



Welcome to ROCKFORD ADULT EDUCATION!

Let us help you reach your educational and career goals!



• ROCKFORD ADULT EDUCATION

- Rockford Public Schools
 - 350 N. Main Street
 - Rockford, MI 49341
 - 616.863.6324
- ***Rockford Adult Education's mission:*** Rockford Adult Education exists to facilitate success and spread hope to the community, one life and one family at a time, exercising compassion and flexibility in meeting the needs of adult learners to help them overcome obstacles, accomplish goals, and build new opportunities.
- **We believe education:**
 - makes life fuller and opportunities greater.
 - is worth the time and effort it requires.
 - is for all people, regardless of age or background.
 - changes people, families, and communities.



What can you expect while attending classes at Rockford Adult Education?



How is RAE different from your high school?

Traditional High School:

- Teacher led classes
- Large class size
- All students work on the same activities and assignments
- Not all students succeed

Earn a
High
School
Diploma

Rockford Adult Education:

- Student directed coursework
- Small class size
- Most students work on different activities at their own pace
- All students who put forth time and effort succeed!



What do you need to know?

- **When do classes meet?**
- ***School Hours at Byrne:***
- Mondays and Thursdays from 3:15-5:15.



At Rockford Adult Education:

Classes take place in River Valley Academy, room 6.

- **Monday through Thursday**
– 5 PM – 8:30 PM



Who will be your teacher?





Mrs. Lisa Jacobs

**Executive Director of Community
Services**



Mrs. Jenny Thompson

Director of Adult/Alternative Education





- Mrs. Suzy Clements
- Teaches Mondays and Thursdays at Byrne



Mr. Aaron Karsies
Adult Education Math Teacher
Teaches: Tuesday evenings





Mr. Brad Keeler

Adult Education Social Studies Teacher

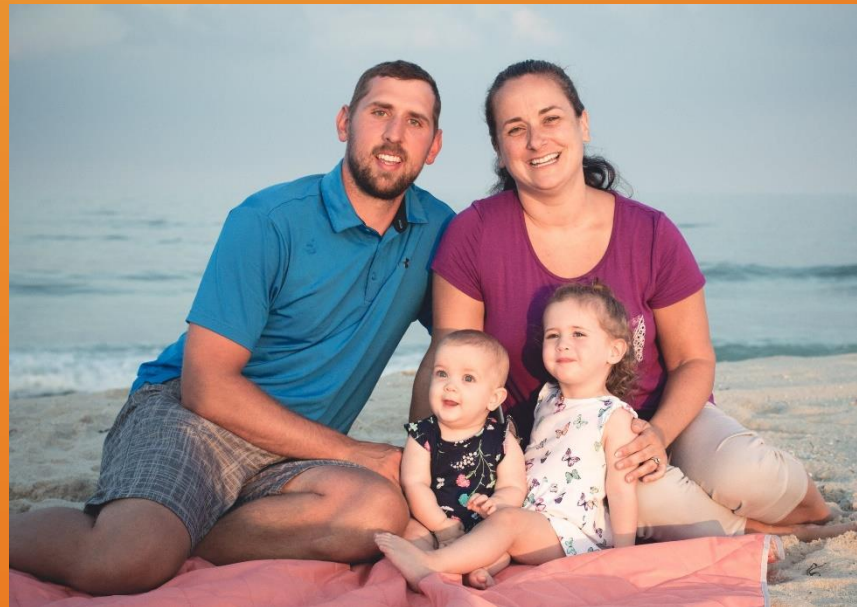
Teaches: Thursday evenings





Mrs. Ali McDuffee

- **Adult Education English Teacher**
- **Teaches Monday nights**





- Mrs. Krysta Woycehoski
- Adult Education Teacher
- Teaches: Wednesday nights





School calendar:

- Rockford Adult Education follows the 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?

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



What will help you be successful at RAE??

- **Attendance:** 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.** 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!



- - When enrolling, students pick which classes they would like to attend and commit to attending 3 out of 4 sessions of that class each month.
- **If you are absent and unexcused, more than once a month, you are in danger of being dropped as a student.**



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.**
- **Credit will not be given for dishonest work. Most adults realize they are only robbing themselves of their own education, if they are dishonest.**



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.**



Are there additional requirements?

- Rockford Adult Education is a program provided to the community **free of charge** to students. As a state and federally funded program, documentation is required.
- **Competency Testing:** Rockford requires competency testing to earn a Rockford diploma.
 - **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.



TABE ~The **T**est of **A**dult **B**asic **E**ducation **pre-test** is given for entry into the program.

This test defines placement in the program.

A **TABE post-test** is given at the end of each program year, and at program exit for progress monitoring.

The expectation is that scores will improve the second time the test is taken.



- The **TABE** test attempts to place your reading, writing, and math skills at a grade level. Should your scores fall below the 9th grade level, refresher English and math classes will be assigned, until your scores are in the 9th to 12th grade range.
 - *Your education is what is going to help you be successful in your career and to become the person you want to be. We want you to have the tools you need to find that success!*



What other policies do you 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.



Balance is important!

- As you add school to your already busy life, be sure to get enough:
 - Sleep
 - Exercise
 - Healthy food
 - Take care of yourself, so you can improve yourself and take care of others, if that is your goal.
 - Balance family, school, and work obligations.
 - Setting short and long term goals is SMART!



What if you encounter a struggle while you are working toward your goal?

Barrier	Plan of Action	Comments
Family struggles or care		
Health struggles		
Transportation		
Work/financial		
Personal		
Academic		
Program perception/logistics		







What questions do you have about RAE or how to succeed here?

- When you are confident in your decision, the next step is to complete registration paperwork and to take the program placement test.
 - Click this link to begin the enrollment process!
 - https://docs.google.com/forms/d/e/1FAIpQLSeiBGBUyhXxSpqvOq6s3XNKctvq34SZOT_oN1BYKDN_ysj7Lg/viewform?usp=sf_link
- -Click this link to take the TABE Locator pretest. This will determine which level of TABE test you will take in class.
 - <https://docs.google.com/forms/d/1df6Bbx4j7Pbqgvw4zgiQlIPFNtLjeQptEYaP2NFc4yU/prefill>