



Robertson County Adult High School Enrollment, Policies, Procedures and Expectations

- **Admission Requirements:**

All students must be Robertson County residents. Students who are over the age of 18 (eighteen) and have earned credits from an accredited high school may apply to enter the Adult Education Program's **Adult High School**. Credits that have been earned will apply to the graduation requirements provided an official transcript can be obtained from the last high school attended. Applicants must pay for and pass a background check prior to beginning classes. This cost of the background check is non-refundable.

- **Attendance Policy/Student Schedules:**

Upon approval for and enrollment in RCAHS individual schedules will be developed for each student. Students will have a required number of days and hours to be in attendance at the RCAHS. Students with a computer and reliable internet access are also allowed to work from home (or other remote location) to complete coursework. We reserve the right to adjust available hours, as necessary. **Adult High School** students are expected to work a minimum of 10 hours per 5-day week and are expected to complete all graduation requirements within three (3) academic school years from the date of enrollment. Included in the 10 hours per week, all students in the AHS program are required to spend at least 4 hours each month of in-person attendance, working on assignments at the Adult High School building.

- **Entry Times / Hours of Operation:**

Monday- Friday 7:30 a.m. to 2:00 p.m.

- 11:00 a.m.-12:00 p.m.- lunch *Those over 18 years of age may leave for lunch*
- Additional/later hours may be arranged with the AHS coordinator

On prearranged Thursdays the school will remain open until 5:00 p.m., as necessary

One Saturday per month- open from 7:30 a.m. to 10:30 a.m. (see schedule)

- **Eating:**

Students may take breaks to eat while working at RCAHS. A refrigerator and microwave oven are available for use. Food and drink may be consumed in the classroom but please do not eat or drink where food could be spilled in/on computers or technology.

- **Dress Code:**

Students will refrain from wearing clothing that advertises alcohol, tobacco, drugs, or foul/suggestive language. Pants must be worn at waist and undergarments must be covered. Modest attire is expected.

- **Smoking/tobacco:**

Smoking is not allowed on the RCAHS campus. Smoking may only occur when off campus for lunch or at the end of the day. The *"No Smoking"* policy applies to all tobacco products, as well as to vapes, e-cigarettes, pipes, inhalers, or other alternative smoking devices. Other tobacco products such as chewing tobacco and dip are also prohibited for use on school premises.

- **Cell Phones, Etc.**

Cell phones must be placed on vibrate when entering the facility. Texting and other non-educational activities are prohibited during class time except on an emergency basis. Personal calls may be made during breaks and conversations conducted quietly, as not to disturb others. Emergency calls may be accepted but the student should move to a private location and conduct the call quietly. Cell phones or other devices are prohibited from being connected to classroom computers.

- **Entrance/Exit:**

All students are required to sign-in and out when entering or exiting RCAHS. First-time students and visitors must provide state-issued identification to enter the building. Students are asked to enter and exit building quietly and drive safely while on campus.

- **Parking**

All students and visitors must park in spaces designated for the Adult High School.



Robertson County Adult High School

FINGERPRINTING PROCEDURES FOR THE BACKGROUND CHECK

Please complete the following steps to complete your fingerprinting appointment for Robertson County Schools.

1. Complete the attached TAPS form. This form will assure that you have all of the information needed to set up an appointment. Skipping this step could cause your session to time out during the process.
2. Visit the website at: <https://tn.ibtfingerprint.com>
3. Choose "Schedule a New Appointment"
4. Choose "Don't Know Service Code"
5. Agency Name:
 - From drop down box, choose "State Schools/Colleges"
 - Click "GO"
6. Applicant Type:
 - From drop down box, Certified employees choose "teachers", and classified employees choose "School Worker, Other"
7. Enter the ORI#: TN930690Z
Then Click "Submit"
8. Box will appear that states "You have selected to be fingerprinted for Robertson County Schools. Is this correct?"
Choose "Yes"
9. Acknowledge/Request
 - Please read
 - If proceeding with background check, click the box "I agree and affirm that I..", then click "GO"
10. Enter your Zip Code and click "GO"
11. Choose your location and date, then click "Schedule"
12. Choose a time and click "Continue"
13. Box will come up about applicant demographic information, Click "Continue"
14. Enter this information from your TAPS form. **Anything with a red star must be filled in to continue.**
15. Click "Submit"
16. Payment Collection- Choose "Credit Card" OR "Certified Check or Money Order", then click "GO"
17. Box will come up that states "Please remember to bring your payment with you..."
Click "Continue"
18. Registration Complete- You will have a registration completed form pull up with your name at the top. Please print or save this form to take with you to your appointment.