

## 2015-2016 Royal Oak Continuing Education

### GED Preparation/High School Completion Participant Agreement

In order for our program to be able to continue to offer free courses to our students, we must follow strict progress guidelines set by both the state and federal governments that help us secure funding. Those guidelines rely heavily on YOUR actions! Please understand that the following things are expected from you while you are enrolled here:

1. ATTENDANCE IS CRITICAL TO BOTH YOUR SUCCESS AND OURS! We expect that you will come to class EVERY time it is scheduled. If you have to miss a class, and we understand that happens occasionally, please call (248) 588-5050 ex. 1504 and leave a message with the reason for your absence. On your 6<sup>th</sup> absence you will be dropped from your class! If something is preventing you from attending regularly, please see Melissa ASAP to work out a plan for your success.
2. Every 40 hours of class attendance you will have your reading level retested so that we can show to the state and federal governments that you are making progress as a result of taking our classes. PLEASE TAKE THESE TESTS SERIOUSLY! You MUST attend classes for at least 40 hours and take at least one reading progress test in order to qualify for future enrollment.
3. For GED Prep students- It is an expectation of state and federal governments that by June 2016 you will be prepared to take and pass at least one of the four sections of the GED as a result of taking our classes. As a result, they require that you will both TAKE AND PASS at least one section of the GED by the last day of June. Failure to do so may affect your ability to enroll in courses in the future.
4. For High School Completion students- It is an expectation of state and federal governments that you will earn credit toward graduation in at least one of your courses in the 2015-2016 school year. Failure to do so may affect your ability to enroll in courses in the future.
5. **SMOKING AND THE USE OF E-CIGARETTES AND OTHER NICOTINE-RELATED PRODUCTS ARE NOT ALLOWED ON SCHOOL PROPERTY!** All smoking must take place off school grounds-this includes the parking lot, even if you are in your car! Please exit the building and walk to the lamp post near the park to use nicotine products.
6. Your entire focus should be on making progress in your classes while you are here. As a result, cell phone usage is RESTRICTED during class times and breaks, even in the halls! Phones should be turned off upon entering the building! If you absolutely have to use your phone, please see Mike, our security guard, for permission.

Please understand that failure to follow one or more of these rules may result in your inability to enroll in future classes here at Royal Oak Continuing Education. It is our goal to provide all of our students with high quality courses in a safe and supportive environment. Cooperation from all students and staff is required in order to meet this goal! Thank you in advance for your cooperation!

The Staff at Royal Oak Continuing Education