exam?

The GED® 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.

<h2>Mathematical Reasoning </h2> <p> <b>Test Topics</b> Basic Math Geometry Basic Algebra Graphs and Functions</p> <p> <b>Time (to take the test)</b> 115 minutes Short break between parts</p> <p> <b>Format</b> 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)</p>	<h2>Reasoning Through Language Arts </h2> <p> <b>Test Topics</b> Reading for Meaning Identifying and Creating Arguments Grammar and Language</p> <p> <b>Time (to take the test)</b> 150 minutes 10 minute break between parts 2 and 3 45 minutes for the written essay</p> <p> <b>Format</b> 3 sections 1 written essay (extended response) Multiple choice and other question types (drag and drop, select an area, and drop down)</p>
<h2>Social Studies </h2> <p> <b>Test Topics</b> Reading for Meaning in Social Studies Analyzing Historical Events and Arguments in Social Studies Using Numbers and Graphs in Social Studies</p> <p> <b>Time (to take the test)</b> 70 minutes No breaks</p> <p> <b>Format</b> 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)</p>	<h2>Science </h2> <p> <b>Test Topics</b> Reading for Meaning in Science Designing and Interpreting Science Experiments Using Numbers and Graphics in Science</p> <p> <b>Time (to take the test)</b> 90 minutes No breaks</p> <p> <b>Format</b> 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)</p>



TESTING SERVICE®

Chippewa Valley Schools Adult Education

**Study Materials on GED.com to help you to prepare for the GED exams.**

- 1. Create an account on *GED.com***
- 2. Click on the Study link at the top of the page**
- 3. Click on Study Materials**

**a. Click on the subject you wish to study**

**Here you will find links to help you prepare for the test:**

- 1) Introduction to the subject**
- 2) Reading for meaning within the subject**
- 3) Other helpful links tailored to the subject**

**b. Or click on Preview the test to access a ¼ length practice test.**

***Use these resources along with your courses on [learn.education2020.com](https://www.learn.education2020.com) and your workbook to help you successfully pass the GED exams.***

### ***GED Practice Test Navigation Instructions:***

1. Make an account on [ged.com](http://ged.com)
2. Click on STUDY at the top of the page once you've created your account
3. Click on PRACTICE
4. Click on "have a voucher code, redeem now"
5. Or pay for the test with your credit/debit card
6. Take your subject practice test.

***If you score in the green, apply for a state voucher to pay for the GED subject test.***

### **GED State Voucher navigation instructions:**

1. Log in to your [ged.com](http://ged.com) account
2. Scroll down until you see "we will pay for your GED test". Click on LEARN MORE
3. Click on "HSE to School Voucher Request Form"
4. **Complete the form and contact Debbie or Tracey so that we can expedite the receipt of your test voucher code.**

# HSE-To-School Program



The Michigan Department of Labor and Economic Opportunity - Workforce Development (LEO-WD) is pleased to offer the HSE-to-School Program. The purpose of the program is to inspire and encourage Michigan residents who are pursuing their high school equivalency credential to transition to Michigan community colleges or universities for academic and career focused coursework and programs. Based on available funding, the HSE-to-School Program covers the cost of one attempt on each subject area for the three high school equivalency testing options – GED, HiSET, or TASC - for Michigan residents who meet eligibility requirements.

## HSE-TO-SCHOOL PROGRAM

### Requirements for the GED Test Series

Test Taker Minimum Requirements:

1. The individual has not previously taken a GED® content area test free of charge under the HSE-to-School Program (previously called GED-to-School Program).
2. Prior to taking a GED® content area test, the individual completes the appropriate GED® Ready practice tests with a score of “likely to pass”. GED Ready practice tests can be found online at [www.ged.com](http://www.ged.com).

Test takers for the GED® may request a voucher code by completing the online application, [HSE-To-School GED Voucher Request Form](https://www.michigan.gov/leo/0,5863,7-336--382907--00.html).  
<https://www.michigan.gov/leo/0,5863,7-336--382907--00.html>

Voucher codes may be requested via email at [LEO-HSEProgram@michigan.gov](mailto:LEO-HSEProgram@michigan.gov).

Please include the following information:

Name, Date of Birth, Test Series (GED or HiSET), Test Subject (Math, Science, Social Studies, Language Arts, Reading, and/or Writing), and official TASC score for subject(s) you wish to take.

Questions about the HSE-To-School Program:

Phone: 517-335-5858 or Email: [LEO-HSEtoSchool@michigan.gov](mailto:LEO-HSEtoSchool@michigan.gov)

# Free GED Practice Tests and Study Tutorials!

[www.mel.org](http://www.mel.org)

Log on to [mel.org](http://mel.org) and follow these steps to access free GED practice tests and tutorials:

1. [www.mel.org](http://www.mel.org)
2. Click eResources
3. Scroll down and find the alphabet, click letter H
4. Scroll down and click High School Equivalency Center
5. Click Prepare for the GED test
6. Click Social Studies, or any subject, Tutorial or Practice Tests
7. Click Sign in and Register
8. Make your account, use your email address, and create a password

You can take the 2 tests as many times as you want. There are other study resources on this site as well.

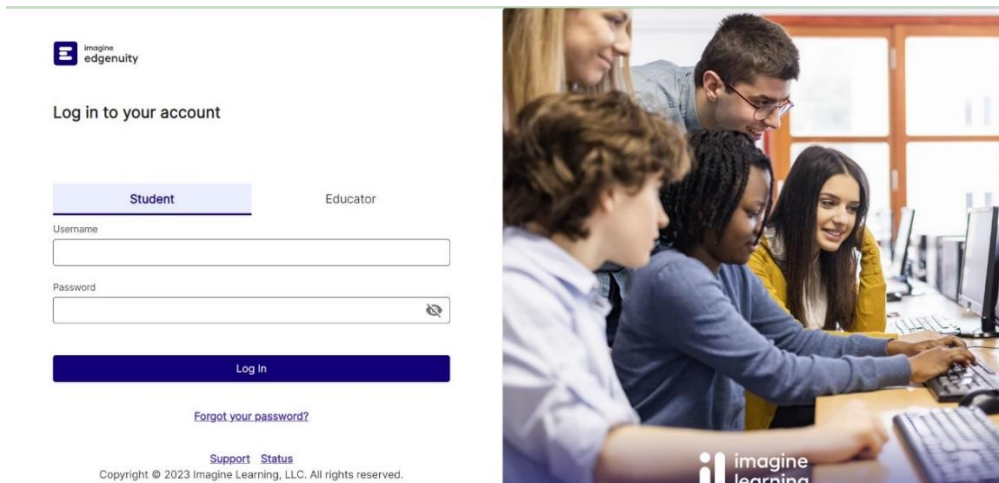


# Edgenuity Orientation

**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!

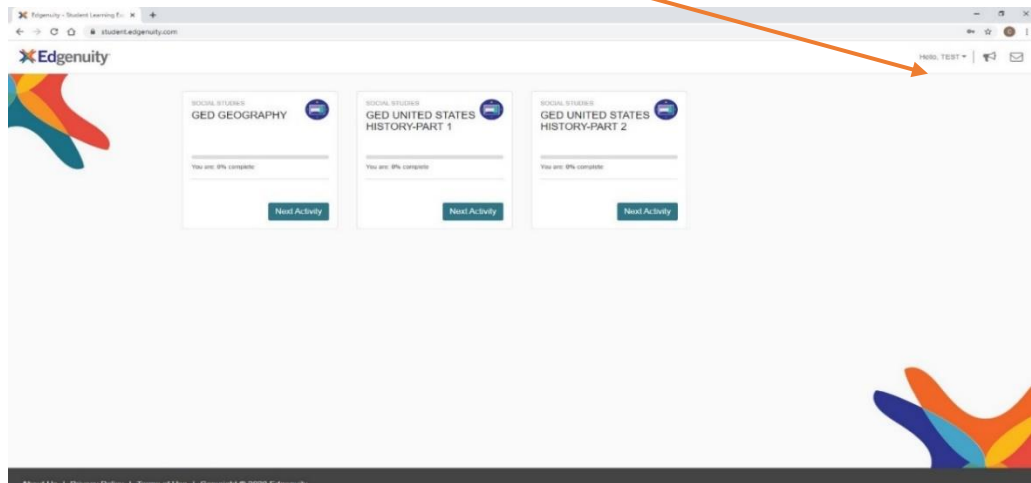
## LOGGING IN

Your instructor will give you your login information. The Account Login for all students at [learn.education2020.com](https://learn.education2020.com)



## YOUR DASHBOARD

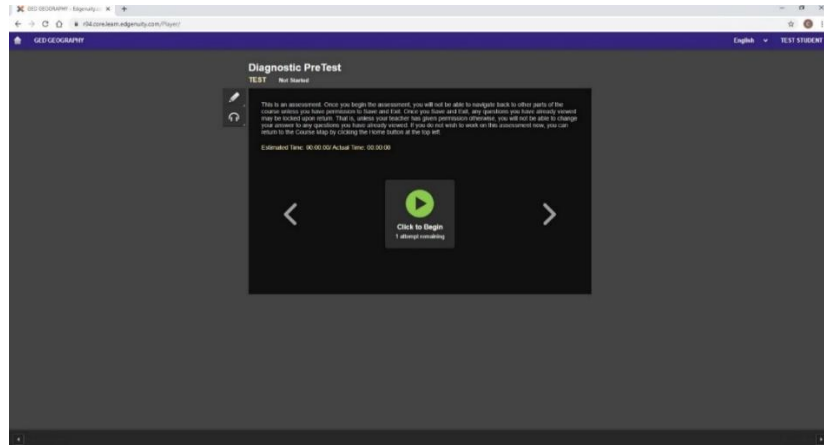
Your dashboard shows the classes you have been assigned. In addition, you can message your instructor by clicking on the Envelope icon at the top at any time. 😊



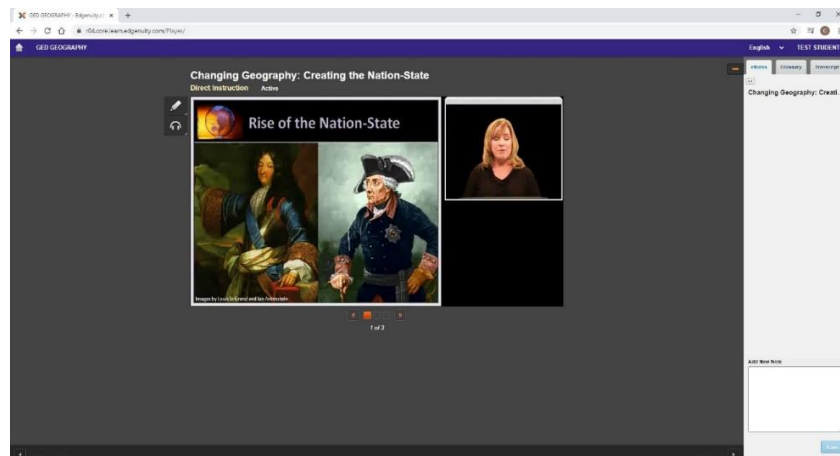


# CLASS ACTIVITIES

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

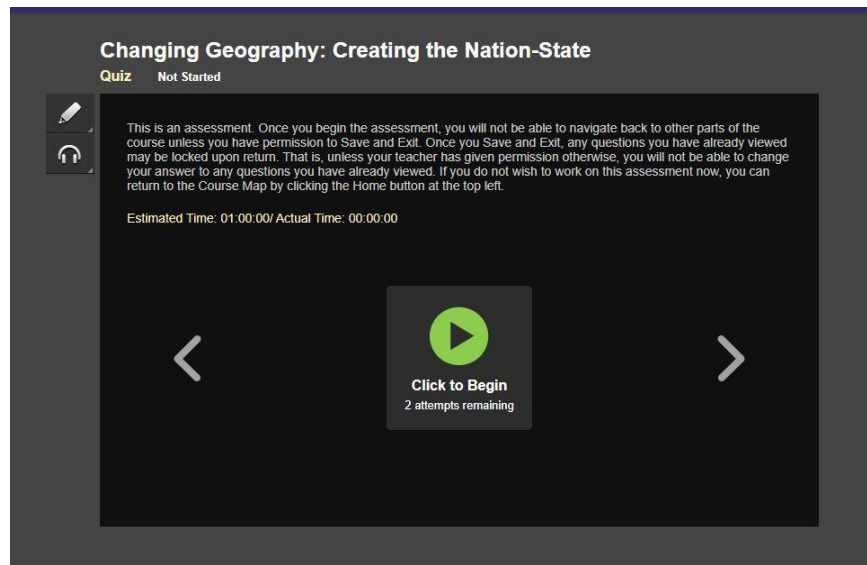
Course Map

Activity	Completion	Your Time
UNIT: DIAGNOSTIC PRETEST		
Diagnostic PreTest		
TEST		10m 26s
UNIT: GEOGRAPHY		
Changing Geography: Creating the Nation-State		
Direct Instruction		38m 29s
Online Content	100%	3m 17s
Journal	100%	1m 53s
Practice	90%	28m 24s

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.

Name \_\_\_\_\_ **LEARNING LOG** for (Month) \_\_\_\_\_

Please record any supplemental activities you have completed outside of the lab on this sheet. ***DO NOT record time spent in the computer lab or on Edgenuity. These hours will be recorded by your instructors.*** Please return signed logs monthly to the lab. New logs will be issued at that time.

<b>DATE</b>	<b>SOURCE</b>  Include the website; ged.com, YouTube, mel.org, or study material; Sparta, practice tests, Kaplan workbook, etc.	<b>TOPIC</b>  Include title of activity or video and/or page numbers.	<b>HOURS/MINUTES</b>
Example  2/6/23	YouTube	Math Antics: The Pythagorean Theorem	20 minutes

I have completed the hours listed above. \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

Name \_\_\_\_\_ **LEARNING LOG** for (Month) \_\_\_\_\_

Please record any supplemental activities you have completed outside of the lab on this sheet. ***DO NOT record time spent in the computer lab or on Edgenuity. These hours will be recorded by your instructors.*** Please return signed logs monthly to the lab. New logs will be issued at that time.

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Example  2/6/23	YouTube	Math Antics: The Pythagorean Theorem	20 minutes

I have completed the hours listed above. \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

Name \_\_\_\_\_ **LEARNING LOG** for (Month) \_\_\_\_\_

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Example  2/6/23	YouTube	Math Antics: The Pythagorean Theorem	20 minutes

I have completed the hours listed above. \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

Name \_\_\_\_\_ **LEARNING LOG** for (Month) \_\_\_\_\_

Please record any supplemental activities you have completed outside of the lab on this sheet. **DO NOT record time spent in the computer lab or on Edgenuity. These hours will be recorded by your instructors.** Please return signed logs monthly to the lab. New logs will be issued at that time.

<b>DATE</b>	<b>SOURCE</b>  Include the website; ged.com, YouTube, mel.org, or study material; Sparta, practice tests, Kaplan workbook, etc.	<b>TOPIC</b>  Include title of activity or video and/or page numbers.	<b>HOURS/MINUTES</b>
Example  2/6/23	YouTube	Math Antics: The Pythagorean Theorem	20 minutes

I have completed the hours listed above. \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

# Chippewa Valley Schools Adult Education Student Contract 2023/24



- I understand that this program is a self-paced computer-based program (Edgenuity) with instructors available.
- I understand that I must complete at least 6 hours of work each week.**
- I understand that I can complete these hours at home or in the computer lab located at: 19230 Cass Ave, Clinton Township, MI 48038
- The computer lab is open Monday-Thursday from 9 am to 9 pm.
- I must keep track of workbook hours in my log and return them monthly in order for them to count towards my goal.**
- After completing 40 hours of work, I understand that I must take a post-test in the computer lab. If I make a gain, my \$40 registration fee will be refunded.**
- I understand that I will be placed on academic probation for the first 4 weeks.** During this period, I will be notified by the instructor if I am not meeting the 6-hour minimum requirement and may be dropped from the program.
- I understand that I can reach out to my teachers for instruction or guidance.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*We want you to succeed in achieving your GED or high school completion goal!  
Count on us to offer instruction in any areas needed and encouragement.  
Welcome to your future!*

-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)



**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 to the teacher to sign as required.

**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 Stat stature 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 Right 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 answer to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant withing 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 within 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**

Procedure 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.

**Food and Beverages**

Food and beverages may be consumed int eh 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 side 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 (ADA) 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 thwart that purpose is unlawful or is in violation of Bard 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 Bard 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, 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 injury.

**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