

**Alternative Classroom for Dearborn County (ACDC) Rules and Procedures
2019-2020**

1. Students are required to attend ACDC from 8:30 a.m. to 2:30 p.m. Students may be dropped off after 8:00 a.m. and picked up at 2:30 p.m. Students waiting on transportation after dismissal will remain in the classroom until 3:00, upon this time students must exit the building and wait outside the main entry doors of the ACDC building. Students walking home are required to directly exit campus to the right. No students are allowed to walk through campus or to return to their home school. Transportation is the responsibility of the parent/guardian. Students driving must park in front of the ACDC building.
2. If a student's home school is not in session, the student is not permitted to attend ACDC on that day. The assigned day will be made up the following day that the home school is in session.
3. Failure to attend assigned days in ACDC will result in charges of truancy being filed with the Dearborn County Probation Department and the student and parent/guardian may be summoned to appear in court. Student tardiness may result in additional days assigned in ACDC.
4. Students will work on class work from 8:30 – 11:30 and will participate in community service activities under the supervision of the Community Service Supervisors from noon until approximately 2:20 p.m. Students are expected to fully participate during Community Service. Community service may include traveling off of the Lawrenceburg Community School Corporation campus. Students will be available for pick up at 2:30 p.m. Student behavioral problems during Community Service may be directly referred to the home school, and/or the Police department.
5. Students must wear appropriate attire. Students should keep in mind that they will be performing community service activities in the afternoon and should dress accordingly. Students must wear long pants and close toed shoes. Pants are to be worn at appropriate level with no holes above the knee. Midriffs should not be showing. No low cut tops. All tops must have sleeves.
6. No hats, headphones, cell phones, sunglasses, or personal electronic devices are allowed. Items will be confiscated.
7. The use of tobacco products or possession of tobacco paraphernalia on the grounds of ACDC is prohibited and will be reported to the home school. Tobacco possession may lead to referral to probation.
8. Students must be respectful of peers and staff at all times. No swearing, physical contact, yelling or threatening of others.
9. Sleeping will not be allowed. To prevent sleeping, resting one's head on the desk, on personal items, or hands will not be allowed.
10. Students are responsible for bringing all textbooks and/or school provided device and materials from their home school. Students will receive credit at their home school for work satisfactorily completed. It is the student's responsibility to return all completed work to the home school upon returning to school. Failure to comply could result in additional days assigned.
11. Students must stay busy working on school assignments during class time. Supplementary materials will be provided when necessary.
12. Talking during class time will not be permitted and will not be tolerated. Violations will result in additional days being assigned at ACDC.
13. Restroom use will be limited to scheduled breaks only. Do not ask to go to the restroom. If you have a medical problem, bring a note from a physician.
14. Students are not permitted to leave ACDC during the day without prearrangements made with the home school. Time away from the program will be made up and documentation is required on the first day back (doctor's note, court documentation, etc.).
15. Students are responsible for bringing their own lunch and eating utensils. They will be permitted to use the refrigerator and microwave. A supervised lunch break will be taken from 11:30 – noon.
16. If someone other than the parent/guardian is picking up the student, the parent/guardian must notify the ACDC staff. If the staff is not contacted they will not let the student leave until contact is made with the parent/guardian. Students who drive may not transport passengers without prior written authorization.
17. Any behavioral problems will be discussed with the home school, school resource officer and may be referred to the Dearborn County Probation Department. If necessary Lawrenceburg Police Department will be contacted.
18. School provided electronic devices are allowed for school use while in ACDC. Your device must be charged prior to your arrival to ACDC; charging devices at ACDC will not be allowed. Students are expected to follow their home school's rules on technology use. Electronic devices are only to be used for school work. The use of these devices for games, apps, etc., will not be permitted. Students may use Lawrenceburg School Corporation's Guest Log-In for internet access only.
19. Students who are taking doctor prescribed medications during the school day must have a single dosage in the prescription container and submit it to the ACDC Director. The prescription container will be sent home at the end of the school day.
20. Failure to follow the rules may result in additional days in ACDC, expulsion, and/or direct referral to the Dearborn County Probation Department.

Acknowledgement of Rules, Responsibilities and Consequences: I have read the above rules and procedures of the Alternative Classroom for Dearborn County and have been informed of my responsibilities. Further, I understand that failure to attend and follow the outlined rules and procedures can result in additional days in ACDC, referral to the probation department and/or a summons to appear in court. I am aware that I will be performing community service activities under the direction of the Community Corrections Department and will be under the jurisdiction of the county during that time.

Student Signature

Parent/Guardian Signature

Date