



*NCA Accredited
Blue Ribbon Exemplary Schools*

Rockford Adult Education

Student Handbook

Rockford Public Schools
350 N. Main Street • Rockford, MI 49341
616.863.6325 Ext. 5295

Things You Need to Know!

When does class meet?

School Hours:

- ❖ Monday, Tuesday, Wednesday, and Thursday
 - 5 PM – 8:15 PM
 - Doors open at 5:00
 - A break may be taken at 6:30.
 - Child care available one night a week.
- ❖ Thursday
 - 9 AM to 12 PM
 - Class takes place in the Community Education Lab.

School calendar:

- ❖ Rockford Adult Education the follows regular schedule of Rockford Public Schools.
- ❖ Weather related cancellations:
 - In the event of inclement weather, class cancellation will be made by 3:00 PM. If all evening activities are cancelled, class is cancelled.
 - If day school has been cancelled, **all evening classes are also cancelled.**
 - If there is a tornado watch and/or warning, there is no class.
 - Please watch for bulletins on local TV stations. Closing information is also available online at www.rockfordschools.org.

What if you want to know where you are in your program?

- You may meet with any teachers or advisors and they can go over your plan with you.

What does it take to be successful here, in Rockford Adult Education?

- 1. Attendance:** Attendance is a very important part of our program and regular attendance is expected. As your program is an individualized program, you must put in time and effort to earn your degree. Each class you attend puts you a step closer to your goal. Many steps now will get you to the next level sooner!
 - ❖ You are expected to attend all classes and nights for which you are registered. If you are unable to attend for any reason, be sure to contact the office to let us know that you will be absent, and why you must be absent. **Please call 863-6324 between 8:00 AM and 2:30 PM and 863-6325 ext. 5295 after 2:30.** This information is reported to the state. Progress and hours spent in the program are recorded.
 - ❖ Failure to attend or call will result in an unexcused absence. Unexcused absences will result in delayed graduation and penalties, where applicable. While the staff of Rockford Adult Education cares about you and wants to help you achieve your goals, we cannot do so without your effort, responsibility, and attendance!
- 2. Academic Honesty:** We expect you to respect the confidentiality of other students. Sharing of information, cheating, and plagiarizing (copying from another's published work) cannot be tolerated.
- 3. Active involvement in class:** As you may be one of only one or two students working on a given class at one time, a significant part of your course work will be completed in an independent study format. As mentioned, your teachers are here to help you and we want to help you, but you must let us know when you are having trouble understanding something. We will try to clarify and look at material in different ways, so you can understand. As adult students, we trust that you will let us know when you have questions- otherwise we can't help you.

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**“We all have dreams. But in order to make dreams come into reality, it takes an awful lot of determination, self-discipline, and effort.”**

*-Jesse Owens*

## Are there additional requirements?

Rockford Adult Education is a program provided to the community free of charge to students. As a state funded program, documentation is required.

- ❖ **TABE** ~The Test of Adult Basic Education **pre-test** is given for entry into the program.
  - This test defines placement in the program.
    - Adult Basic Education (ABE)
    - High School Completion (HSC)
- ❖ A **TABE post-test** is given at the end of each program year, and at program exit for progress monitoring.
- ❖ **Competency Testing:** The State of Michigan specifies *one* if the following must be taken at program completion:
  - **Work Keys**
    - This is a test of basic skills which may prove helpful in your work search, college/GRCC applications, or your current work situation.
  - **MME- Michigan Merit Exam**

## What other policies do I need to know?

### **Smoking/Drug/Alcohol Policy**

- ❖ The Rockford Public Schools' Board of Education in compliance with the State of Michigan has mandated the campus to be a smoke-free area.
  - No smoking is allowed on school grounds or in the parking lot.
  - If a student is suspected of using, selling, or possessing drugs and/or alcohol while on school property, the student will be asked to leave.

### **Cell phones:**

- The use of cell phones for social calls including text messaging is not allowed during class time.
- Board policy requires all cell phones must be turned off during class.

### **Book Deposit:**

- There is a refundable \$20 book deposit required to take books home.
- This fee will be returned to you, when the book is returned.

### **Visitors:**

- Students may not bring friends, relatives, or children to class with them.

### **Discipline:**

- Discipline, if needed, will follow the guidelines of the Rockford Public Schools discipline policy, where applicable.

***“Education is not the filling of a pail, but the lighting of a fire.”***

-William Butler Yeats

*The Rockford School District does not discriminate on the basis of race, color, national origin, disability, religion, height, weight, and marital status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Doug VanderJagt, Assistant Superintendent, Human Resources, Rockford Public Schools, 350 N. Main, Rockford, Michigan 49341, Telephone 616.863.6554. If you have a grievance with the Adult Education program or staff, please contact Jennifer Thompson at [jthompson@rockfordschools.org](mailto:jthompson@rockfordschools.org) or 616.863.6325 Extension 5251. You may also contact Lisa Jacobs, Executive Director of Community Services, at 616.863.6322.*

## **Any further questions?**

Please contact:

*Jennifer Thompson* M.Ed.

Adult Education Teacher/Advisor

Department Chair

(616)863-6325 ext. 5251

[jthompson@rockfordschools.org](mailto:jthompson@rockfordschools.org)



### **Rockford Adult Education Teaching Staff:**

*Alphabetically:*

Kelly Fischer

Aaron Karsies

Brad Keeler

Jennifer Thompson