



EATON RESA

ADULT EDUCATION

SERVING CLINTON, EATON, AND INGHAM COUNTIES

Dedicated to increasing work skills, literacy levels, and high school equivalency credentials for adults in Clinton, Eaton and Ingham counties at no cost to the learner.

STUDENT HANDBOOK

**This student handbook is subject to Eaton RESA Board Approval.*



Welcome to Eaton RESA Adult Education!

You've made an excellent choice to join Eaton RESA Adult Education, serving Clinton, Eaton, and Ingham counties with flexible options for both virtual and face-to-face classes. We are here for you every step of the way toward your success!

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Program Offerings

Adult Basic Education (ABE): Tailored for adults below the ninth-grade level in math and reading, focusing on foundational skills needed for success in high school equivalency preparation.

High School Equivalency (HSE) Education: Provides preparation for successful passage of the Official GED and/or HiSET tests, for the goal of attainment of a State of Michigan High School Equivalency Certificate.

Skill BrushUp: Designed for adults with existing credentials seeking to improve their reading and math skills.

Tutoring: Access personalized in-person or virtual tutoring sessions to enhance your learning experience.

Career & Training Exploration: Exploration of various career opportunities.

GED/HiSET Testing Vouchers: Vouchers cover the cost of the officially proctored GED/HiSET exams. Vouchers will only be issued for test subjects who have received a "likely to pass" on the GED Ready Test. These vouchers can be used to take official GED/HiSET exams at no cost.

High School Equivalency Graduation: Celebrate your successes and the beginning of the next chapter of your life with a High School Equivalency (HSE - re: GED/HiSET) graduation ceremony!



Classroom Locations

Thanks to our community partners, classroom locations are available across Clinton, Eaton, and Ingham counties.

- Briggs District Library (St. Johns)
- Capital Area Michigan Works!
- Holt Caterpillar Corner (Childcare Available)
- Delta Township District Library
- East Lansing Public Library
- Eaton Rapids Greyhound Central
- Mason Community Services
- Grand Ledge Area District Library
- YMCA Westside (Childcare Available)

We are also proud to offer classes in partnership with Mid-Michigan Recovery Services, the Roots program at Peckham Inc., and the Clinton and Eaton County Jails.

Enrollment Eligibility and Enrollment Process

Enrollment Eligibility

- Be 18 years of age or older. (*Interested 16 and 17-year-olds - see Appendix A.*)
- Provide a valid Michigan photo ID.

Enrollment Process

- Complete the enrollment application.
- Fill out the Adult Learning Plan (ALP).
- Attend an enrollment session to take the placement test and select a class schedule.

Records and Access Rights: Your privacy is important to us. No records, files, or data related to you as an Eaton RESA Adult Education participant will be shared without your consent, except with teachers, officials, and program partners with a legitimate educational interest.



Attendance and Progress Expectations

Reasonable and Measurable Progress: Students are expected to attend classes and encouraged to participate actively for at least 10 hours per week. This includes independent study outside of class. After 40 hours of attendance, students must take a TABE post-test if they have not yet passed an Official GED or HiSET test. Doing well on these tests helps you move faster toward GED/HiSET/HSE testing. It's important to always do your best, as not doing so may affect your ability to continue attending classes.

Attendance and Program Drop Policy: Your success is our priority, and consistent attendance is one of the most important keys to your success. We understand that life happens—emergencies, illness, and unexpected conflicts come up. When they do, communication is the most important tool you have. As long as you keep us in the loop, we can work together to help you stay on track.

IMPORTANT - If you will miss class, reach out to your teacher as soon as possible to let them know you will be absent and any details we should know so we can help you get to the next class.

Our teachers track all absences and note between planned/communicated absences and "no-call, no-shows." They share that information with our office team. If you miss a class, we will reach out to you afterward to check in, offer support, and help you get caught up.

Because space in our program is limited and active participation is vital, we reserve the right to drop a student from the program after two or more no-call, no-show absences. Students are always welcome to re-enroll during the next open enrollment period.

Classroom Engagement: Students are expected to arrive on time and be ready to participate in class. This includes putting away cell phones and other distractions. These guidelines are to support you and the commitment you have made to your future success. If you have any concerns about meeting these expectations, please talk to your teacher.

Support for Individual Learners' Needs

Support for Special Education: We offer support for individualized education plans (IEPs) to eligible students, and appropriate accommodations to ensure all students have equal access to our educational programs. If you require special education support, please contact our staff to discuss your needs and how we can assist you.

Support for English Language Learners: If you need help with English, please reach out to our staff. We can provide a referral to adult education English Language Learning programs in the area.

Code of Conduct, Title IX, and Anti-Harassment Policy

Code of Conduct: All students are expected to behave in a way that ensures a safe and productive learning environment. This means showing respect to peers, teachers, and staff, following all program guidelines, and not disrupting the educational process. Breaking the code of conduct may result in disciplinary action, including removal from the program.

Title IX: Eaton RESA Adult Education is committed to providing a learning environment free from discrimination based on sex, including sexual harassment. Title IX policies ensure that all students have access to education programs and activities without fear of discrimination. If you experience or witness any form of sexual harassment, report it to a teacher or program administrator immediately. All complaints will be investigated promptly and thoroughly.

Anti-Harassment Policy: Eaton RESA Adult Education is committed to providing a place free from harassment of any kind. Harassment based on race, color, national origin, sex, disability, age, religion, sexual orientation, or any other protected characteristic is not allowed. If you feel harassed, report it to a teacher or program administrator immediately. All complaints will be investigated quickly and thoroughly.

Emergency Procedures

In case of an emergency, please follow the rules and procedures of the location where your classroom is. Learn the emergency exits, evacuation routes, and emergency contact information at each site. Your safety is our priority, and we ask all students to follow these procedures to ensure a safe learning environment.

Care of Program Property and Technology Policy

Respect for program property and materials, including textbooks, computers, laptops, and other technology, is essential. According to the law, students who damage program property may face disciplinary action and be responsible for the cost of repairs. Eaton RESA Adult Education has the authority to impose fines for the loss, damage, or destruction of equipment, materials, and property.

Technology Policy: Technology is a key tool for learning at Eaton RESA Adult Education. To ensure a productive and safe learning environment, please follow these guidelines:

- **Respect Computer Equipment:** Treat all computers and related equipment with care and respect.
- **No Food or Drink:** Eating and drinking near computers is prohibited to prevent damage.
- **Respect Privacy:** Do not touch or interfere with another student's computer without permission.
- **Designated Websites:** Only visit websites assigned for educational purposes.
- **Use Designated Search Engines:** Utilize the approved search engines provided for your academic needs.
- **Seek Help Promptly:** If you encounter issues with your computer, seek assistance from staff immediately; do not attempt to fix it yourself.
- **No Personal Use:** Computers are for educational purposes only; personal use is not permitted.
- **Consequences of Misuse:** Misusing technology equipment may result in removal from the program and/or restricted access to equipment.
- **Camera and Screen Sharing:** During virtual classes, students must have their cameras on and/or be able to screen share, at the teacher's discretion.

Weapons-Free Classroom Policy

No weapons or items that could be used as weapons are allowed on school premises or during school activities. This includes firearms, knives, explosives, or any other dangerous objects. Breaking this rule may result in immediate removal from the program and possible legal action.

Drug-Free Classroom Policy

At Eaton RESA Adult Education, we are committed to maintaining a drug-free environment to ensure the safety, well-being, and success of all participants. As such, we strictly enforce the following guidelines:

- **Use and Influence:** Students are not allowed to use, distribute, or be under the influence of alcohol, illegal drugs, nicotine products (including vape products), marijuana/cannabis, or unauthorized prescription medications on school premises or during school activities. This list is not exhaustive of prohibited substances.
- **Appearance and Smell:** Students should not come to class visibly under the influence of substances or smelling of alcohol, drugs, nicotine products (including vape products), marijuana/cannabis, or other controlled substances. This list is not exhaustive of prohibited substances.
- **Consequences of Violation:** Breaking the drug-free policy may result in disciplinary action, up to and including removal from the program.
- **Support and Resources:** We understand that substance use disorders and substance misuse can be serious issues. Students who need help or resources for substance use disorders are encouraged to seek support from counselors or other professionals. We have contact information for professional support.

Weather Closure Guidelines

In the event of hazardous weather, Eaton RESA Adult Education prioritizes the safety of our students and staff. Our weather closure policy is as follows. When in doubt about class status, or if you have an extenuating circumstance, please communicate with your teacher.

Eaton RESA Adult Education Class Weather Closure Guidelines - If Eaton RESA is closed, teachers will communicate their plans for holding classes directly with their students. If a teacher chooses to hold class virtually or in-person on a weather closure day, and a student cannot attend, the absence will not be counted against the student.

Additional Student Policies

- **Food and Beverage:** Permitted at the discretion of each teacher, with strict guidelines around computer stations.
- **Dress Code and Behavior:** Both in-person and virtual participants are expected to dress appropriately to foster a professional learning environment.
- **Hygiene and Personal Fragrance:** Students are expected to follow basic hygiene standards. This includes clean clothes and good grooming, such as hair care and oral hygiene. Students should avoid strong odors like body odor, perfume, cologne, or other scented products that may bother others.
- **Support and Resources:** To help you succeed in class, please reach out if you need support with food, clothing, or hygiene products.



Formula for Success

Achieving your goals is a step-by-step process. Keep these core habits close as you navigate your journey:

Manage Your Time & Space

- **Own Your Schedule:** Choose a class schedule that fits your life and use a planner to stay organized.
- **Invest the Hours:** Dedicate at least 10 hours per week to your studies (including class time and independent study).
- **Create Your Zone:** Set up a dedicated, distraction-free study space at home and master your learning tech (like Zoom).

Engage & Give Your Best

- **Show Up & Focus:** Stay actively focused during class and make the most of your learning time.
- **Push for the Finish Line:** Put your best effort into all assessments to speed up your progress.
- **Get Involved:** Take advantage of the different activities and opportunities we provide.

Stay Inspired

- **Remember Your "Why":** Remind yourself of your goals—and how incredibly awesome you are—every single day!

Always Communicate: We Are Here to Help!

Your success is our number one priority, and you don't have to do this alone. **When life happens, communication is key.** Whether you are struggling with attendance, need tutoring support, or just need help navigating a challenge, please reach out. We are always here to listen, problem-solve, and help you succeed!

Make This Your Year to Graduate!

Welcome to **Eaton RESA Adult Education**, where we are fully committed to supporting you on your journey toward academic achievement and career success.

Embrace these guidelines, trust your strength, and lean on our community. We are with you every step of the way. *Welcome aboard!*

Program Enrollment Information and State of Michigan Age Waiver Requirements for Minor Students

(ages 16 and 17, with additional information noted for ages 18–21)

Purpose and Scope

Our program is uniquely structured to serve an adult demographic. This document aims to offer insight into educational pathways that serve as alternatives for minor students considering adult education. While we maintain authorization to enroll students ages 16 and 17 under specific State of Michigan High School Equivalency (HSE) Age Waiver criteria, we strongly advise students and their families to explore traditional and alternative high school options first. If, following a careful review of our program structure and the alternative resources detailed in **Part 1: Guidance and Alternative Educational Options for Minors**, a student and their family determine that our program is the most appropriate educational option, please consult **Part 2: State Age Waiver Requirements and Program Enrollment Guidelines for Minors** for state waiver requirements and enrollment processes for minors. Those with questions are welcome to contact our office for clarity or resources on any of the information below.

Part 1: Guidance and Alternative Educational Options for Minors

Program Structure & Target Population

Our program is built around the unique needs of adult learners. The general student population ranges from ages 18 to 65+.

- **Not an Alternative High School:** Eaton RESA Adult Education is not an alternative high school program. We do not offer a traditional daily high school schedule, breakfast/lunch programs, extracurricular activities, or dedicated high school counseling staff. We do not work with high school credits, transcripts, or credit recovery.
- **High School Equivalency (HSE) credential:** Eaton RESA Adult Education does not provide a pathway to a traditional high school diploma. Our program exclusively prepares students to earn a High School Equivalency (HSE) credential via the GED® or HiSET® examination.
- **The Learning Environment:** Our instructional model relies heavily on independent study, flexible scheduling, and adult accountability. Because students are juggling adult lives outside of school, there are limited opportunities for important social connections or the typical support systems a high school environment provides.

Suggested Educational Pathways

Students ages 16 and 17 (*and inclusive of 18-year-olds who remain within their traditional graduation window*) are generally encouraged to first explore educational opportunities available through their resident school district or specialized alternative education programs. These

environments are specifically designed to foster academic growth and social-emotional well-being during this transitional life stage.

- **District Resources:** Families should first investigate academic support and customized learning plans available through their resident school system.
- **Alternative High School Options:** Local alternative programs are tailored for this specific demographic, offering the necessary consistency and specialized resources for young adults. These schools can often serve students until age 22, sometimes providing pathways for both traditional diplomas and high school equivalency. *Please see our website for some local alternative high school programs to explore.*

Part 2: State Age Waiver Requirements and Program Enrollment Guidelines for Minors

If, upon reviewing this information, a student and their family determine Eaton RESA Adult Education is the best educational option for their situation, the student and their parent/guardian must complete the [Michigan High School Equivalency Age Waiver Request Form](#), per the [State of Michigan Department of Labor and Economic Opportunity](#), following all guidelines within the form. Please note:

- **Required Signatures and Verification:** The form must be legible and fully signed by a parent/guardian and the superintendent (or official designee) of the last school district attended. The school district must explicitly state the student's last date of attendance.
- **Required ID:** All students must have a valid State of Michigan-issued ID (driver's license or state ID card) to test. If the student does not have one, they must coordinate directly with the Secretary of State to obtain it.

 **Important:** Incomplete or illegible forms may result in immediate state denial or severe processing delays.

Enrollment Process and Policy

- Contact the Eaton RESA Adult Education office to schedule an intake appointment, noting that you have completed the [Michigan High School Equivalency Age Waiver Request Form](#).
- Bring your completed and signed [Michigan High School Equivalency Age Waiver Request Form](#), ID copy, and testing account details to your intake appointment. Eaton RESA staff can help submit the packet to the Michigan Department of Labor and Economic Opportunity for final state approval.
- No placement testing or instruction can begin until state approval is officially granted.