Kalamazoo Adult Education (269) 337-0422
Kalamazoo Public Schools

Updated 01/05/2024

Kalamazoo Adult Education Student Agreement

Dear Student:

The Kalamazoo Adult Education Program gives adults the chance to receive support in obtaining a GED and or taking English as a Second Language courses. The program opportunities are a choice. Each student is expected to follow the guidelines provided in the intake and registration session. To assure that our program is a safe and productive environment, we ask that you confirm that you understand and agree to follow these rules. Thank you.

Attendance - Students must attend every session of the LINKS courses to be eligible for enrollment and receive a certificate of completion. Students may not go more than 30 school calendar days without attendance; otherwise, they will be dropped from the program. They are welcome to re-enroll as long as this does not happen excessively. We ask that students commit to coming to a minimum of 40 instructional hours in total. A pre-test and a post-test must also be completed.

Termination - Students may be terminated from the program at any time for disruptive behavior, disrespectful attitude towards staff/students, sexual harassment, being an unauthorized areas, abusive language towards students/staff, destroying/defacing property, property theft, poor attendance, violation of city, state or federal laws, having weapons of any kind, use of drugs or alcohol, coming to class smelling of drugs or alcohol, smoking on school property, inappropriate technology/computer use, or inappropriate dress/hygiene.

Medication/Medical Emergency - When completing enrollment papers, students should include medications, health conditions, and the designated hospital they would like to go to in case of a medical emergency. Students may carry medications with them, but are responsible for them at all times. Students are asked to use directed medications privately as needed.

Cellular Devices - Please turn off all ringers and notifications during class time. Do not take calls or texts during class. In addition, no photos or videos may be taken without the consent of the individuals involved. No cell phones or electronic devices are allowed in the GED testing center, per federal guidelines.

Technology - The use of technology is strictly for educational purposes only. No inappropriate sites should be visited please.

Children - No children will be allowed into classrooms or hallways, due to liability reasons.

Kalamazoo Promise - I understand that I may be ineligible for the Kalamazoo Promise when I attend Kalamazoo Adult Education.

GED Testing/Graduation - GED testing is offered through Pearson VUE computer-based testing, or HiSET computer or paper based testing, and requires a prepayment with a credit or debit card at $46 per test. Students may be able to earn vouchers that cover the cost of testing. Students who wish to participate in KAE graduation must have all parts of the GED test passed by the decided upon graduation date for that school year. Students are not allowed to wear outer garments, hats, hooded sweatshirts, bulky clothing, or backpacks, purses, or book bags are not allowed in any testing room. There are no exceptions.

Follow Up - In order to provide educational services at no cost to you, we abide by the State of Michigan reporting requirements. We are required to follow up with students for three years after attending our programs. Your signature below indicates your compliance with our follow up efforts.

I HAVE READ AND UNDERSTAND AND AGREE WITH ALL OF THE ABOVE RULES.

Email:

_____

Full Name (PRINTED) as it appears on your State ID:

_____

PLEASE ACCEPT BY CHECKING THE BOX BELOW:

Yes, I agree:

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_____

Signature Date