

DACC

STUDENT HANDBOOK

2017-2018



DACC | DELAWARE AREA
CAREER CENTER

www.DelawareAreaCC.org

Table of Contents

I.	School Calendar	1
II.	Attendance	2
	a. Attendance Recording	2
	b. Call In Policy	2
	c. Compulsory Attendance	2
	d. Early Dismissal	2-3
	e. Eighteen Year Old Students	3
	f. Emergency School Closing	3
	g. Excused Absences	3-4
	h. Return from Absence	4
	i. Tardy To School Policy	4-5
	j. Make-Up Work	5
	k. Pre-Arranged Absences	5
	l. Un-Excused Absences	6
III.	Non Discrimination and FERPA	6
	a. Grievance Procedures Preamble	6-9
	b. Non-Discrimination Policy	9-10
	c. Notification of Rights Under FERPA	10-11
	d. Title VI/Title IX/Age Discrimination/Section 504 Coordinators	12
	e. Public Relations & Directory Information	12
IV.	Fees, Permits and Insurance	12
	a. Accident Reports/Tool Liability/Vehicle Liability	12-13
	b. Fees	13
	c. Insurance for Students	13
	d. Student Driving/Vehicle Policy	13-14
V.	General Information	14
	a. Arrival To School	14-15
	b. Articulated Credits	15
	c. Parent Conferences	15
	d. Awards Ceremony Participation	15
	e. Bus Transportation	16
	f. Career Technical Certificates	16
	g. Daily Bell Schedule	17

h.	College Credit Plus	17
i.	Flexible Credit	18
j.	Home School Activities	18
k.	Career Tech Honors Diploma	18-19
l.	Guidance	19-21
m.	Lost and Found	21
n.	Moment of Silence	21
o.	Scholarships	21
p.	Student Recognition	22
q.	Student Safety and Appearance (Dress Code)	22-23
r.	Telephone Messages	24
s.	The Pledge of Allegiance	24
t.	Visitors	24
VI.	School Facilities	24
a.	Lockers/Desks	24-25
b.	School Pride	25
c.	Textbooks	25
VII.	Student Organizations	25
a.	Career Technical Organizations	25-26
b.	National Technical Honor Society	26
VIII.	Special Procedures	26
a.	Emergency Procedures	26-27
b.	Field Trips	27
c.	Fire Drills	27
d.	Job Interviews	27
e.	Lockdown Procedures	27-28
f.	Medication	28-29
g.	Surveillance System	29
h.	Tornado Procedures	30
IX.	Student Responsibilities	30
a.	Adult Students	30
b.	Cafeteria	30
c.	Cell Phones	30
d.	Eighteen year old students	31

e.	Food / Beverages in classroom	31
f.	Hall Passes	31
g.	Hallway, Commons, Lunch Conduct	31
h.	Mediation	31-32
i.	Searches	32-33
j.	Student Code of Conduct	33-40
k.	Consequences for Violation of Student Code of Conduct	40
l.	Detention	40-41
m.	Saturday School (SS)	41
n.	Emergency Removal of a Student	41
o.	Out of School Suspension (OSS)	41-42
p.	Suspension Appeal	42
q.	Expulsion	42
r.	Expulsion Appeal	42
s.	Appeal to Court	42
t.	Permanent Exclusion	43
X.	Student Supports	43
a.	Positive Behavior Support & Intervention	43-44
b.	On-Line Credit	44
c.	Class Scheduling	44
d.	Drop Date for Classes	44
e.	Grading Scale/System	44-45
f.	Hybrid Academics	45
g.	Learning Support Center	46
h.	Senior Project Overview	46
i.	Student Records	46-47
j.	Testing	47-48
k.	Work-Based Learning	48
l.	Student Wellness	48
m.	Asbestos Information	48

DACC

DELAWARE AREA
CAREER CENTER

Dear Students and Parents,

As Building Directors, we would like to welcome you to the Delaware Area Career Center! School year 2017-2018 is the beginning of a fantastic journey that awaits you. Your journey begins with curricula that will prepare you simultaneously for college and for a career. Daily opportunities await you to enhance your academic and career technical skills, interface with state of the art technology and build leadership skills. Your journey continues with preparing and participating in competitive events around the region, the state and/or the country. Our co-curricular organizations; BPA, FCCLA, FEA, FFA, HOSA, or SkillsUSA will get you there. What a tremendous way to confirm your skill ability and level! Our school's partnership with business, industry, and labor and community organizations will also offer you career and life experiences beyond the classroom or your lab.

DACC is staffed by one of the finest groups of career-technical instructors, academic teachers, counselors, administrative assistants, and administrators in the state. We are all here to assure that you have every opportunity to excel in your career-tech lab and in your rigorous academic classes. Also, you have the opportunity to be involved in a wide variety of extra and co-curricular clubs and activities during the year. Research shows that this involvement directly contributes to increased school success.

Please carefully read the student handbook because it contains guidelines and recommendations that will allow you to take full advantage of the opportunities available here at DACC. The expectations and guidelines have been put in place to ensure that all behavior influences the school community in a positive way so that you and your fellow students can achieve your goals.

Our best to you as you prepare for this year and your future. We look forward to a productive, successful, and enjoyable year.

Sincerely,



Kristina Lucas
Building Director, South Campus



Chad Williams
Building Director, North Campus

Program: _____

Initial of Last Name: _____

**2017-2018
Delaware Area Career Center
Student Handbook
Signature Page**

Directions: Please read and review this copy of the Delaware Area Career Center Student Handbook.

This handbook is to be used on a regular basis to meet various school expectations.

Therefore, no pages of this handbook are to be removed, other than this signature page. This form will be kept on file in the Main Office.

I have reviewed the contents of this handbook and agree to abide by the school policies.

Parents should inform the school of changes in residence, custody and home, work and emergency telephone numbers.

Print Student Name

Student Signature

I _____ have reviewed the contents of
(Parent Signature)
this handbook and agree to support the school policies. This
handbook is available on our school's website at
www.delawareareacc.org

**Return this page signed to your lab instructor
the first week of school.**

School Information

Phone (740) 363-1993 or 548-0708
Fax North Campus (740) 362-6461
Fax South Campus (740) 548-0710
www.delawareareacc.org

School Board Members

Julie Wagner-Feasel, Olentangy Local Schools, President
Ted Backus, Delaware City Schools, Vice President
Thomas Kaelber, Buckeye Valley Local Schools, Member
Jim Hildreth, Big Walnut Local Schools, Member
Ed Bischoff, ESC of Central Ohio, Member

Administrative Staff

Mary Beth Freeman, Superintendent - Ext. 3204
Chris Bell, Treasurer – Ext. 3214
Tammy Hall, Director of Secondary Operations - Ext. 3203
Thomas Marchetti, Director of Adult Education/Satellite
Programs Supervisor - Ext. 3206
Jack Higgins, Director of Operations – Ext. 3217
Rory Gaydos – Technology Supervisor – Ext. 2278
Kristina Lucas, Building Director, South - Ext. 3210
Chad Williams, Building Director, North - Ext. 2201
David Gilliam, Student Services Supervisor Ext. 2209
TBD, North Dean of Students- Ext. 2217
Kyle Ellwood, South Dean of Students – Ext. 3200
Robert Wilson, School Resource Officer – Ext. 2219

This 2017-2018 handbook belongs to:

Name _____
Address _____
City/Town _____ **State** _____ **Zip** _____
Phone _____
Student ID _____ **Program** _____

Participating School Districts:
Big Walnut Local Schools, Buckeye Valley Local Schools,
Delaware City Schools, Olentangy Local Schools, and
Worthington City Schools

The Delaware Area Career Center

Our Vision:

The Delaware Area Career Center is the resource for multi-generational career enrichment and educational opportunities.

Our Mission:

The Delaware Area Career Center, in partnership with community, is an innovative model for developing lifelong learners, quality leaders, and critical thinkers for the dynamic and global environment.

We Value:

- Assisting students and workers with transition into the workplace.
- Relationships, collaboration, and teamwork.
- Quality recruitment and hiring processes.
- A highly qualified staff.
- Opportunities to be responsive to our communities' expressed needs.
- Relevant courses that prepare graduates to meet workforce needs.
- Good work ethic, professionalism, and the opportunity to model both.
- Open, honest, and clear communication.
- Our ability to be good stewards of taxpayers' money.
- A safe and nurturing environment for students.
- Diversity both in student populations and in courses offered.
- The acquisition, use, and maintenance of the most current technology

DACC Goal Statements

CURRICULUM - INSTRUCTION: Provide an innovative instructional environment that inspires learners to think critically, creatively, collaboratively, and technologically. Offer a diverse and relevant curriculum to prepare learners for career opportunities, post-secondary advancement, or individual enrichment.

RELATIONSHIPS/ PARTNERSHIPS: Engage in relationships that stimulate growth, collaboration, and resources.

COMMUNICATION: Connect students, staff, alumni, and community through a dynamic and accessible exchange of information.

IMAGE: Project an image of progressive education and development that reflects a culture of excellence, respect, and opportunity.

DACC is a place where every student:

Is a self-advocate engaged in personalized, flexible and responsible learning	Advances through mastery learning, leading to real and enduring rewards	Participates in learning experiences that are “in and for community” and grounded in real world applications
(ownership)	(mastery)	(relevance)

District Information Sources

The Delaware Area Career Center offers a variety of ways to keep up with important news about our school district:

- **Web Site** - The district's web site offers a wealth of information about DACC, including school closings, delays, student recognition, event notifications, Board of Education meetings, and additional news. Make sure you regularly visit www.DelawareAreaCC.org
- **Parent E-Newsletter** - Receive news, announcements, and updates from DACC straight to your e-mail inbox. To subscribe or manage your account, go to <http://www.delawareareacc.org/high-school/about/district-newsletter>
- **Social Media** - Connect with us at www.Facebook.com/DelawareAreaCC on Facebook and @DelawareAreaCC on Twitter.

I. SCHOOL CALENDAR 2017-2018

Students are expected to follow the Delaware Area Career Center calendar. Partner schools may not always operate normal bus routes when they are closed or on a delay; therefore, parents and students should contact their home district's transportation department in advance to discuss transportation to the Career Center.

DATE	EVENT	NO SCHOOL
August 16	First Day of School for Students	
September 4	Labor Day (No Classes)	√
September 18	Fair Day (No Classes)	√
September 27	Parent Conferences 4:30-8:00	
October 19	End of Quarter 1 Grading Period	
October 20	COTA Day (No Classes)	√
October 23	Beginning of Quarter 2 Grading Period	
November 22	Parent Conference Trade (No Classes)	√
November 23-24	Thanksgiving Break (No Classes)	√
November 30	Parent Conferences 4:30 - 8:00	
December 20	End of Quarter 2 Grading Period	
December 21	Teacher Work Day (No Classes)	√
December 21-29	Winter Break (No Classes)	√
January 1	New Year's Day (No Classes)	√
January 2	Parent Conference Trade (No Classes)	√
January 3	Beginning of Quarter 3 Grading Period	
January 15	MLK Day (No Classes)	√
February 7	Parent Conferences 4:30-8:00	
February 19	Presidents' Day (No Classes)	√
March 9	End of Quarter 3 Grading Period	
March 12	Beginning of Quarter 4 Grading Period	
March 30	Buildings Closed (No Classes)	√
April 2-6	Spring Break (No Classes)	√
April 26	Parent Conferences 4:30-8:00	
May 23	Last Day for Students/End of Quarter 4	
May 24	Teacher Work Day (No Classes)	√
May 24-25	Calamity Day Make-Ups (if needed)	
May 28	Memorial Day (No Classes)	√
May 29-31	Calamity Day Make-Ups (if needed)	

II. ATTENDANCE

The Delaware Area Career Center Board of Education believes that attendance in school is absolutely essential to the successful completion of the curriculum. Students are to be in school each day school is in session. Parents and students are encouraged to schedule appointments after school. Students who attend Delaware Area Career Center must adhere to the Delaware Area Career Center school calendar.

ATTENDANCE RECORDING

The Delaware Area Career Center uses period attendance reporting so absences and tardies will count for each class period missed. These events are recorded and updated in PowerSchool, the on-line source available to students and their parents for monitoring student progress. Lab classes are normally comprised of multiple periods, while academic classes are usually comprised of single periods.

CALL IN POLICY

Parents of students who are going to be absent are to call the Attendance Office before 9:00am the morning of the absence or provide a written note excusing the absence upon return. For students attending North Campus, please call (740) 203-2268. South Campus students will need to call (740) 201-3211.

COMPULSORY ATTENDANCE

The compulsory attendance laws established by the State of Ohio will be enforced. In December of 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. House Bill 410 defines a "habitual truant" as absent for 30 or more consecutive hours without a legitimate excuse, absent 42 or more hours in one month without a legitimate excuse or absent. Excessive absence is defined as absent 38 or more hours in one school month with or without a legitimate excuse or absent 65 or more hours in one school year with or without a legitimate excuse.

EARLY DISMISSAL

Any type of appointment is discouraged during school hours. All appointments should be scheduled for a time that will not conflict with school hours. However, if it is necessary for a student to be excused during the school day, a note must be brought from home and turned in to the Attendance Office before 8:00 a.m. on the day

of the appointment. The note should contain the student's name, the time to be excused, and the reason for the appointment. An early dismissal will be counted as an absence if the departure time is greater than 30 minutes prior to the official end of the school day. Repeated early release will require a contact between the school, parent, and student to consider barriers to full day attendance. If at all possible, students are to return to school after appointments and must provide verification.

Prior to departure from school for any reason, the student will need to report to the attendance office and sign out.

EIGHTEEN-YEAR-OLD STUDENTS

Adult students must comply with all school rules and regulations. All students who have reached the age of 18 are still expected to follow all rules and regulations outlined in the student handbook and the adopted Board of Education Student Conduct Code. An eighteen-year-old student wishing to exercise his/her majority must submit a completed Age of Majority Agreement to their building principal.

EMERGENCY SCHOOL CLOSING

If for any reason school is closed for the day, the Superintendent of the Delaware Area Career Center will notify local TV/radio stations and post on Twitter @DACCsupt. You may also check the website: www.delawareareacc.org. The Delaware Area Career Center uses an Instant Alert System to notify parents of school closings and delays, as well as emergency and other important notifications. To ensure parent notification, use the Honeywell Instant Alert instructions found in your student's orientation packet to login, set-up, review, and/or update your parent contact information. This can be done at any time to make your information current.

EXCUSED ABSENCES

Parents are required to document student absences with a parent note or phone call. The following are examples of absences which may be excused with a parent note or phone call:

1. Personal illness
2. Pre-arranged college visit (Documentation from the college must be provided)
3. Vacation requires a pre-arranged absence form
4. Observance of religious holidays

After 13 absences with a parent excuse, the following official documentation will be required for student absences to be excused:

1. Medical, dental or legal appointments
2. Quarantine of the home
3. Death of a relative
4. Needed at home due to absence of parents or guardians
5. Observance of religious holidays
6. Emergency or circumstances which constitute a good and sufficient reason for missing school

Listed below are the school-related activities for which the student may not be counted absent with official documentation.

1. Compulsory State Testing at home school
2. Sports, music, drama, and other approved home school activities
3. Field trips
4. College visits pre-arranged
5. Suspension Alternative Program (SAP): Disciplinary program is operated and supervised by the Delaware County Juvenile Court staff
6. In-school Alternative Program (ISAP): discipline assigned by administrator
7. Other absences as determined by the administration

RETURN FROM ABSENCE

Any formal documentation must include the date(s) of absence, the reason for absence(s) and the appropriate signature. The Delaware Area Career Center reserves the right to validate documentation of absences.

TARDY TO SCHOOL POLICY

The goal of the Delaware Area Career Center is to prepare students for the world of work. It is our belief that being on time to school helps develop good habits that will transfer to the work setting.

Students will be marked tardy-to-school if they report to class within the first 30 minutes of the scheduled class time. Delays and transportation issues from home school will be considered excused due to inclement weather or unforeseen circumstances.

Discipline for unexcused late arrivals (tardies and period absences) to school will be assigned-on every third occurrence of the quarter. Unexcused late arrival to school totals for discipline purposes will reset to zero at the beginning of each quarter.

MAKE-UP WORK

All work missed is to be made up by the student, regardless of the reason for the absence. Students are required to make up hours and/or program competencies for labs by the end of each quarter. Students are responsible for working with their instructors to determine what assignments are to be completed and the date the work must be turned in to the instructor. Students who are unexcused absent or suspended from school will have the opportunity to earn up to 100% credit on new work or content assigned during their absence. Students will be given one day per day of unexcused absence or suspension to turn in work in their first three days of consecutive unexcused absences or suspension. Any unexcused absences or suspensions over 3 consecutive days will be given a 3 day deadline upon return to school to complete missing work.

PRE-ARRANGED ABSENCES

Pre-Arranged Absence Forms are to be picked up and approved by an Administrator, the attendance office, and individual instructors.

Pre-arranged absences require at least a 3-day notice prior to the absence. Listed below are absences that require a Pre-Arranged Absence Form:

1. College visits: students are permitted two pre-arranged college visits per year (junior and senior years). Documentation from the college must be provided upon return in order for the student to be marked not absent.
2. Program recruitment.
3. Family vacations.
4. Home school transportation problems. A student who is absent due to home school transportation problems will only be excused if it is verified with the parent.
5. Lab-related training, lab-related experiences and lab-related job interviews.
6. Planned leave of absence due to medical reasons.

UNEXCUSED ABSENCES

1. Truancy
2. Absences with no documentation
3. Other absences as determined by the administration

Parents will be notified and intervention plans may be necessary in the event excessive absences occur.

III. NON DISCRIMINATION AND FERPA

Grievance Procedures Preamble

Alleged Discrimination Grievance Procedures

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/certificated staff (e.g., teachers, counselors or supervisors), parents, guardians or third party who believe that the Delaware Area Career Center School District, any school official, any third party or any student has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (disability), or the Age Discrimination Act of 1975, as amended, 20, U.S.C. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, he/she may file a complaint, which shall be referred to as a formal grievance process. Examples of different types of grievances may include but are not limited to grievances discrimination based on sex, race, color, national origin, disability or age.

It is recommended but not required that the student/staff grievant attempt to solve the alleged discrimination complaint informally at the building director/designee or supervisor level, respectively, within five calendar days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, or if the grievant wants to proceed directly to file a formal complaint, the following formal procedure shall be followed. In accordance with the aforementioned statutes, the DACC prohibits any form of retaliation toward any individual who files a complaint or who participates in a complaint filed under these statutes.

1. Step 1

Any student-alleged formal discrimination grievance complaint should first be made to the building director/designee. Staff complaints will first be made to his/her immediate supervisor. Contact information is listed below. All complaints will be made within 30 calendar days of the date the incident occurred. This complaint is to state the date, time, place and people involved. All complaints are to be submitted in writing. Any verbal complaint must be submitted in writing within the initial 10-day reporting period. If you need assistance in putting your complaint in writing due to a disability or for other reasons, please contact the person conducting the investigation.

As part of the investigation, a prompt and thorough investigation will be conducted by the building director/designee for students or immediate supervisor for staff. If the investigator is the person to have allegedly been the one to discriminate or harass, the complainant shall make the report to the Superintendent. An alternate person will be assigned by the Superintendent to investigate. See below for contact information. Step 1 provides both parties an opportunity to present evidence and to identify witnesses. Notification of the outcome of Step 1 will be sent in writing, to the parties involved, within 30 calendar days.

Any DACC-level complaint can be made directly to the Superintendent using the contact information below:

<u>North Campus</u>	<u>South Campus</u>
1610 State Route 521	4565 Columbus Pike
Delaware, OH 43015	Delaware, OH 43015
740-363-1993	740-548-0708

<u>Position</u>	<u>Name</u>	<u>Location</u>
Superintendent	Mary Beth Freeman	South Campus
Treasurer	Chris Bell	South Campus

Director of Secondary Operations	Tamara Hall	South Campus
Director of Adult Education	Thomas Marchetti	South Campus
South Building Director	Kristina Lucas	South Campus
North Building Director	Chad Williams	North Campus
Pupil Services Supervisor	David Gilliam	North Campus

2. Step 2

The decision reached as a result of the investigation conducted pursuant to Step 1 above may be appealed, in writing, to the DACC's Title VI/Title IX/Age Discrimination/Section 504 coordinator within 10 calendar days. The coordinator will provide written notification of the decision to all parties involved. Notification of the outcome of Step 2 will be sent in writing to the parties involved within 14 calendar days.

Title VI/Title IX/Age Discrimination/Section 504

Coordinator:

Students:

David Gilliam
 Student Services Supervisor
 DACC
 4565 Columbus Pike
 Delaware, OH 43015
 740-548-0708

Employees:

Tammy Hall
 Director of Secondary Operations
 DACC
 4565 Columbus Pike
 Delaware, OH 43015
 740-548-0708

3. Step 3

If not resolved at Step 2, the decision may be appealed, in writing, within 10 calendar days to the DACC Superintendent who functions as the final mediator at the local level. The Superintendent will provide written notification of the final decision. Notification of the outcome of Step 3 will be sent in writing, to the parties involved, within 21 calendar days.

The Board recognizes that, in the interest of effective compliance, a procedure is necessary whereby all students

and employees can be assured of a prompt and impartial hearing on their grievances. No reprisals of any kind shall be taken against any student or employee initiating or participating in the grievance procedure.

Note: *At any time an individual has the right to contact the Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East - Suite 750, Cleveland OH 44114-2611. The website is <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.*

(Approval date: August 17, 2000)
(Re-approval date: May 27, 2010)
(Re-approval date: August 15, 2013)
(Re-approval date: February 19, 2015)
(Re-approval date: August 27, 2015)

NON-DISCRIMINATION POLICY

The Delaware Area Career Center (DACC) affirms that equal opportunities are offered without regard to race, color, religion, sex, military status, national origin, disability, age, and ancestry of person. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail in all Board policies concerning school employees and students. The designated coordinators are (covering Title VI, Title IX, Age Discrimination, and Section 504): for students – Student Services Supervisor, North Campus, 1610 State Route 521, Delaware, OH 43015, telephone 740-363-1993; for staff – Director of Secondary Operations, South Campus, 4565 Columbus Pike, Delaware, OH 43015, telephone 740-548-0708.

Non-discrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business. The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an

individual. Sexual harassment is a form of sex discrimination. It is any unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working and/or learning conditions or creates a hostile work and/or learning environment.

All persons associated with the District, including but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from discrimination and harassment, including sexual harassment. Harassment, whether verbal or physical or occurring in or out of a District building, or at a school-sponsored social functions or activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy. The DACC will take steps to prevent recurrence of any harassment and to remedy the discriminatory effects on the complainant and others, as appropriate.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

(1) The right to inspect and review the student’s education records within 45 school days of the day the school receives a request for access. Parents or eligible students should submit to the school Building Director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school Building Director (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or

eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the DACC District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

**TITLE VI / TITLE IX / AGE DISCRIMINATION / SECTION 504
COORDINATOR**

Students:

David Gilliam
Student Services
Supervisor
DACC
4565 Columbus Pike
Delaware, OH 43015
740-548-0708

Employees:

Tammy Hall
Director of Secondary
Operations
DACC
4565 Columbus Pike
Delaware, OH 43015
740-548-0708

PUBLIC RELATIONS & DIRECTORY INFORMATION

The DACC follows the guidelines of the Family Rights to Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) regarding the release of directory information. The district will make directory information available upon receiving a legitimate request from colleges, universities and military recruiters. Parents, guardians and emancipated students who do not want directory information released should notify the DACC Student Services Department. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

While participating in school-sponsored activities, students' images and voices may appear on videos, printed materials and the DACC website. School staff and administration will monitor all media activities. Parents/Guardians who do not want their child's image and/or voice used, should notify the DACC Student Services Department in writing by October 1st of the school year or within 30 days of enrollment at DACC.

IV. Fees, Permits And Insurance

ACCIDENT REPORTS

Accidents which occur at school must be documented and reported to the director. The Delaware Area Career Center is not responsible for payment of bills resulting from students' accidents.

TOOL LIABILITY

Students and parents are responsible for the insurance coverage on tools or tool kits if coverage is desired.

VEHICLE LIABILITY

Students who drive to school are responsible for meeting the Ohio liability laws. The Delaware Area Career Center is not responsible for damage or theft to vehicles or contents. It is recommended that students keep their vehicles locked during school hours.

FEES

Every Career-Technical program at the Delaware Area Career Center will have a supplies/ materials fee. Fees vary depending on the program. Due to the fact that personal ownership of tools in many program areas establishes pride, desire, and interest, students will be encouraged to purchase a tool kit or other personal equipment for use in the school and after graduation.

Student fees are to be paid by the first day of school. It is recognized that payment of total fees at one time might work financial hardship in some cases. In such instances, payment(s) can be arranged in the Building Director's Office. If fees have not been paid or payments have not been made, participation in field trips, club activities, and grade reports to home schools may be impacted.

INSURANCE FOR STUDENTS

The school cannot be liable for injuries sustained while on school property. Students attending the Delaware Area Career Center are encouraged to purchase student accident insurance. It is recommended that parents review their present health and accident insurance policies to make certain that their child is covered for possible injury while at school.

At the beginning of each school year, students will have the opportunity to purchase student insurance. The school is not acting as an agent for any insurance firm, but is providing a service for those families who desire it.

STUDENT DRIVING / VEHICLE POLICY

Transportation to and from the Delaware Area Career Center will be provided by the home school. However, as a convenience to students and their parents, students may be permitted to drive and park in assigned student parking area. This privilege is subject to the following conditions:

1. All students must register their vehicles during the first week of school. A permit will be issued at this time. Students, who have a change of vehicles, license numbers, etc., are required to update or apply for another parking permit.

2. Students are required to provide proof of insurance.
3. Vehicles are to be parked in the assigned student parking lot. Students may not park in lab service areas without a customer work order.
4. Maximum speed limit is 10 miles per hour at all times.
5. Speeding and careless driving will not be tolerated on the school grounds.
6. Drivers of vehicles are liable for injury to passengers.
7. The Delaware Area Career Center will not accept the responsibility for lost or stolen items from student's vehicles in the parking lot.
8. Report any theft of items from a vehicle or accidents involving student or staff vehicles to the Building Director. The Building Director will report the theft or accident to the Sheriff's Department.
9. Students who need to gain access to the parking lot during the school day must obtain permission and a pass from the Main Office. This rule is established to protect students and their vehicles and contents against possible damage and/or theft.
10. Violation of any of the parking lot and driving rules will result in disciplinary action and may result in suspension or termination of driving privileges. (See Student Code of Conduct) Parking on school premises is a privilege; student vehicles may be searched upon reasonable suspicion of illegal or unauthorized behavior or the presence of contraband.
11. The student is responsible for all items in the vehicle he or she is bringing on to school property.
12. All vehicles in violation of rules are subject to towing at the discretion of the administration. Towing expense is the responsibility of the student.
13. The Delaware Area Career Center has a closed lunch which means that a student will not be permitted to leave during lunch.
14. Students are not permitted to load or unload students from their vehicles unless the car is properly parked. Loading or unloading of students is prohibited in lanes of traffic flow.
15. No person is allowed to ride in the back of an unenclosed truck or vehicle.

V. GENERAL INFORMATION

ARRIVAL TO SCHOOL

When students are brought to school, they are to be dropped off at the main school entrance - **not in the student parking or teacher parking area**. Students must enter the building when they arrive at school. The doors will open by 7:15 a.m. Loitering in the parking lot or school grounds is not permitted. Once

students arrive on the premises, they may not leave without proper authorization.

North Campus students are to enter through the Main Entrance Doors that lead to the Commons Area. South Campus students are to enter only through the Main Entrance from the East parking lot.

North Campus students must remain in the Commons until after the arrival bell. South Campus students report directly to their lab.

ARTICULATED CREDITS

The Delaware Area Career Center provides the opportunity for students to gain college/university credits during the course of their chosen career and technical program. Credits earned as articulated credits are gained after the student successfully completes a probationary period of attendance at a college/university after program completion. After demonstrating the required skills, the post-secondary school grants credits to the enrolled student when his/her career and technical instructor has signed verifying paperwork of the program completion.

PARENT CONFERENCES

Parents are encouraged to communicate with school personnel. If a parent wishes to speak with a staff member, he/she should contact the Guidance Office (North Campus 203-2214 and South Campus 201-3211) to make the necessary arrangements for a conference with the appropriate staff member.

AWARDS CEREMONY PARTICIPATION

Any student who has successfully completed a career-technical program or who is graduating from a home school may participate. Senior Status or Program Completer Status will be determined at the end of the third nine weeks by the Guidance Department. Students that meet qualifications will be allowed to:

- To attend Senior Breakfast
- To be included in the senior composite
- To be excused from classes after completion of Awards Ceremony practice and for the remainder of the year (exception make-up exams).

BUS TRANSPORTATION

Bus transportation is provided by our partner schools. If there are questions or concerns regarding transportation, please contact the transportation department of your respective partner school. For your convenience, listed below are the phone numbers of our partner school transportation departments.

Big Walnut (740) 965-8967	Olentangy (740) 657-4080
Buckeye Valley (740) 369-8735	Westerville (614) 797-5950
Delaware City (740) 833-1650	Worthington (614) 450-6600

Students who ride the bus are responsible for demonstrating good conduct by following all rules and regulations set forth by the partner school district and failure to comply with the rules may result in the loss of bus privileges.

CAREER-TECHNICAL CERTIFICATES

Competency Profile

All students meeting criteria will receive an individualized competency profile which lists all the skills they have mastered in their career-technical program.

Completion Certificate

A Completion Certificate will be awarded by Delaware Area Career Center to students who have completed the required instruction in their career-technical programs.

Digital Passport:

The Digital Passport is a portfolio that students create to highlight their achievements. This portfolio can be used either in job interviews or as a resource in completing college applications, to help students present themselves effectively. The Digital Passport includes a letter of introduction; the student's resume; a transcript of grades and attendance; a list of the student's technical competencies; a career narrative describing the student's career goals and plan to reach them; competency certificates; and an essay written by the student verifying competence.

Students may also include certificates of honor/achievement/participation, letters of recommendation, or other items that showcase their achievements. Each student will develop a Digital Passport. Students receive their Digital Passports during the Senior Awards Ceremony.

DAILY BELL SCHEDULE

Arrival Bell	8:00 a.m.
<u>North Campus</u>	
AM Lab	8:05 a.m. - 10:51 a.m.
½ Day Bus Riders Leave	10:51 a.m.
Fifth/Sixth Period Class	11:03 a.m. - 11:45 a.m.
Seventh Period Lunch	11:46 a.m. - 12:16 p.m.
Eighth Period	12:18 p.m. - 1:00 p.m.
Ninth Period	1:02 p.m. - 1:44 p.m.
Tenth Period	1:46 p.m. - 2:28 p.m.
PM Lab	
First Period	8:05 a.m. - 8:47 a.m.
Second Period	8:50 a.m. - 9:32 a.m.
Third Period	9:35 a.m. - 10:17 a.m.
Fourth Period	10:20 a.m. - 11:02 a.m.
Fifth Period - Lunch	11:05 a.m. - 11:35 a.m.
<u>South Campus</u>	
Arrival Bell	7:50 a.m.
School Starts	7:55 a.m.
AM Lab	7:55 a.m. - 10:47 a.m.
PM Lab	11:28 a.m. - 2:18 p.m.
Junior Academics	10:48 a.m. - 2:18 p.m.
Junior Lunch	11:28 a.m. - 11:58 a.m.
Senior Academics	7:55 a.m. - 10:47 a.m.
Senior Lunch	10:48 a.m. - 11:25 a.m.

COLLEGE CREDIT PLUS

College Credit Plus is an initiative by the Ohio Department of Education to allow high school students to attain college credit up to 30 semester hours per school year tuition free at Ohio public institutions by the 2016-2017 school year. This initiative will replace the current dual enrollment and post-secondary education option programs that are currently being utilized. The college courses will be transcribed on the students' high school and college transcripts. It will be the students' responsibility to ensure the college courses taken transfer to the college or university of their choosing. Students will also be responsible for obtaining their college transcript of completed coursework to the institution they are transferring the credits.

If a College Credit Plus participant is expelled from the District, the District shall send a written notice of the expulsion to the College indicating the date expulsion is scheduled to expire and whether the District has adopted a policy to deny high school credit for courses taken under the Program during expulsion. If the expulsion is extended pursuant to R.C. 3313.66 (F) the District shall notify College of the extension. See R.C. 3365.032

FLEXIBLE CREDIT

Ohio Senate Bill 311 has opened up the opportunity for Delaware Area Career Center students to pursue high school credit in addition to the traditional 120 hours of class time. These include:

- Demonstrate mastery through test-out options
- Pursuing flexible credit through the educational options of a flexible schedule

To obtain an application for Flexible Credit or to gain further information, please contact Tammy Hall, Director of Secondary Operations, hallt@delawareareacc.org or 740-201-3209.

HOME SCHOOL ACTIVITIES

Delaware Area Career Center students are encouraged to participate in the activities at their home school. Students must maintain a grade standing that is required by the home school to be eligible.

CAREER TECH HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through a Career-Tech Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet ***all but one*** of the following criteria, unless it is a minimum graduation requirement, which are here for the class of 2017 and here for the classes of 2018 and beyond. Students must meet general graduation requirements to qualify for honors diplomas.

CAREER-TECH HONORS DIPLOMA	
Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	2 units of one world language
Electives	4 units of career-technical courses
GPA	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	ACT: 27 or higher/SAT: 1280 or higher/WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.
Additional Assessments	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

GUIDANCE

To be eligible, students must complete units, or credits, in specific subjects (see above chart). They can use Advanced Placement, International Baccalaureate, College Credit Plus and Credit

Flexibility coursework to meet the unit requirements of an honors diploma. A single course can meet multiple criteria if it fits under multiple subject areas.

Students also can design their own independent study courses. This requires that someone with proper licensure in the subject area teach or co-teach the courses used for an honors diploma.

Math – Students must take algebra I, geometry, algebra II (or equivalent), and one other higher level course OR a four-course sequence that contains equivalent or higher content.

Science – Advanced science refers to courses that are inquiry based with laboratory experiences. They must align with the grades 11/12 standards (or above) or with an Advanced Placement science course or entry-level college course (clearly preparing students for college freshman-level science classes, such as anatomy, botany or astronomy).

Social Studies – Students may get credit for both an American history course and/or the Advanced Placement or International Baccalaureate American history course (same for government and world history). If a district counts financial literacy as a social studies course, students can use it as an elective to meet the requirement. If the district counts financial literacy as a family consumer science or business education elective, it does not count.

World Language – Only credits from courses that are sequential and proficiency based (e.g., Spanish levels I, II, III or German I and II and French I and II) fulfill the honors diploma requirement. Sequential classical (e.g., Latin, Ancient Greek) and visual (e.g., American Sign Language) languages do fulfill the honors diploma requirement. No units from language courses coded as “Foreign Language Exploratory” can count toward the honors diploma requirement. No units from culture-based courses can count toward the honors diploma requirements.

Electives – Students must complete four units of career-technical education courses. Contact your school for more information on available career-technical education electives.

GPA – GPAs must be calculated on an unweighted 4.0 scale.

ACT/SAT/WorkKeys score requirements – Students must have scores of 27 or higher on the ACT or 1280 or higher on the 2016 SAT or their equivalents on previous or future versions of the tests. The score for SAT was updated due to the new SAT exam. For students who took the SAT before March 1, 2016, concordance tables can be found here, and further information can be found on the College Board’s website. The ACT writing and SAT essay sections are not included. Students using WorkKeys to satisfy this assessment requirement must earn a 6 or higher on both the Applied Mathematics and Reading for Information sections of WorkKeys.

Additional Assessments – Students must earn an approved industry-recognized credential or achieve a proficiency benchmark for the appropriate Ohio Career-Technical Competency Assessment or equivalent. More information on industry-recognized credentials is located on the Department’s website.

Further guidance on the field experience and portfolio criteria will be coming soon.

Last Modified: 3/31/2017

LOST AND FOUND

All lost and found articles are to be turned in and claimed in the Main Office.

MOMENT OF SILENCE

The DACC Board provides for a moment of silence with participation of students for prayer, reflection or meditation upon a moral, philosophical or patriotic theme. No student shall be required to participate in a moment of silence.

SCHOLARSHIPS

There are scholarships available to students who complete programs at Delaware Area Career Center and intend to pursue post-secondary education. Information about these scholarships is maintained by the guidance counselors at each campus. Program instructors may also receive information about scholarships that relate to a particular course of study. Students should be sure to check with their counselors and program instructors about deadlines, application procedures, etc., throughout their senior year.

STUDENT RECOGNITION

Students who have earned grades of A's and B's will be recognized at the end of each nine weeks (half day students' grades are checked at their home schools as well as their grade at the Delaware Area Career Center). These students will be presented with a certificate recognizing their achievement.

STUDENT SAFETY AND APPEARANCE

Part of the total education of our students is learning to dress appropriately in preparation for the workforce and to behave responsibly in a variety of situations.

Students are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Any form of dress, jewelry or hair style which is distracting or disruptive in appearance and detrimental to the purpose, safety, or educational process of the school will not be permitted. Research has shown a correlation between appearance and behavior, especially in the school setting. Questions regarding the appropriateness of clothing or appearance should be directed to the Building Directors.

The following regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for their dress and personal appearance.
2. Any dress or grooming (including hair, make-up and jewelry) that interferes with the cleanliness, health, welfare or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process or to minors, is prohibited.
3. All students shall wear prescribed laboratory uniforms and other equipment designed to protect their health and safety. Head coverings may be considered part of the lab uniform.
4. As new trends in fashion or dress are accepted or become out of date, the District reviews the changing standards of the community served.
5. Students who are participating in off-site job/internship experiences are to dress appropriately for that particular setting.

The faculty, with the assistance of the Building Director, has the responsibility of uniformly administering the dress code. The decision of the Building Director is final.

Students wearing inappropriate clothing will be asked to change to more appropriate clothing and parents will be informed.

Students shall observe general guidelines for dress and appearance:

- All shorts and skirts must be at or below fingertip length when arms are fully extended.
- All cut off shorts and tight shorts are not permitted;
- All pants, shorts, and skirts are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
- All clothing that might reasonably be considered indiscreet, immodest, or too casual for school will not be permitted;
- Males: Backs, chest, shoulders, upper arms, abdomen, (back and front) are to be covered.
- Females: Back, chest, abdomen (back and front) are to be covered. Sleeveless apparel (exposed upper arms) is permitted, shoulders are to be covered.
- All transparent garments, open mesh garments or garments with large open sides will be worn with an appropriate under garment;
- All clothing that promotes hate, profanity, vulgar or negative messages; anything advertising or related to alcohol; tobacco and drugs, guns and fire arms, or anything sexually explicit, is not permitted;
- All gang or cult-related items of any kind are not permitted (e.g., colors, symbols, rolled up pants or bandanas);
- Head coverings that conceal identity or cause distraction to the learning environment are prohibited;
- Sunglasses are not to be worn in the school building except for approved medical reasons;
- Shoes must be worn and must not present a safety hazard; slippers are not appropriate for school;
- Pajamas will not be worn to school;
- Coats that conceal identity or prohibited items or cause distraction to the learning environment are not permitted.

TELEPHONE MESSAGES

There are rare instances when an emergency arises. Emergency phone messages will be relayed to students by Delaware Area Career Center attendance staff.

THE PLEDGE OF ALLEGIANCE

The Delaware Area Career Center Board of Education does not require the daily recitation of the Pledge of Allegiance; however, the DACC Board encourages reciting of the Pledge on a regular basis as determined by the classroom instructor or Building Director.

The DACC Board recognizes that beliefs of some persons prohibit participation in the Pledge, the salute to the U.S. flag or other opening exercises; therefore, such persons are excused from participation.

VISITORS

Delaware Area Career Center welcomes adult visitors but asks they do the following: All visitors to DACC must obtain permission to visit, check in at the Main Office immediately upon entering the building and receive a visitor's pass before being allowed to visit other areas of the building. Persons in the building or on school grounds without permission are subject to trespassing laws.

Students are not permitted to invite friends and/or relatives to attend classes or visit them during the school day. Parents can visit classes after an appointment has been made through the Building Director's Office.

VI. SCHOOL FACILITIES

LOCKERS / DESKS

Lockers are available upon request by a student. A lab locker will also be assigned in selected labs. It should be noted that lockers and desks are on loan to students and remain the property of the Board of Education. Students are expected to use only the lockers assigned. Lockers should not be defaced in any way and are to be kept neat and orderly.

The hall lockers and combinations will be issued to students early

in the school year. Lab locks may either be assigned or students may be responsible for supplying their own. If a personal lock is used on a school locker, the student **must** provide a record of the combination or a second key to the instructor.

The administration reserves the right to search lockers, desks and their contents at any time. Unregistered locks will be removed at the student's expense.

Statistics show that carelessness is the most frequent cause of loss of personal property; therefore, items of considerable value, including sizable sums of money, should not be brought to school. It is the individual student's responsibility to keep valued articles adequately secured at all times. **The Delaware Area Career Center assumes no responsibility for the loss of articles.**

SCHOOL PRIDE

The Delaware Area Career Center buildings and equipment are of excellent quality. Students should take pride in the use and care of these facilities. It will take the cooperation of everyone to keep the school facilities and equipment in the best condition.

TEXTBOOKS

Textbooks are the property of the school and are loaned to the student. These textbooks are the student's personal responsibility. If a student loses a book, he/she will be required to reimburse the school for the replacement value of the book. Fines will be assessed for misuse, markings, etc. Grade reports and certificates may be held until reimbursements/fines are paid.

VII. STUDENT ORGANIZATIONS

CAREER TECHNICAL ORGANIZATIONS

BPA-Business Professionals of America
Information Technology Digital Media
Information Technology Networking
Medical Office

FCCLA-Family, Career and Community Leaders of America

Culinary Arts Food Service
Early Childhood Education Hospitality

FFA- Agriculture Related Programs

Equine Science
Landscape Turf Management
Power Sports & Diesel Tech
Wildlife and Resource Management

HOSA-Health Occupations Students of America

Health Technologies Bioscience Dental

SkillsUSA- Career-Technical Industrial Clubs of America

Automotive Technologies Fire Service Training
Auto Collision Technology Health Technology
Bioscience Information Technology Digital Media
Construction Technology Information Technology Networking
Cosmetology Law Enforcement
Dental Assisting Power Line Technician
Electronics Welding & Sheet Metal Fabrication

Students who meet criteria may participate in other organizations such as Ambassadors and JOGS.

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society recognizes and rewards those students who excel in scholarship, leadership, citizenship, and character.

Eligibility requirements include but are not limited to having a semester average of “A or A-” for their career-technical lab, a cumulative grade point average of 3.5 or higher, and no 9 weeks grade lower than a “B” in all academic classes with no semester exam grade below a “C”.

VIII. SPECIAL PROCEDURES

EMERGENCY PROCEDURES

Student Emergency Medical Authorization:

In accordance with Section 3313.712 of the Ohio Revised Code, an Emergency Medical Form is provided to the parent for every pupil enrolled in the school. This form must be completed by a parent and returned to the school for filing within the second week of school.

Any student not fulfilling this responsibility shall not be permitted to participate in the program activities.

FIELD TRIPS

Field trips of an educational nature may be a part of a student's career-technical program curriculum. They are an extension of the school and strict observation of school code of conduct is required. A Student Participation Permission Form signed by the student's parent is required. It is the instructor's responsibility to see that prior approval of the administration is given and all is in order before proceeding. Transportation will be arranged by the school. Students are not permitted to drive to or from a field trip.

In order to qualify to attend the field trip, students must have a minimum of 70% in all academic classes and labs; fees must be paid in full or on a current payment plan and in compliance with the school attendance policy.

FIRE DRILLS

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When a fire alarm sounds, students will exit the building. The teacher will remain with the class. It is essential that drills be conducted in a quiet and orderly fashion. Running is not permitted. The first students to reach outside doors are to hold them open until all have left the building.

Students are to remain at least 100 feet away from the building until the signal is given to re-enter by the Building Director or an authorized representative.

JOB INTERVIEWS

Students who have a scheduled job interview related to their program may be excused from school when proper attendance procedures are followed. Prior to the day of the interview, students and parents must complete and submit the paperwork to the attendance office for a pre-approved absence.

LOCKDOWN PROCEDURES

Lockdown is the initial physical response to provide a time barrier during a limited or immediate threat to the building, a potential intruder to the building or a more serious event such as an active shooter or intruder within the building. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure may involve preparing to barricade the door and readying a plan of evacuation or counter tactics if needed.

There are four levels of Lockdown depending on the situation and circumstances:

Lockdown Level 1: All exterior doors are locked. Classes continue and movement is allowed. No one admitted to the building without ID verification using the AiPhone Intercom. (Limited threat outside the building)

Lockdown Level 2: All exterior doors are locked. Classes move to secure rooms within the building and movement is restricted. No one admitted to the building without ID using the AiPhone intercom or access may be denied entirely. (Medical situation, drug or weapons search, or a more immediate threat outside building)

Lockdown Level 3: Immediate or imminent threat on the grounds or within the building. Classes move to secure rooms within the building and movement is restricted. Prepare for ALICE counter-measures.

ALICE Mode: Activate all measures of ALICE including lockdown, barricading, countering, and evacuating.

MEDICATION

The Delaware Area Career Center wishes to cooperate fully with students, parents, and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications are taken by students at home, however, it is recognized that certain circumstances may necessitate taking medications during school hours. The guidelines below have been established to maintain control of authorized drugs within the school to ensure the health and welfare of all students.

The law forbids school personnel to diagnose ailments or dispense medication including aspirin or any other over-the-counter (OTC) medication without parental consent or an order from a physician. Any student who must take medication during the school day must take it to the Health Clinic with a completed permission form for Prescribed Medication which is available in the Health Clinic. The student should report to the office at the appropriate times to take the medicine. Medication containers must be the original prescribed container with an affixed label including the student's name, name of prescription, dosage,

method of administration and doctor's name. The student's physician must sign a detailed statement which includes dosages, special instructions, possible adverse reactions, and other personal information. The parent or guardian will submit in writing a revised physician's statement in the event of any required information change. A copy of the physician's statement or revised physician's statement must be provided to the Health Care Professional (RN) prior to dispensing.

In rare instances, a student may be allowed to carry certain emergency prescription medications (i.e. asthma inhalers, medication for diabetes, or epipen). Any such student shall first notify the Health Clinic by presenting a copy of the signed physician's statement together with the prescribed medication information before the student may possess such medication.

No over-the-counter medication (i.e. aspirin, Tums, cough drops) will be administered or kept by the school for student use without written parental permission on the Non-Prescription Medication Form. All over-the-counter and prescription medication **must** be kept in the Health Clinic. New requests must be submitted each school year.

A student will be subject to discipline for dispensing any medication to others.

SURVEILLANCE SYSTEM

The Delaware Area Career Center has an electronic surveillance system at both the North and South Campus facilities. This system is used to promote the safety and security of students, staff and property. It will also deter and prevent criminal activities and enforce school rules. It is important for all students, staff, and parents to realize that this system exists and will be used to create the safest environment for our students and staff. The recordings from these video cameras will be restricted to authorized personnel and may be used in student discipline and law enforcement investigations. No cameras will be placed in any changing rooms and washrooms. Student privacy in these areas will not be violated. It is our hope that these cameras will assist in providing the safest environment possible in our school district. If you have any questions or concerns please contact the Building Director who can provide you with further information at your request.

TORNADO PROCEDURES

A tornado procedure is posted in each classroom. When the tornado alarm is sounded, all students and teachers should report to their assigned areas of safety. There will be no talking at all during the course of a tornado procedure. Students should move quietly and quickly to their assigned areas of safety so that they can hear instructions by the staff. A tornado drill will be scheduled at least once per school year.

IX. STUDENT RESPONSIBILITIES

ADULT STUDENTS

In the event that a high school career-technical program is not filled, adults who have graduated from high school or earned a GED may be accepted into the program. These adults must meet the criteria for the program, undergo background checks and pay tuition in order to attend. These students are also required to follow all school rules.

CAFETERIA

Students are not permitted to leave the school campus for lunch. The delivery of "fast food" items during the lunch periods is not permitted. Plate lunches, sandwiches, and salads are available in the cafeteria. All students are to eat in the cafeteria and remain in the cafeteria for the duration of their lunch period. Information on lunch prices will be provided with registration materials.

CELL PHONES

Cell phones may be used before and after school, class change and during a students' lunch period **ONLY**. Because cell phone usage interferes with the educational process, any other cell phone usage is prohibited unless related to classroom instruction activity during school hours in all areas of the building. Staff members may confiscate any such items if it disrupts the normal activity of school or contributes to any situation that violates school policy. Confiscated phones will be returned at the end of the school day or turned over to parents. Any violation of this policy may result in disciplinary action.

EIGHTEEN YEAR OLD OR OLDER STUDENTS

Adult students must comply with all school rules and regulations. All students who have reached the age of 18 are still expected to follow all rules and regulations outlined in the student handbook and the adopted Board of Education Student Conduct Code. An eighteen-year-old student wishing to exercise his/her majority must submit a completed Age of Majority Agreement to their building principal.

FOOD / BEVERAGES IN CLASSROOMS

Students will follow the classroom rules of each individual instructor regarding food and drink in the classrooms. This decision will be left up to the discretion of the individual teacher. **No food, drink or candy will be permitted in the computer labs, science labs or Media Center.**

HALL PASSES

Students should be in the halls only at the beginning and end of the school day or while moving from one class to another unless they have special permission or special duties. **Students in the hall during class time must have a pass** and are required to produce it when asked. Students are asked to be quiet and courteous and to keep to the right when moving in the halls.

HALLWAY, COMMONS, LUNCH CONDUCT

The whole attitude of the school is sometimes judged by the actions of the students in the building before the school day begins, during the change of classes and during lunch. Therefore, it is important that students be courteous, considerate, and aware of others in the building and in the hallways.

MEDIATION

Students will be taught basic conflict management skills, how to communicate differences, respectfully listen to differing perspectives, understand how conflicts escalate, handle anger appropriately, brainstorm a variety of potential solutions, and make responsible decisions.

A conflict management program is defined as a program that both helps to create a school environment that fosters prevention and de-escalation of conflicts and establishes procedures for the effective, non-violent resolution of conflicts that do occur.

The following are several basic philosophical underpinnings:

- Conflict is natural. Conflict, to differing degrees, occurs daily in everyone's life.
- Conflict in and of itself is not necessarily good or bad. It's the way the conflict is handled that makes the outcome positive or negative. If handled effectively, conflict can create a good learning experience. If handled ineffectively, conflict can quickly escalate to physical and emotional violence.
- Individuals can learn new skills. The acquisition of conflict management skills empowers individuals to take responsibility for their own conflicts and for the resolution of those conflicts.
- Conflict management programs thrive in supportive environments. Schools are a microcosm of society.

SEARCHES

Searches of school property:

General housekeeping inspection of school property may be conducted. Random searches of lockers may be conducted.

A search of a desk or other storage space may be conducted when there is reason to believe that the area being searched contains evidence of a crime or violation of school rules.

Items found which constitute a violation of school rules or a crime may be seized at any time by the school administration.

Searches of a student's person or personal property:

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities.

The Building Director/designee is permitted to search the person and personal property (purse, book bag, gym bag, vehicle, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of the law or school rules.

The Building Director/designee is permitted to search the student's vehicle when there is reason to believe that evidence will be obtained indicating the student's violation of the law or school rules.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random.

The parents of a minor student who is the subject of a search are notified of the search and given the reason(s) for the search as soon as possible **after the search**.

Cell phones - Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct.

STUDENT CODE OF CONDUCT

CODE OF CONDUCT GUIDELINES

Delaware Area Career Center seeks to balance students' rights with the interests of a safe, orderly, and appropriate educational climate. DACC practices progressive discipline in that frequent and/or repeated misconduct is addressed with increasingly severe disciplinary responses. The following material is in compliance with provisions of the Ohio Revised Code and is hereby referred to as the STUDENT CODE OF CONDUCT. The Student Code of Conduct provides helpful information and addresses specific matters such as unacceptable conduct and procedures for removals, suspensions and expulsions of students. The Student Code of Conduct is available to all students and posted in a central location. A student accused of violating a school rule or committing an act of misbehavior shall be so informed and will have an opportunity to express his/her viewpoint before a decision is made about possible disciplinary action.

The following code of conduct rules apply while on school premises or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students shall be given due process before a suspension is assigned.

Available on the DACC campus is a School Resource Officer (SRO) that is present to relieve threat of violation or criminal acts. The officer may become involved if a criminal act has occurred.

1. **ALCOHOL AND DRUGS**

A student shall not possess, use, sell, offer to sell, conceal, transmit, attempt to transmit or show evidence of use of any alcoholic beverage, illegal drug, or illegally used substances including, but not limited to, steroids, counterfeit, or look-alike drugs, controlled substances as defined by the Ohio Revised Code, or that otherwise violate the school's drug and alcohol abuse policy. This includes the abuse of a prescribed medication. A student may not possess, use, transmit, sell or conceal drug paraphernalia. Violation of this rule may result in search, suspension, removal, or expulsion from school and possible prosecution by law. This policy applies to all school premises, school transportation, personal vehicles on school property and at any school-related activity not held on school property.

2. **CHEATING / ACADEMIC DISHONESTY**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to, copying others assignments quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignment or work involved.

3. **CLASSROOM/LAB RULES**

A student shall obey all specific written classroom/lab policies established by the teacher.

4. **WIRELESS COMMUNICATIONS AND TECHNOLOGY**

A student shall not use wireless communications or entertainment devices during instructional time, excluding instances under the direction of the teacher or individualized educational plan. Wireless devices include, but are not limited to, MP3 players, laptops, flash drives, media storage devices, laser pointers, and cell phones. Students may not use wireless communication on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students are prohibited from using wireless communication in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are prohibited from using wireless communication to capture, record or transmit the words (i.e. video) and/or images (i.e. pictures/video) of any student, staff member or other person

in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Students are also prohibited from using wireless communication to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using wireless communication to receive such information.

Cameras cannot be used in locker rooms, bathrooms or for inappropriate use that violates the privacy of others. If at any time, possession of wireless devices creates a distraction, disruption or safety hazard on school property (to include school transportation), such devices will be confiscated and student may be disciplined. Confiscated devices may be subject to search. Wireless communication and entertainment devices can be held for an indefinite period of time if they are part of an on-going investigation by administration. School administration may review wireless communication and entertainment devices. School officials will not be responsible for the security of confiscated wireless devices. Student shall not misuse school technology. (Board of Education Policy: EDE. The full version of the student acceptable use policy can be viewed at this web address <http://z2.ctspublish.com/osba/Z2Browser2.html?showset=delaware-osba>)

5. **TRUANCY/ATTENDANCE ISSUES**

A student shall not be absent from class without proper authorization.

6. **DAMAGE TO PROPERTY; VANDALISM**

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school or other's property. In accordance with state law, parents may be liable for payment for the cost to repair or replace such property damage caused by the acts of their child.

7. **DISRUPTION OF SCHOOL**

A student shall not knowingly or with reckless disregard act or urge other students or persons to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance or any other conduct, the substantial and material disruption or obstruction of any lawful mission,

process, or function of the educational process of the school district including, but not limited to, curricular and extracurricular activities.

8. **RECKLESS OR UNAUTHORIZED USE OF VEHICLE**

A student shall not drive or park on school premises in violation of Delaware Area Career Center school policy or when his or her privileges to drive or park on school premises have been revoked.

9. **FIGHTING/INAPPROPRIATE TOUCHING / THREATENING BEHAVIOR**

The act of physically touching, hitting, or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school.

Level 1: Pushing, shoving, in the grasp

Level 2: Students have physical altercation, but end altercation on their own

Level 3: Physical altercation had to be ended by school personnel/bystanders or an act of assault is involved

10. **HARASSMENT AND INTIMIDATION OR OTHER DISCRIMINATING AND / OR RACIST ACTS**

No student may harass any other student or school employee on the basis of race, color, religion, sex, military status, national origin, disability, age, and ancestry of person. This applies to harassment in any form (i.e. physical, written, verbal, or cyber) as defined in Board Policy. Any form of discrimination including symbols that either promote one group or are designed to offend or discredit any group or individual and cause a repeated disruption between individuals or groups is prohibited from school property. Inflammatory clothing, cars, banners, signs, or symbols of any kind are prohibited on school property or at school – sponsored functions.

11. **DISRESPECT**

A student shall not disregard or refuse to obey reasonable requests or directions given to the student by any school personnel. Repeated violations of any minor rule, directive or discipline shall constitute insubordination.

12. **INSUBORDINATION**

A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school personnel.

13. **LEAVING SCHOOL PREMISES**

A student shall not leave the school premises once arrived in the morning or before the hour of dismissal except where individual school policy otherwise provides or without first obtaining consent of the principal or designee. Leaving school without permission may also result in a loss of driving privileges.

14. **FALSELY REPORTING INCIDENTS OR FALSIFYING RECORDS**

A student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses, or other data on school records, in correspondence, or in other written material directed to the school or school personnel. A student shall not give or assist in giving false information to any police or fire department or any school personnel or other person acting in an official and lawful capacity.

15. **MEDICATIONS; PRESCRIPTION AND OVER-THE COUNTER/ NONPRESCRIPTION**

Students are not, under any circumstances, to provide or attempt to transmit any medications to other students. This includes, but is not limited to, prescription medicine, aspirin, cough drops, or antacids or look-alikes.

16. **PROFANE, VULGAR, OR ABUSIVE LANGUAGE OR GESTURES**

A student shall not use profane, vulgar, abusive, obscene, or other words or gestures which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. This may include, but is not limited to, use of technology or other communications, possession or transmission of obscene or pornographic pictures and gestures.

17. **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not permitted on the school premises. This includes inappropriate kissing, groping, sitting on laps, or other inappropriate actions.

18. **UNWELCOME SEXUAL CONDUCT / SEXUAL HARASSMENT / DATING VIOLENCE**

Unwelcome sexual advances and/or sexual harassment, may include requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment, for example, but not limited to pinching, grabbing, slapping, groping, grinding, touching, rubbing against, and/or suggestive comments, gestures or jokes or pressure to engage in sexual activity. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term. Dating violence is unacceptable and will be prohibited. Procedures for the reporting and consideration of such events are located within Board Policy and on pages 7, 8, and 9 under Grievance Procedures Preamble.

19. **TARDY TO CLASS**

A student shall arrive to class on time. If a student arrives late to class, he/she must have proper authorization. Discipline will be assigned when a student reaches three or more tardies to class in a 9-week period.

20. **UNAUTHORIZED POSSESSION OF SCHOOL OR ANOTHER'S PROPERTY**

A student shall not take, or attempt to take, or receive into his or her possession property of the school district or property of another student, teacher, staff member, or visitor. Restitution will be required.

Students should at all times use caution in care of their personal property. The Delaware Area Career Center is not responsible for any loss of personal property.

21. **TOBACCO**

Use or possession of tobacco, look-alike tobacco products, to include tobacco-free snuff, paraphernalia associated with

tobacco products (e.g. to include but not limited to E-cigarettes, lighter, matches) in any form by students is not permitted. This policy applies to all school premises, school transportation, personal vehicles, and any school-related activity not held on school property.

22. **UNAUTHORIZED AREA**

A student shall not be in an unauthorized or unsupervised area without staff member permission.

23. **VIOLATIONS OF LAW**

A student shall not violate any law or ordinance or conspire to commit a criminal act when student is properly under the authority of school personnel. This includes but is not limited to false alarms or bomb threats, gambling, and bringing, transmitting or possessing pornographic materials and sale/purchase of weapons.

This will be dealt with on an individual basis with the involvement of school personnel, parents, administration, and law enforcement.

24. **UNSAFE / DANGEROUS ACTS**

A student shall follow all safety rules and procedures while under jurisdiction of the school. This includes any act that may result in injury to self/others.

25. **DANGEROUS WEAPONS AND INSTRUMENTS**

A student shall not possess or attempt to possess, transport, transmit, or conceal a dangerous weapon, firearm, knife, explosive, or dangerous instrument or look-alike, or any item used as a weapon. Look-alike weapons or instruments may include but are not limited to any object that a reasonable person might consider under the circumstances to be a dangerous weapon, firearm, and knife, explosive or dangerous instrument.

Career Technical Programs require students to use industry tools to complete essential career skills. Students may be required to use items such as knives to complete required technical skills. Any sharp or potentially dangerous tool that a teacher deems necessary in lab will be permitted in lab only.

Any knife or other potentially dangerous tool which is removed from the designated Lab area and taken to other areas of the

school and/or school grounds may be considered a weapon. (If working on a required assigned project outside of lab and in another area of the building, prior permission for use of such tools must be given by the teacher) If any tool is used for other than its specific purpose, it may also be considered a weapon and the student will be subject to disciplinary action.

26. **HAZING, BULLYING – INCLUDING CYBER BULLYING**

Bullying activities - such as intentional written communications (including those activities engaged in via computer and/or electronic communications), verbal, or physical acts toward another particular student that causes mental or physical harm to another student and that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student are prohibited at all times. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

27. **GAMBLING**

A student shall not engage in any form of gambling.

28. **REPEATED VIOLATIONS**

A student who has several violations of school rules may be suspended and/or referred for possible expulsion from school.

29. **MULTIPLE VIOLATIONS**

A student has multiple violations of the student code of conduct at the same time.

**CONSEQUENCES FOR VIOLATION OF STUDENT
CODE OF CONDUCT**

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, mediation, parental contact or conference, detention, in school alternative placement (ISAP), Saturday School, suspension alternative program (SAP), emergency removal, referral to law enforcement agencies, suspension and/or expulsion.

DETENTION

Detention is a period of time that a student may be assigned for any infraction of the Student Code of Conduct. Any member of the staff or administration may assign detentions. The student will

be given 24 hour notice of any detention they are to serve and are responsible for arranging their own transportation. Students are expected to report promptly with study materials. Failure to report for detention will be disciplined accordingly.

SATURDAY SCHOOL (SS)

A student under disciplinary action may be assigned to Saturday School. The student is required to bring relevant books and study materials. Alternative activities such as community service duties may be assigned. Parents/guardians must assume responsibility for all transportation. Hours of Saturday School will be given when SS is assigned. Tardiness or inappropriate behavior may result in additional time or further disciplinary actions.

EMERGENCY REMOVAL OF A STUDENT

When a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic progress, the Superintendent, Building Director or personnel employed to instruct, direct, supervise or coach a student activity program may remove the student from the premises.

OUT-OF-SCHOOL SUSPENSION (OSS)

A student may be assigned out-of-school suspension for more serious or repeated infractions. Parents will be notified of the suspension and the student's right to appeal. The absences will not be excused. Suspensions may cross semester periods and may be carried from one year to the next. Students who are suspended from school will have the opportunity to earn up to 100% credit on new work or content assigned during their suspension. Students will be given one day per day of suspension to turn in work in their first three days of consecutive suspension. Any suspensions over 3 consecutive days will be given a 3 day deadline upon return to school to complete missing work. The student is not permitted on school grounds or allowed to attend any extracurricular activities while serving an out-of-school suspension. Any student suspended or expelled from his/her home school will be automatically suspended or expelled from DACC.

Any student assigned a suspension that extends beyond the end of the school year, may be assigned community service or another alternative assignment, by the superintendent, which is to be completed immediately following the end of the current school

year. The amount of time assigned to community service or an alternative assignment, will be equivalent to the remaining amount of suspension time.

SUSPENSION APPEAL

Should a student or a student's parent(s) choose to appeal the suspension to the Board/designee, he/she must do so within ten (10) calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent.

EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student Code of Conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. Upon expulsion of a minor student, the Superintendent may notify the Bureau of Motor Vehicles and the student's driver's license may be suspended until the student returns to school and/or reaches 18 years of age.

Extreme disrespect, using profanity or vulgar language, threatening, intimidating, or bullying behavior towards a staff member may be cause for a student to be suspended and referred for expulsion.

EXPULSION APPEAL

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board/designee by giving written notice within 14 calendar days to the Superintendent or on the next day thereafter that was not a holiday or a day on which the school office was closed. The student may be represented in all such appeal proceedings and is granted a hearing before the Board/designee.

APPEAL TO COURT

Under Ohio law, the decision of the Board/designee may be further appealed to the Court of Common Pleas.

PERMANENT EXCLUSION

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function.

- Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
- Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

X. STUDENT SUPPORTS

Counselors are available to assist students with educational, career-technical, social or personal concerns. Students should schedule an appointment and obtain a pass before school or during their lunch period to talk with a counselor.

The Student Services Department assists with: short-term intervention, career assessment, career counseling, special education services, standardized testing, graduation credit checks, course scheduling, arranging student/parent/teacher conferences and other support.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports with students, and to limit the use of restraint and seclusion by student personnel. "Student" means a child or adult aged three to twenty-one enrolled in the district. "Student personnel" means teacher, principal, counselor, social worker, school resource officer, teacher's aide, psychologist or other school district staff who interacts directly with students. The entire Positive Behavior Intervention and Supports

District Policy can be found at:

<https://www.delawareareacc.org/sites/default/files/downloads/JP%20PBIS%20Restraint%20and%20Seclusion%20Policy%20.pdf>

ON-LINE CREDIT

The Delaware Area Career Center provides an online credit recovery program to earn credits for classes required to graduate. Additionally, this program offers the opportunity for students that need classes not offered at DACC. Students will need to schedule an appointment with a DACC counselor to determine if this is an option.

CLASS SCHEDULING

Students should check their schedules carefully. If there has been a mistake in a schedule or a problem arises, please contact a DACC school counselor. Students are scheduled into academic classes to fulfill graduation requirements.

DROP DATE FOR CLASSES

Students may drop a class up to two weeks after the start of school/semester without penalty. Classes required for graduation cannot be dropped. If a non-required class is dropped at interim, a "W" would appear on the grade card and the student schedule will be adjusted. If a class is dropped any time after interim, the student would receive an "F".

GRADING SCALE / SYSTEM

A+ (98-100)	= 4.000	C (73 - 76)	= 2.000
A (93-97)	= 4.000	C- (70 - 72)	= 1.670
A- (90-92)	= 3.670	D+ (67 - 69)	= 1.330
B+ (87-89)	= 3.330	D (63 - 66)	= 1.000
B (83-86)	= 3.000	D- (60 - 62)	= 0.670
B- (80-82)	= 2.670	F (59 - 0)	= 0.000
C+ (77-79)	= 2.330		

There will be occasions when a Pass/Fail (P/F) grade is more appropriate to communicate a students' progress in the curricular. Administrator approval will be required to issue a P/F grade.

1. An incomplete (I) quarter grade mark is given when work missed due to an absence makes evaluation impossible. Students with an incomplete at the end of a grading period will have two weeks in which to make up the missed work. If after two weeks the work is not completed, the incomplete portion will be recorded as a failing grade.
2. The semester grade is based on an average of quarter 1 (40%) + quarter 2 (40%) + semester exam (20%).
3. Students and parents are provided an online login and password to monitor grades and attendance through PowerSchool.

HYBRID ACADEMICS

In our Hybrid classes, we use Blackboard as our online content provider. Blackboard is a common tool used by post-secondary institutions in Ohio including Columbus State Community College, Kent State University, and the University of Findlay. This will better prepare our students for post-secondary education, the workforce and life-long learning. To help our students become more self-disciplined and prepare them for the education of the 21st century, our students will have the opportunity to work on their assignments via Blackboard in lieu of attending academic classes on selected Fridays.

Beginning at the first Interim period, students must meet the following criteria to be eligible to participate:

1. Must have a 73% or better in both his/her academic classes and program
2. No unexcused absences
3. No serious discipline infractions
4. Completed prior week's hybrid assignment

This criterion will be reviewed each week for the upcoming Friday. Those students who do not meet the requirements for that week will attend classes to work with teachers on an individual basis until they are able to meet the criteria. **Students must attend their labs at the regular time.**

For more information about this opportunity, contact a DACC guidance counselor.

LEARNING SUPPORT CENTER

The Learning Support Center at the Delaware Area Career Center is designed to provide students with an opportunity to work with individual teachers at designated times; have the opportunity to gain course credits to remain “on track” for graduation; to receive required support as stated on a student’s Individual Evaluation Plan.

SENIOR PROJECT OVERVIEW

The Senior Project is a district-wide requirement, which involves five components. The five components are a research paper, professional interview, product, portfolio, and presentation. The Senior Project process incorporates academic and career technical standards and 21st century skills. The purpose of the Senior Project is to enhance the student’s educational experience and further prepare him or her for post-secondary education.

STUDENT RECORDS

Report cards sharing student progress are issued to parents or legal guardians four (4) times per year. At the interim for each marking period, educational progress is shared with parents and legal guardians of students having earned a “D” or “F” grade at that time, in any area of study. While student records are important to the monitoring of student progress, confidentiality of personally identifiable student data is regulated in accordance with Board policy. The Delaware Area Career Center follows all state and federal standards related to the confidentiality of this data. (Board policy: IGBA, ILA-C, JO)

Upon request, all records and files are available to parents, legal guardians, and/or students (if 18 years of age or older).

Requests must be made in writing with access granted to records within seven (7) calendar days. Records remain on the school premises when reviewed, with qualified school personnel present to assist or explain testing or other materials.

Information, as contained in student records is disclosed without prior consent, except when the request is for a profit-making plan or activity. The release of student records, as such, is governed by federal law, specifically the Family Rights and Privacy Act

(FERPA). Directory information, disclosed without prior consent is defined as follows:

1. Student's Name
2. Student's Address
3. Student's Date of Birth
4. Student's Extracurricular Participation
5. Student's Achievement Awards or Honors
6. Student's Career Program
7. Student's Participating School

TESTING

The following tests are available to our students (various factors may affect specific administered tests):

ACT Compass – is a computer-adaptive college placement test that lets educators:

- **Evaluate** incoming students' skill levels in Reading, Writing Skills, Writing Essay, Math, and English as a Second Language
- **Place** student in appropriate courses
- **Connect** students to the resources they need to achieve academic success

High Schools That Work – (HSTW Assessment) – A multiple choice assessment that includes three subject tests (reading, mathematics and science) and is administered to randomly selected seniors in even-numbered years.

Ohio Graduation Test (OGT) - The OGT is an assessment aligned to Ohio's Academic Content Standards in reading, mathematics, science, social studies and writing that students in high school must take to demonstrate proficiency before graduation from high school.

QualityCore® end-of-course (EOC) Assessments – are built to measure mastery of rigorous course standards for core high school courses. The assessments are aligned to the Common Core State Standards and measuring the learning outcomes all students need to attain in order to succeed in college and in their careers.

National Occupational Competency Testing Institute (NOCTI) – A multiple choice exam used to measure student growth in specific Career Technical programs.

American Institute for Research (AIR) – New in 2014 – 2015. The assessments are aligned with the new, more rigorous **Ohio’s New Learning Standards**. They ensure that every child is on path to college and career readiness by measuring what students should know at each grade level.

State or Industry Credentials – Certain programs of study allow for or require the earning of a State and/or industry credential to enter the chosen career field. These assessments are governed by the state and industry guidelines regarding administration, timelines, and possible accommodations.

WebXams – WebXams are administered within programs (labs) to determine student competency for learning. These assessments, in combination with practical (hands-on) components of a program allow authentic assessment for content knowledge and practice.

WorkKeys – The ACT WorkKeys is an assessment of workplace skills.

For further information about testing, scholarships, and financial aid, contact a DACC school counselor.

WORK-BASED LEARNING

Students will be expected to have a work-based learning experience. Work-based learning is a continuum of activities helping students understand the relationship between the classroom/lab and the actual worksite experience. Job shadowing, internships, paid employment, service learning, etc. all serve as learning experiences for students to develop an understanding of real-world application. Students work on an individual basis to coordinate these opportunities with their lab instructors.

STUDENT WELLNESS

DACC is committed to Student Wellness and maintains a Student Wellness Policy. Copies of this policy are available by contacting district or building administration.

ASBESTOS INFORMATION

A copy of the district’s Asbestos Management Plan is available by contacting the district Director of Operations.