Churchill Community High School
2023-2024

Learning Opportunities Available:

- **In person:**
  - Attendance is expected, daily
  - There are consequences for lack of attendance and tardies
  - Count Days and State testing are mandatory

- **Online:**
  - Considered on a case by case basis
  - Requirements:
    - Documentation from a certified professional
    - Permission from the Principal
    - Weekly check in with counselor
    - Count Days' activities and State testing (in person) are mandatory
    - Online participation is subject to change if a student is not checking in weekly and earning credits

Attendance/Tardies: General Policy

- **More than 5 absences in one term will result in the student being paused for the remainder of the term** (online may be considered as a possibility)
- The **number of minutes for tardies will be tracked by teachers and may count as a day of absence**
  - **Hours 1 and 3: 90 minutes will result in an absence and count towards the 5**
  - **Hour 2: 50 minutes will result in an absence and count towards the 5**
- ***Excused and Unexcused absences are considered in our attendance policy***
  - It is still **strongly recommended that any absence is reported**
    - **CALL: (248)588-5050, extension 1502**
  - Documentation will be expected
  - Excused Absences Include:
    - Personal or family illnesses/emergencies
    - Pre-arranged medical/dental appointments that cannot be scheduled outside school hours
    - Religious holidays
    - Funerals
    - Legal appearances
    - Legitimate business purposes
  - Absences for unauthorized reasons or unconfirmed by parent/guardian communication will be considered unexcused.
  - Any student who enters/leaves the school building without properly signing in/out will not receive excused absences and may be assigned disciplinary consequences.
- When you are absent or tardy you should plan to stay in the afternoon in order to catch up on the work you missed
- Staying in the afternoon for academic probation, assigned by the teacher, may excuse or lessen your tardies or absence counts at teachers discretion.
- If you do not start the term on time, it will be an expectation that you stay in the afternoon(s) for the number of days you start late

Change of Placement/Dropping Students:
- Students that are paused from learning may result in them being dropped from the program or a change of placement to Continuing Education
- A meeting with the principal may be required prior to returning the next term if you have been paused
    - A parent/guardian must attend for students under 18

Email and Communication:
- Email and in person announcements are the primary form of communication
- Students are expected to check their email daily to keep informed, failure to do so will not be an acceptable excuse
- Parent/Guardian emails that are entered into MiStar will also receive the information

Class Specific Questions/Communication:
- Should be sent to the teacher in the subject area directly (see link below for contact information)
- [Staff List and Contact Information](#)

Grading:
- Students will receive letter grades based on their completed work, projects and assessments*.
    - *Please note: some teachers/courses require in person or monitored online assessments (tests, quizzes, final)

On-line Class:
- All students will take an online class each term
- Online classes may need to be worked on outside of school hours
- See Below for more information regarding online classes

Art/World Language Classes:
- Art and World Language classes are held through the Continuing Education program
- Classes are held in the late afternoon/evening between the hours of 4-8
- These are in addition to the 3 scheduled during the school day

Adding Additional Classes within a Term:
- Students do have the option of adding an additional class during a term as long as they are in good standing in other classes and with attendance.
- Adding a class may occur when a student has completed one of their three originally assigned classes in a term and it is determined there is still time to finish the class by the end of the term.

Online Class Structures:

	CCHS Teacher Designed and Monitored	**CCHS Teacher Monitored**
Learning Platform	Google Classroom	Edgenuity
Starting the class	You will be invited through your school email with instructions as to how to start this class	You will be given login information and may start as soon as the class appears online
When will teachers be available	During normal school hours, 8-3 ● [Staff List and Contact Information](#)	During normal school hours, 8-3 ● [Staff List and Contact Information](#)
Weekly progress expected	Daily/Weekly assignments/assessments should be completed on time	At least 17% should be completed weekly
Final Exam Information	Teachers will update you on their individual test taking procedures Some teachers/courses require in person or monitored online assessments Required minimum scores for final exams If you miss more than 2 appointments to take a final you will need to meet with the principal before you can schedule it again	Teachers will update you on their individual test taking procedures Some teachers/courses require in person or monitored online assessments Required minimum scores for final exams If you miss more than 2 appointments to take a final you will need to meet with the principal before you can schedule it again
Will there be extensions given	No extensions will be granted, unless noted in an IEP or 504 as an accommodation	If you are at least 80% done with an e2020 class at the end of the 6 weeks, you may apply for an extension If you are granted an extension, you will have one week to complete the course

Daily Schedules:

Full Day:

Start Time	End Time	Activity
8:00	9:00	Building Opens Teacher Planning
9:00	10:30	1st Hour
10:30	10:35	Passing Time
10:35	11:25	Seminar
11:25	11:30	Passing Time
11:30	1:00	2nd Hour
1:00	1:30	Lunch
1:30	3:00	On-Line Class

½ Day:

Start Time	End Time	Activity
8:00	9:00	Teacher Planning
9:00	9:45	1st Hour
9:45	9:50	Passing Time
9:50	10:15	Seminar
10:15	10:20	Passing Time
10:20	11:05	2nd Hour
11:05	11:50	On-Line Class