



Lawrence Education Center Adult Education Student Handbook Overview

The Adult Diploma program is offered to students who have 10 credits or more, with each course being worth .5 credits. The ABE/GED Program is offered to students who will take the GED High School Equivalency Exam at the ROE. Both programs are offered during the day in Distance only and Hybrid models. All work is to be completed during scheduled class time for support from the teacher.

Lawrence Education Center will follow all social distance policies set by District 186 and follow the CDC guidelines. You will be required to wear a mask and have a temperature of less than 100.4 to remain in the building. Please follow arrows for entrance and exit procedures and social distancing circles located on the floor. You should refrain from being closer than 6 feet to others. You are not allowed to smoke on campus.

All work is completed during scheduled class time. The building opens at 8:30 a.m. For a.m. hybrid students, class start time is 9:00a.m., for p.m., class start time is 12:30 p.m. Distance only students will follow the same schedule of engagement. Breakfast is available for “grab and go”, students will eat in the hybrid classroom. You will be dismissed at 11:30 for lunch. Students who are 18 and younger will receive free breakfast and lunch in “grab and go” model. Limited space is available to eat lunch in the building. You may leave campus for lunch. Vending machines are located in the cafeteria and are available during specific times. Restrooms are available before school, during specific break times, and at your scheduled lunch period.

Hybrid participants are expected to wear the Lawrence issued student ID daily. The ID must be visible and worn appropriately. You will be issued one on your first in person day. Anyone coming into the building is expected to wear a mask appropriately while in the building by covering your mouth and nose. LEC IDs and mask wearing are for your safety and the safety of others.

Please call the Students Services Office at 525-3233 if you are unable to come to a scheduled in-person class or appointment. Hybrid participating students who leave early for any reason are required to check out in the Student Services Office in Room 107. Office personnel will contact parent for students under 18 for approval before checking out.

Cell phones may be used while in the building during non-educational times. If you receive a cell phone call/text that is important (i.e., job-related, daycare/school,

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doctor's office/appointment calls, rides home, etc.), please **excuse yourself** from the hybrid classroom or your remote learning engagement. Scheduled class time must be utilized for engaged education.

Notebooks and note taking are a requirement of the Adult Diploma program. You will need a notebook for each class to take notes. Your notes are part of your grade and will be turned in. Adult Diploma program courses are a minimum of 30 hours of participation

Students will follow the "Dress for Success" guidelines when in the building. All students must wear a mask while in the building. The dress code is included in the full version of the LEC Student Handbook located on the webpage.

Once you arrive on property, you should enter the building. You may not sit in your car. Doors open at 8:30 am. You may grab your breakfast and go to your assigned classroom.

If you are at LEC for a different purpose other than going to class, please make an appointment, show up at your given time and check in the Student Services Office in Room 107.

If you need to leave the hybrid classroom, you will be escorted. Every hybrid student must check out in Room 107 if you leave before the end of your class time. Students under 18 must have parent permission, office staff will make the call. If you need assistance please make an appointment with the Counselor to discuss support in removing issues that might get in the way of attending school. Your instructor will be able to help you do this.

The use of computers and networks, including the Internet, is a privilege, not a right. Inappropriate use will result in a suspension/cancellation of those privileges in accordance with the severity of the offense and District discipline guidelines. While in the building only use the internet sites that your instructor approves. The full version of the D186 Technology Policy is located on the LEC website.

Students will be required to post-test after 40 hours of instruction. Post-testing provides students and instructors with necessary information to support learning and next steps. All post-tests will be scheduled appointments on a Friday. If you fail to make the appointment instructors will be notified and students will be removed from future assignments until the post-testing is completed.

August 2020