

### **Our Mission:**

At Stepping Stones Academy, we desire to provide high-quality research-based services for our students. We want to create an individualized environment where students can develop self-awareness and self-discipline. Our job is to challenge students academically and personally so they are equipped with the tools needed to successfully return to their home school.

### **Stepping Stones School Day:**

- 7:30 AM - 2:30 PM
- Arrival: Enter double glass door on Brink Street porch near Mahr Avenue.
- Tardy: Students must arrive between 7:30 AM - 8 AM
- Bus Pickup: 2:30 PM
- Parent Pickup: 2:30 PM

### **Transportation:**

Bus transportation is provided for students at Stepping Stones Academy. The use of Lawrence County bus transportation is a privilege and students are expected to abide by the bus rules.

- 1st Violation of Bus Rules: 1 Day Suspension
- 2nd Violation of Bus Rules: 3 Day Suspension
- 3rd Violation of Bus Rules: 5 Day Suspension (parent transportation meeting)
- 4th Violation of Bus Rules: Semester Suspension

### **Student Expectations:**

- Each student is expected to be clean and freshly bathed.
- Students will not bring backpacks to Stepping Stones.
- Tennis shoes must be worn daily.
- Hooded Jackets and overcoats may NOT be worn in the classroom. These will be hung up till dismissal.
- Appropriate under clothing must be worn at all times.
- Hair must be above the eyebrows on the forehead.

- No makeup may be worn.
- Fingernails must be short and clean.
- If a student is NOT in compliance with the dress code:
  - The first offense will be a warning and parent notified.
  - The second offense will lead to parent notification to bring clothing.
- Stud earrings are acceptable. No body piercings, jewelry, or watches are to be worn at school. No sunglasses, bandanas, or hats.
  - The first offense will be a warning and item kept till the end of the day.
  - Second offense, the item will be kept till the student leaves our program.
- Students will be expected to exhibit good manners at all times. Stepping Stones curriculum will include teaching personal skills and manners that will help students be successful in life.
- Badge: Students MUST have on their school issued badge at all.
  - Replacement Cost(s):
    - Replacement Badge - \$3.00
    - Replacement Badge Holder - \$1.00
    - Replacement Lanyard - \$1.00

### **Tardiness and Absenteeism:**

- All LCSS Attendance Policies will be followed.
- Only a parent, guardian or prior approved adult will be allowed to sign a student out of school.
- When professional appointments (medical or legal) are necessary and cannot be made outside of school hours, an excuse note from the provider will be required in order for the absence to be excused.

### **School Policies/Procedures:**

In addition to all LCSS policies and procedures, students must abide by the following:

- Toys, electronic devices, and cell phones are PROHIBITED
- Students will be subject to daily searches. Students should NOT bring any item that could be used as a weapon.
- Should inappropriate items be found, parents, and, when necessary, legal authorities will be notified.
  - First offense- non-illegal item will be held till the end of the day.
  - Second offense- non-illegal item will be held until the student leaves the program.
- Parents, social workers, and designated court workers are always welcome at Stepping Stones Academy. All visitors must sign in and present ID at the entrance located between the JC Barnett Center and the Central Office. If possible, please call and make appointments with the staff before the visit.
- Students will not be allowed to use the phone except in the event of an emergency. A staff member will make that call for the student. Appointments, scheduling of rides and personal business are not considered emergencies. Any of those things that would require a phone call should be worked out before coming to school. If you need to get in touch with Stepping Stones Academy staff, please call 762-5251 ext. 208.
- Lunch is provided daily. Students may bring lunch from home in a lunchbox.
- Students should bring no more than \$2.00 to school each day.
- Students may bring unflavored water to class to drink throughout the day. Beverages must be brought in sealed, unopened containers. All beverages must be opened in front of staff and consumed in the classroom. If a beverage is deemed suspicious by the staff, it will be discarded. They may bring an additional snack in the original unopened package as long as they clean up any crumbs or wrappers. If a student fails to clean up their crumbs or wrappers, they will lose their snack privileges.
- A parent/guardian must bring any medication the student needs to the school in accordance with the county policy. Students may not transport medications to or from school. Specific doctor's orders must accompany all medications. Once the proper forms are filled out,

medications must be in their original container and will be counted and signed for by both staff and parent upon arrival. Parents are totally responsible for refilling medications; it will not be the staff's responsibility.

- Students will help maintain the school environment, preserve school property, and exercise care while using the school facilities. Students who destroy, damage, or lose school property will be held responsible for the cost of repairing or replacing the lost or damaged materials or equipment.
- Students will take care of the computers. While using the internet, only appropriate, school-related sites may be accessed.

### **Our Classroom Policies/Procedures:**

Our dedicated staff consists of a social worker, teacher, and educational assistant with specialization in addressing behavioral needs. Our staff will provide curriculum, counseling, and additional resources to address critical skills for success socially, emotionally, and academically.

We have chosen to implement SOAR as part of our Classroom Behavior Plan.

- S = Safe Behavior
  - (Stay in the designated area, keep your body under control, transition appropriately)
- O = On-Task Behavior
  - (Actively participate, make an effort, complete class work)
- A = Act Responsibly
  - (Follow directions first time asked, keep your area clean, follow dress code)
- R = Respect All
  - (Speak with good purpose, listen when others speak, use materials appropriately)

### **Positive Consequences**

Stepping Stone's staff focuses upon finding the positive and rewarding it! Points will accumulate for EXCEPTIONAL BEHAVIOR throughout the day, and will provide a daily behavior grade.

- Daily: 85% or above = Extra gym or recess time
- Weekly: 85-92%= Movie, Popcorn and coke on Friday  
93-100%= Student selected prize (ice cream, pizza, etc.)
- Each child will have an individual behavior plan with positive consequences embedded in the action steps.

### **Negative Consequences**

Based on the behavior needs of each student, the consequences will reset daily or weekly. The following consequences may be used:

- Loss of recess
- Silent Lunch
- Loss of privilege stated in the behavior plan.
- Extreme offenses (i.e. hands on someone else) will result in 3 days silent lunch, loss of recess, and parent contacted.
- Outbursts are considered an extreme offense. These will be addressed on an individual student basis.
- SSA staff may assign consequences for negative behavior as needed.

### **Check In/Check Out Process:**

As we are a behavioral change program, we look at overall behaviors to determine an appropriate time for a student to return to their home school. Each child's family will be extensively involved in the entire process. We use a daily check-in/check-out procedure to rank each section of our student's day. Students must meet the goals of the individual student behavioral contract that is developed for each student.

**Communication:**

Behavior reports, completed/incomplete academic work, and homework assignments will be sent home on daily. Items that need to be signed or completed will be identified in the student's folder. Papers that are to be kept at home will also be marked.

**Stepping Stones Parent/Student Contract:**

Parent Contract for Admission to Stepping Stones Academy

I, \_\_\_\_\_, agree with the policies and procedures in the Stepping Stones Handbook and the contract my child, \_\_\_\_\_, signed for entrance into Stepping Stones Academy. I will support the school, staff, and my child while attending Stepping StonesAcademy by:

- Ensuring my child abides by policies and procedures in place at Stepping Stones Academy.
- Maintaining regular communication with the school to see how my child is doing in the Stepping Stones Program.
- Making sure my child is not tardy or absent without due cause.
- Being responsible to notify the school when my child will be tardy or absent.
- Signing and returning the document in the Thursday folder.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Student Contract for Admission to Stepping Stones Academy

I, \_\_\_\_\_, agree to abide and adhere to the policies and procedures in the Stepping Stones Academy handbook and the following clauses to gain admission to this program.

- I will obey all rules, policies, and procedures or be prepared to accept the consequence of my actions.
- I will dress according to school policy without being reminded.
- I will show respect to all staff members and visitors to our school.
- I will show respect to all students at our school
- I will come prepared to work and learn every day.
- I will cooperate and seek to meet to my educational ability.
- I will avoid activities that will place myself or others in danger.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_





## Lawrence County Achievement Academy

Address: 610 Mahr Ave., Lawrenceburg, TN 38464

Phone: 931-762-5251

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**Our Mission:** To empower, offer hope, and give purpose through achievement.

At the Lawrence County Achievement Academy, we desire the very best for students. We want to create an environment where students can develop self-awareness and self-discipline. Our job is to challenge them academically and personally so that they can successfully return to their regular school. We realize that students are assigned to the Achievement Academy because of problems at their regular school. We will do our best to address those problems and help students correct them so they can be successful in a regular school environment. Students will achieve levels in the level system.

- **Academics:** Students will be expected to do their best at all times. They will have an assignment for each academic subject each day. In addition, students will have assignments that focus on building positive skills, workplace readiness, and character education. Completing assignments each day will be absolutely necessary in order to earn levels.
- **School hours:** 8:00 a.m. to 2:30p.m. Students may not arrive at school before 7:30 a.m. and must leave campus immediately after school dismisses.
- Students should enter through the double glass doors of the JCBEAC building on Brink Street and must come into the classroom as soon as they arrive at school.
- Students must remain on campus during the school day. Students may not be on another Lawrence County School campus while enrolled at the Achievement Academy.
- Tardiness will not be tolerated.
- **Searches:** Students and their belongings will be subject to daily searches. Students should not bring any item that could be used as a weapon.

- Tobacco or tobacco products, drugs or paraphernalia, toys or electronic devices (cell phones, iPods, etc.) are prohibited.
- Should inappropriate or illegal items be found, both the parents and, when necessary, the legal authorities will be notified. **Any inappropriate items will be confiscated for three school days on the first offense, and with 2nd offense, items will be confiscated until the student completes the program.**
- **Check in/out: Professional appointments should be made after school or on Saturday.** When professional appointments (such as counselor's or doctor's appointments) are absolutely necessary and cannot be made after school or on weekends, they will not be excused without official notification from the office in question. Only a parent, guardian or prior approved adult will be allowed to sign a student out of school.
- **Visitor policy:** Parents, social workers, and designated court workers are always welcome at the Achievement Academy. All visitors will sign in and be subject to search. All visitors should present ID. If possible, the visitor should call and make an appointment with the school staff before the visit. Students are not allowed to have visitors other than those mentioned above.
- **Telephone policy:** Students will not be allowed to use the phone except in the event of an emergency. Typically, a staff member will make that call for the student. Appointments, scheduling of rides and personal business are not considered emergencies. Any of those things that would require a phone call should be worked out before coming to school. If you need to get in touch with Achievement Academy staff, please call **762-5251**.
- **Food/drinks:** Free and reduced lunch forms should be filled out and turned in at the child's regular school. Students may bring a lunch from home or purchase school lunch daily. If the student is entitled to free lunch, it will be provided for them. Students may also bring snacks in their original unopened package as long as they clean up any crumbs or wrappers. If a student fails to clean up their crumbs or wrappers, they will lose their snack privileges. **Level One students may only bring unflavored water into the classroom. Level Two and Three students may bring one flavored water, juice, or soft drink per day.**
- Beverages **must be brought in sealed, unopened containers.** All beverages **must** be opened in front of staff and consumed in the classroom. **If a beverage is deemed suspicious by the staff, it will be discarded.**
- **Attendance policy:** Students need to be at school on time every day. Students are allowed no more than 5 absences per semester. This will include absences from their regular school. **There are no make-ups for days missed. Absences will prevent students from attaining the next level.**

- If a student is absent, the parent will be called when school begins. For an absence to be excused, the student must bring an excuse from a physician, therapists, counselor, court officer, pastor, commanding officer, or funeral director as the case dictates.
- Absences will lengthen the student's stay in our program. A student will receive no points toward their next level if they are absent.
- **Transportation:** Parents are responsible for transporting students to the Achievement Academy. Bus transportation will not be offered to student placed due to discipline
- All vehicles parked on campus are subject to search at any time.
- **Restroom policy:** Students will be escorted to the restroom.
- **Medications:** A parent must bring any medication the student needs to the school in accordance with the county policy. **Students may not transport medications to or from school.** Specific doctor's orders must accompany all medications. Once the proper forms are filled out, medications must be in their original container and will be counted and signed for by both staff and parent upon arrival. Parents are totally responsible for refilling medications; it will not be the staff's responsibility.
- **Tobacco:** No tobacco or tobacco products are permitted. Possession of these items on school grounds is a violation of state law. Those in violation will be petitioned to court.
- **Safety:** If a student commits a zero tolerance (i.e. drugs or weapons) offense while at the Achievement Academy, or engages in fighting, he/she will be immediately suspended and turned over to the proper authorities. If a student is suspended from the Achievement Academy, he/she will automatically receive a court petition. If a student is a threat to the safety of the staff or the other students, the student will be turned over to the proper authorities.
- Students should bring no more than \$5.00 to school each day unless the money is for their lunch account.

### **Dress code:**

- The dress code is designed to create a positive learning environment for students and to prevent clothes from becoming a distraction.
- **Good personal hygiene** should be practiced by every student. It will be expected that each student be clean and freshly bathed before coming to school each day.
- **Shoes:** Tennis shoes must be worn to school. They must be tied at all times or the laces tucked into the shoe. No other shoes will be permitted.
- **Pants:** Jeans or slacks must fit well (not too loose or too tight), be worn above the hip, and be free of holes or tears or frays.
  - **Pants must fall within these guidelines:**
    - No wide leg pants
    - No sweat/athletic pants or joggers
    - No leggings
    - No logos, slogans, artwork
    - No cuffing of pants
    - No pants longer than the heel of the shoe
    - No shorts or capris of any kind
- **Shirts:** Students MUST wear a plain, solid color tee shirt that MUST be tucked in at all times. Sleeves may not be rolled up.
- **Belts:** Belts must be worn at all times.
  - Belts must fall within these guidelines:
    - No ornamentation (studs, etc.)
    - No hanging belt ends. The end of the belt must fit through the belt loops.
    - No oversized buckles.
- **Badge:** Students MUST have on their school issued badge at all times.
  - Replacement Cost(s):
    - Replacement Badge - \$3.00
    - Replacement Badge Holder - \$1.00
    - Replacement Lanyard - \$1.00

- **If a student is not in compliance with the dress code when they come to school in the morning, they will not receive any points toward leveling up for that day. Failure to be in compliance with the dress code will extend the student's stay at our school.**
- No sunglasses, bandanas, or hats (i.e. head covering). One warning will be given. The second time the item is worn it will be confiscated and kept until the student leaves the program.
- No body mutilation, including body piercing or tattoos. Existing tattoos must be covered at all times.
- No jewelry or watches are to be worn or brought to school. One warning will be given, and then jewelry will be confiscated and kept until the student leaves the program.
- No backpacks will be permitted.
- Hooded jackets or overcoats may not be worn in the classroom. These will be hung up and left until afternoon dismissal.
- Underclothing will not be visible at any time. It will be appropriate.
- Facial hair is not permitted. Sideburns will be no longer than mid-ear. Hair must be above the eyebrows.
- Fingernails must be short and clean. Only clear polish will be permitted. No artificial nails or colored polish is allowed.
- Makeup may be worn but must be natural looking.
- Hair must be a natural color. No dyeing, extreme highlighting, or bleaching of the hair will be permitted.
- No hair sculpting, shaved heads or extreme haircuts will be permitted.

### **General School Policies:**

- Students are to exhibit good manners at all times. Students will use Mr. or Mrs. in front of the staff member's last name. "Yes, sir," "Yes, ma'am," "no, sir," "no ma'am" will be used consistently by students. Students should also learn to use the words "please" and "thank you." **These things will be absolutely necessary in order to earn levels.**
- Students will not buy, sell, trade or exchange items while at school. This includes food and clothing.
- Gambling of any kind is not permitted.
- Students will help maintain the school environment, preserve school property, and exercise care while using the school facilities. Students who destroy, damage, or lose school property will be held responsible for the cost of repairing or replacing the lost or damaged materials or equipment.
- Students will take care of the computers. Students must be on task while using the computers. While using the internet, only appropriate, school-related sites may be accessed. Students found to be in violation of these rules will lose computer privileges and will have to handwrite assignments and use books to do research for projects.
- Students will not behave in an aggressive manner toward another student or staff member.
- Sexual harassment is not allowed in any form with either students or staff. There will be no relationships between students at the Achievement Academy (no exchange of phone numbers and or personal information)
- Bullying of any kind will not be tolerated.
- **Students who are assigned to the Achievement Academy are prohibited from participating in any regular school activities from the time the assignment is made until they are successfully reinstated at their home school.**

## THE LEVEL SYSTEM

The Achievement Academy uses a three-level system with increasing privileges and responsibilities. Students will receive a name badge that must be worn while on campus.

### ● Create an account at classdojo.com

- **Students: Use “Sign In With Google” and your school email address.**
  - **Email Mr. White for class code: [evan.white@lcss.us](mailto:evan.white@lcss.us)**
- **Parents: Use the parent sign up.**
  - **Email Mr. White for class code: [evan.white@lcss.us](mailto:evan.white@lcss.us)**

### ● **Goals**

- Level 1 = 0-99 Points (0-199 Points for Calendar Year Placements)
- Level 2 = 100-199 Points (200-399 Points for Calendar Year Placements)
  - **Rewards**
    - Eat lunch with other students
    - ONE soft drink or non-water beverage a day (energy drinks are not permitted)
- Level 3 = 200-299 Points (400-799 Points for Calendar Year Placements)
  - **Rewards**
    - Listen to music while working as long as the teacher allows it.
    - Walk to the restroom by oneself.
    - Pizza Fridays (As long as you cover the price of the pizza we will deliver it to you.)
- Level Out = 300 Points (800 Points for Calendar Year Placements)

### ● **Earning Points**

- +10 Points/Day Present

### ● **Deductions (examples but not limited to)**

- Dress Code Violation (non dress code pants, shirt, shoes, etc. or no belt = -10 Points)
- Shirt Untucked/ = -1 Points
- Out of Designated Area without Hall Pass = -3 Points
- Minor Classroom Disruption (talking without permission, out of seat, etc.) = -1 Points
- Major Classroom Disruption (disrespect, cussing, disobeying directive by staff member, etc) = -4 Points
- Off task in Classroom (sleeping, not working, music when not permitted by teacher) = -1 Points/Time
- Cell Phone (loss of device for 3 **SCHOOL** days or -30 Points)
- Tardy (Late/Leave Early) = -4 Points
- Major Infractions (drugs, alcohol, vape, tobacco, fighting, weapons, etc.) = Loss of all points and return to 0 Points
- Behind on work (will be assessed Friday of every week and will be given by each teacher. (Example: A student is behind for 2 teacher -4 points x 2 teachers = -8) = -4 Points/Week/Teacher

### **Level One: (Red) Orientation**

Students will remain on this level until they obtain 100 points (200 points if they are placed for a calendar year)

#### **At this level the student is expected to:**

1. Learn and follow all school rules, policies, and procedures
2. Begin to deal with the behaviors that resulted in coming to the Achievement Academy
3. Be respectful to the staff at all times
4. Follow all requests made by staff and peer leaders
5. Bring only water into the classroom. Milk will be provided with lunch if the student orders it.
6. Eat lunch separately from Level 2 & 3 students
7. Turn in all assigned work in a timely manner
8. Write a level request before moving to level 2

**Students will be escorted to the restroom and the restroom will be visually inspected by staff before the student enters and after the students leave.**

If a level 1 student violates the rules which would result in a loss of level, the number of points required to reach level 2 will be doubled.



## **LEVEL TWO: (Yellow) Responsibility**

**Required points: 100 points (200 points if placed for calendar year)**

**At this level the student is expected to:**

1. Continue to meet the standards of the previous level
2. Demonstrate positive behavior and begin to encourage other students to be positive examples
3. Show respect to self, other students, and staff in even the most difficult situations
4. Show efforts toward being a problem-solver instead of creating problems in the class
5. Accept correction with a positive attitude and without arguing. If stating one's case it must be in a positive, constructive manner
6. Show positive participation and input in all classroom activities
7. Complete daily assigned classroom responsibilities without being asked
8. Follow the school and class rules consistently and encourage others to do the same
9. Turn classwork and homework in on time
10. Write a request to move to level 3

**Students at this level may:**

- 1. May bring or purchase ONE soft drink per day.**
- 2. May sit with a group of level 2 and 3 students at lunch.**

The student will write a level request before being considered for a move to Level Three. This will be based on the students consistently demonstrating and modeling behaviors conducive to learning, acceptance of responsibility, and completing tasks with a positive attitude. Students must be a positive part of the classroom community and committed to helping others to be also.

### **LEVEL THREE: Green Leadership**

**Required points: 200 Points (400 points if placed for calendar year)**

**At this level the student is expected to:**

1. Continue to meet the standards of the previous levels
2. Be respectful to all people in all situations
3. Show positive leadership and take the lead in helping others succeed; encourage others to be and do their best at all times
4. Accept responsibility for actions, both positive and negative, and make positive changes when a problem is identified
5. Set goals to return to the regular school setting
6. Solve problems and handle difficult situations calmly
7. Be willing to help staff or students when needed
8. Be a positive role model in the classroom. Guide new students in learning rules
9. Do the right thing, even when no one is looking and encourage others to do the same.

**Students at this level may:**

- **Walk to the restroom with permission, unaccompanied by staff**
- **Contribute to a pizza fund to have pizza delivered on Fridays**
- **May listen to music while doing their work as long as it is not a distraction to themselves or others. Teacher's discretion.**

### **LEVEL OUT: Eligible To Return To Traditional School**

**Required points: 300 Points (800 points if placed for calendar year)**

**A transition plan will be developed and a transition meeting will be held with the traditional school administration to ensure all future expectations are understood.**

# The Achievement Academy School Supply List

If you could supply any of these items we would greatly appreciate it.

- 1 spiral notebook
- 1 package pencils
- 1 roll paper towels
- 1 package Clorox or Lysol wipes
- 1 box Kleenex

## CONSEQUENCES FOR NEGATIVE BEHAVIOR

The Achievement Academy will use a variety of behavioral strategies to help students to be able to control their own behavior including time-out/isolation, writing assignments, extra homework and cleaning assignments.

**An automatic drop to Level One (0 points) will result if a student commits the following violations:**

- Leaving campus after arrival (skipping)
- Smoking on campus or possession of tobacco products, vapes, or lighters
- Physical or verbal aggression toward anyone
- Stealing
- Damage to school property

**I have read and understood the rules and policies of the Lawrence County Achievement Academy and agree to abide by them.**

Parent Signature \_\_\_\_\_

(Print Parent Name) \_\_\_\_\_

Student Signature \_\_\_\_\_

(Print Student Signature) \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

# Lawrence County School System Adult High School Policy/Procedure Manual

Revised 2019

Address: 610 Mahr Ave., Lawrenceburg, TN 38464

931-762-5251 ext. 216

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Rebecca Wright (Paraprofessional): [rebecca.wright@lcss.us](mailto:rebecca.wright@lcss.us)

## Welcome and Overview

Welcome to the Lawrence County School System (LCSS) Adult High School! We are thrilled you are joining us. We have three primary missions at our school:

- Gaining needed credits towards high School graduation
- Getting the needed soft skills that will help you in life and in your future educational endeavors and career
- Helping you to develop a plan for your future education and/or career

We have three pathway options at our program:

- The Transition pathway in which students remain enrolled at Lawrence County High School, Loretto High School, or Summertown High School.
  - These students will have an individual graduation plan comprised of the following components:
    - A plan to finish 22 approved high credits in the required areas
    - A target date for completion
- The Summit pathway in which students are enrolled at the Adult High School and are 18 years old or younger.

- These students will have an individual graduation plan comprised of the following components:
  - A plan to finish 22 approved high credits in the required areas, a target date for completion, and a signature component.
  - These students will have an individualized program which may allow them to work during a portion of the regular School day if they are making consistent progress as defined by their individual graduation plan.
- The Opportunity program in which students are 18 years of age or older and have dropped out of school at some point.
  - This is what used to be thought of as the "typical" Adult High School student. These students are creating a new opportunity for themselves and are a welcome component to the Adult High School.

Our School prides itself on allowing students to progress efficiently throughout coursework if the necessary effort and time is allotted. The different schedule and small numbers allow students to often make much more progress than is possible in a regular school setting.

### **Transportation**

All Lawrence County Adult High School students are responsible for providing their own transportation. Transportation can be applied for if there is a hardship that requires LCSS transportation.

### **School rules**

- Stay on the educational software at all times.
  - Make progress in your coursework.
- No horseplay. Keep hands and feet to yourself.

- Students should never touch others for any reason unless permission is granted and it is appropriate to the situation.
- No use of profanity or language or gestures which are degrading or insulting to another. One should also refrain from language or gestures which refer directly or indirectly to body parts or body functions or reproductive functions or activities.
- Show respect for others, for yourself, for school property, and the property of others. This includes a respect for each person's personal space.
- Follow directions the first time given.
- Stay seated at all times unless you raise a hand and receive both recognition and permission to do otherwise.
- No use of gang symbols/signs. No gang related colors, drawings, apparel or manner of grooming which implies affiliation with unauthorized Societies, clubs, or gangs either real or imagined.
- No sleeping in class or the appearance thereof (i.e. head on desk, eyes closed, etc.).
- No presence of illegal drugs in your body or paraphernalia on your person at any time.
- No discussion of illegal drug or alcohol use at any time.
- Sexual harassment is not allowed in any of its forms with either students or staff.
- Regular attendance. This means that one should follow the applicable state of Tennessee and Lawrence County attendance policies and procedures.
  - Failure to do so may result in disciplinary action to possibly include a court petition.
- All applicable Lawrence County Board of Education policies and procedures should be followed at all times.

## **Dress Code**

- Badge: Students MUST have on their school-issued badge at all.
  - Replacement Cost(s):
    - Replacement Badge - \$3.00
    - Replacement Badge Holder - \$1.00
    - Replacement Lanyard - \$1.00
- No camouflage clothing, BDU's (Battle Dress Uniforms), or any other clothing with numerous large pockets.
- No Sunglasses.
- No bandannas are allowed to be in the possession of a student at any time. Tissues will be provided if they are needed due to allergies or sinus problems.
- No hats, caps, or toboggans are to be worn at any time.
- Guidelines for tops
  - no questionable slogans, no holes, no midriiffs, no sleeveless shirts, no tank tops. Collared shirts should be buttoned to the second button.
- Guidelines for pants
  - Pants should not sag. They should always be worn above the hip. Underwear should not be visible. No hole or questionable slogans.
- Guidelines for skirts/dresses
  - length must be at least as long as one's fingertips when one's hands are placed at one's side
- Haircuts that detract from the educational environment are not acceptable.



## **Discipline procedure**

1 offense: Counseling session given, parent or guardian (and DCS worker and Probation Officer if applicable) are contacted by phone to advise of the situation.

2" offense: Counseling session given, parent or guardian (and DCS worker and Probation Officer if applicable) must attend a meeting to advise of the situation - and to develop a plan to address the behavior issue. The student is suspended from school for one day.

3" offense: Counseling session given, parent or guardian (and DCS worker and Probation Officer if applicable) must attend a meeting to advise of the situation and to revise the plan to address the behavior issue. The student is suspended from school for two days. The student may be petitioned to Juvenile Court for violation of school rules.

# LAWRENCE COUNTY ADULT HIGH SCHOOL

## Lawrence County Adult High School

Address: 610 Mahr Ave., Lawrenceburg, TN 38464

Phone: 931-762-5251

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### Plato Syllabus & Instructions

Welcome to Plato,

You have been enrolled in a course on Plato. Plato is an online classroom, that allows you to do classwork and learn a curriculum wherever you have internet access. However, just because you are enrolled on Plato **DOES NOT** mean your teachers are not here to help and support your learning. If you are struggling with a topic, please do not hesitate to ask your teacher for help.

### NOTES ABOUT HOW PLATO WORKS

- Most (but not all) classes have an “A” part and a “B” part to the course. Begin each class that you are enrolled in the “A” part of the course. The “A” portion of the class is a building block for the “B” portion of the class.
- Once inside the course begin at “Unit 1” at the “Pretest”.
- The pretest is used to determine what you already know. Do not feel bad if you do poorly on the pretest, but do try your hardest. Doing well on the pretest can allow you to “test out” of sections of the class, which means it can cut down the amount of work that you are required to do.
- After the pretest work to the right. Do the sections in order.
- Watch/complete the tutorial in all sections.
- If you fail the Mastery Test you **must** rewatch the tutorial to unlock the Mastery Test. This cycle can be repeated 3 times.

### GRADING

- Learning Modules- 50%
- Unit Post Test- 20%
- End of Course Test 20%
- Participation- 10%

### LOGIN INSTRUCTIONS

- HOW TO LOGIN VIDEO:  
<https://drive.google.com/file/d/1bxld4ek8cg4YmF8aot8Gv6eOhK10XLVk/view?usp=sharing>

### **CONSEQUENCES FOR NEGATIVE BEHAVIOR**

The Lawrence County Adult High School will use a variety of behavioral strategies to help students to be able to control their own behavior. If necessary the Adult High school student can be placed in the Achievement Academy for a given amount of time as a consequence

**I have read and understand the rules and policies of the Lawrence County Adult High School and agree to abide by them.**

Guardian's Signature (if applicable)\_\_\_\_\_

(Print Guardian's Name)\_\_\_\_\_

Student Signature\_\_\_\_\_

(Print Student Signature)\_\_\_\_\_

School Representative Signature\_\_\_\_\_Date\_\_\_\_\_