

Delaware Area Career Center

(740) 363-1993 or 548-0708

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Ms. Sue Rowland, Adult Education Director - 3206

North Campus

Mrs. Bonnie Rogers, Counselor - Ext. 2219
Mrs. Kathy Tormes, Counselor - Ext. 2215
Mr. Tom Wilson, Attendance Counselor - Ext. 2204
Mrs. Teddy Aller, VOSE – Ext. 2266
Ms. Sheree Ellis, VOSE – Ext. 2264

South Campus

Mr. Larry Shutler, Counselor - Ext. 3246
Ms. Jackie Johnson, VOSE – Ext. 3245

www.delawareareacc.org
This 2007-2008 Agenda belongs to:

Name _____

Address _____

City/Town _____

State _____ Zip _____

Phone _____

Student ID _____ Program _____

Participating School Districts:

Big Walnut Local Schools ε Buckeye Valley Local Schools
Delaware City Schools ε Olentangy Local Schools ε Worthington City Schools



Dear Students and Parents,

We are pleased to welcome you to the 2007-2008 school year. You have made a wise investment in your future by choosing Delaware Area Career Center to build your career/technical skills and strengthen the connections with your academic education. Achieve success while you are here and new possibilities will open up to you for further education and/or employment following completion of your program.

We have a dedicated, caring staff eager to help you learn and grow. Parental support is vital to your success as a student and together we will work to help you be successful. It's up to you to make the most of this experience. We pledge to do our best to make these the best years of high school for you! Have a challenging, learning-filled year.

Sincerely,

A handwritten signature in black ink that reads "Patricia A. Foor". The signature is written in a cursive style with a large initial "P" and a stylized "F".

Patricia A. Foor
Superintendent



*Our Mission:
To prepare youth and adults to enter, compete and advance in an ever-changing
workforce that demands a commitment to life-long learning.*

**2007-2008
Delaware Area Career Center
Parent/Student Agenda
signature page**

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

This student agenda **remains the property of the Delaware Area Career Center**. Therefore, **no pages of this agenda 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
(Student Signature)
this agenda and agree to abide by the school policies.

I _____ have reviewed the contents of
(Parent Signature)
this agenda and agree to support the school policies.

**Return this page signed to your lab instructor by
September 14, 2007**

Delaware Area Career Center Educational Philosophy

The Board, administration and faculty of the Delaware Area Career Center believe that:

1. The prosperity and growth of a community depends upon the economic utilization of all available human and material resources, and that the moral fiber of a community is maintained and nurtured primarily through its homes, churches and educational institutions.
2. In a democracy each student is entitled to the type of education whereby the individual=s particular traits, abilities, aptitudes and interests may be developed to the student=s fullest capacity.
3. The district is responsible for providing each student with the opportunities for developing the highest degree of career/technical skills, work habits and attitudes necessary for gainful employment upon completion of the student=s educational program.
4. The district must assist students in the development of basic communication skills and provide learning experiences that will enable them to understand American history, the basic processes of American democracy and the structure of the American economic system.
5. The district has a responsibility for placing students in job entry positions and/or guiding them toward further career/technical training, military service and/or college placement, during their school life and for a reasonable period thereafter.
6. The district certificated staff has a responsibility to assist each student to become a worthwhile, respected, productive and contributing member of our society.
7. Each student must have a learning environment in classroom and/or laboratory that is conducive to developing appropriate workplace skills.
8. Each student must have the necessary opportunity to become an independent and life-long learner.
9. Each student will have the opportunity to acquire a sense of values that will enable him/her to make intelligent decisions between right and wrong.
10. Each student will have many opportunities to develop good citizenship and leadership qualities through participating in school extracurricular activities, and district career/technical clubs and student government.

Parent/Custodian/Guardian, etc., will be referred to as *Parent* in this document

Adoption date: August 17, 2000

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SCHOOL CALENDAR 2007-08

DATE	EVENT	NO SCHOOL
August 16	Student/Parent/Teacher Orientation - 4:30-8 pm	/
August 22	First Day of School for Students	
September 3	Labor Day	/
September 20	Little Brown Jug Day	/
September 27	Parent Conferences – 6:00-7:45 pm	
October 19	COTA Day	/
October 26	End of 1 st Grading Period	
November 7	Parent Conferences – 3:15-5 p.m.	
November 16	Teacher In-Service Day	/
November 21-23	Thanksgiving Break	/
December 20-31	Christmas Break	/
January 18	End of 2 nd Grading Period/End of 1 st Semester	
January 21	Martin Luther King Day	/
January 30	Parent Conferences – 6:00-7:45 p.m.	
February 1	Teacher In-Service Day	/
February 18	President=s Day	/
March 20	End of 3 rd Grading Period	
March 21-28	Spring Break	/
April 10	Parent Conferences – 3:15-5 p.m.	
May 26	Memorial Day	/
June 4	Last Day for Students-End of 4 th Grading Period/End of 2 nd Semester	

□ATTENDANCE□

EMERGENCY SCHOOL CLOSING

If for any reason school is closed for the day, the Superintendent of the Delaware Area Career Center will notify the following radio/TV stations at or about 6:30 a.m. or check our web site: www.delawareareacc.org.

WSNY 94.7 FM
WODB 107.9 FM
WBNS TV10-CBS

WBNS 97.1 FM
WCMH TV4-NBC
WSYX TV 6-ABC/Fox 28

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 the school day. Students who attend Delaware Area Career Center must adhere to the Delaware Area Career Center school calendar.

CALL IN POLICY

Parents of students who are going to be absent are to call the Attendance Office the morning of the absence. Parents are asked to call the school before 9:00 a.m. A written excuse from parents is required upon the student=s return to school. Phone numbers are: (740) 363-1993 or 548-0708 North Campus extension #2268 and South Campus extension #3211.

ABSENCE GUIDELINES

Late to School - late to first period, but arriving before 8:30 a.m.

Half-day Absence - arrive after 8:30 a.m. or for afternoon students, arrival after 12:00 p.m.

Full-day Absence - attendance for less than 4 hours.

RETURN FROM ABSENCE

A student should report to the main office with a written excuse to obtain an admission slip upon return from absence. The excuse must include the date(s) of absence, the reason for absence(s) and the appropriate signature. Absences not verified within 24 hours will be considered unexcused. The attendance counselor reserves the right to grant a grace period and accept documentation for absences not verified with 24 hours. Students will be responsible for presenting the admission slip to their teachers throughout the day. Failure to get an admission slip may result in disciplinary action.

EXCUSED ABSENCES

Listed below are **excused** absences, if official documentation is provided. These official absences will not be included in the 13 parent notes and/or un-excused absences permitted in our attendance policy. Absences where a student should/will remain out more than the day of the appointment must be officially documented with the date, date(s) absent, and a signature of a professional.

1. Doctor, dentist, counseling appointments.
2. Lawyer, court, social service appointments.
3. Funeral.

EXCUSED PARENT NOTE ABSENCES

Listed below are excused absences with a parent note. After 13 days of absences with a parent note, official documentation will be required for these absences to be excused. Parents will be notified and intervention plans developed in the event excessive absences occur.

1. Personal illness.
2. College visit not pre-arranged. (Documentation from the college must be provided.)
3. Family vacations that are pre-arranged will be excused if the student does not exceed 13 days absent from school during a school year.
4. Observance of religious holidays.

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

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

UN-EXCUSED ABSENCES

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

PRE-ARRANGED ABSENCES

Pre-Arranged Absence Forms are to be picked up and approved by either the guidance or attendance counselor prior to being presented to 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 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 the parent has contacted the school prior to the absence and verified the difficulty.
5. Job shadowing, lab-related training, and lab-related job interviews.
6. Planned leave of absence due to medical reasons.

COMPULSORY ATTENDANCE

The compulsory attendance laws established by the state of Ohio will be enforced. Senate Bill 181 requires schools to file truancy charges when students under the age of eighteen accumulate five (5) consecutive absences, seven (7) unexcused absences in one month, or twelve (12) unexcused absences in a school year. Two half-day absences will be combined to equal a full-day absence when filing a truancy charge.

EIGHTEEN-YEAR-OLD STUDENTS

The maximum number of days of excused or unexcused absences for eighteen-year-old students or students who will be eighteen years of age during the school year is thirteen (13) days. If excessive absences occur, the school may require an intervention plan. Students may be withdrawn after 13 days absent from school during a school year.

LATE TO SCHOOL POLICY

The mission 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 late-to-school until 8:30 a.m., or for afternoon only students until 12:00 p.m.

Discipline will be assigned for the semester as follows:

3 Lates 30-minute detention (lunch, before or after school).

6 Lates one hour after school detention and a written project on the late to work policy of a business in the student's career-technical field.

9 Lates one Saturday school and loss of driving privileges for one week. Each additional late will result in the loss of driving privileges in one-week increments.

12 Lates two days of SAP. (After 12 lates, additional consequences may be assigned).

Failure to serve the detention assigned or complete the written project will result in one Saturday school. Failure to attend Saturday school will result in 2 days of SAP. For each 6 lates to school during the junior and senior year, students will lose 1 day towards Early Job Experience. Parents are encouraged to contact the school when a student is going to be late. Students are permitted two (2) excused lates each semester with the approval of the Attendance Counselor.

TARDY TO CLASS

A student shall arrive to class on time. If a student arrives late to class, they must have proper authorization. Discipline will be assigned each 9-week grading period for unexcused tardies to class as follows:

3 Lates: Detention assigned by instructor; parent contact

5 Lates: Two detentions assigned by administrator; parent contact

7 Lates: 1-3 day ISS/1 day SS; parent contact

9 Lates: 1-3 days SS; parent contact

ISS = In-school Suspension SS = Saturday School

Failure to serve the detention assigned or complete the written project will result in one Saturday school. Failure to attend Saturday school will result in 2 days of SAP. For each 6 lates to school during the junior and senior year, students will lose 1 day towards Early Job Experience. Parents are encouraged to contact the school when a student is going to be late. Students are permitted two (2) excused lates each semester with the approval of the Attendance Counselor.

LATE TO CLASS

Lates to class will be handled by the individual instructor.

MAKE-UP WORK

All work missed is to be made up by the student, regardless of the reason for the absence. The grade earned for the make-up work is at the individual instructor's discretion. Lab instructors may require the student to make up hours and/or competencies missed 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. As a general rule, students will be given one day per day of absence to complete all work missed.

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 Main 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 person with whom the appointment has been made.

Students are to return to school after appointments, if at all possible, and must provide verification.

1. No student shall leave the school building or grounds at any time after arrival, except with approval from the Director/Assistant Director or Designee.
2. If a student requests to leave the building, such permission will be granted only with the consent of the parent.
3. Appropriate action will be taken against students who leave the building without permission.

☐STUDENT SERVICES☐

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

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

TESTING

The following tests are available to our students:

OHIO CAREER-TECHNICAL COMPETENCY ASSESSMENT - given to senior students to measure skills in their career-technical areas.

NAEP - tests are given to senior students as a required part of High Schools That Work initiative.

Ohio Graduation Tests (OGT) - The class of 2007 is the first class required to pass the OGT. This class began taking all five test areas in March 2005 as sophomores.

For further information about testing, scholarships, and financial aid, contact the counselor.

CLASS SCHEDULING

Students should check their schedules carefully. If there has been a mistake in a schedule or a problem arises, please contact the counselor.

Students are scheduled into academic classes to fulfill graduation requirements.

All students will be scheduled into their career-technical lab 4 periods per day. Full-day students will have 4 academic classes.

GRADING SCALE/SYSTEMS

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-below)	= 0.000
C+ (77-79)	= 2.330		

- 1) An incomplete (I) mark is given when work missed due to absence makes evaluation impossible. Students with an incomplete at the end of a grading period have two weeks in which to make up the missed work. If after two weeks the work is not done, the incomplete portion will be recorded as a failing grade.
- 2) The semester grade will be based on the grades from the two nine weeks and the semester exam. The grade for each nine weeks is doubled when calculating the semester grade.
- 3) The final grade will be based on the average of the two semester

grades.

- 4) In order to earn credit for a course, a student must pass two of the three components of the second semester and have a final average in the passing range.

INDIVIDUAL CAREER PLAN

The student=s Individual Career Plan (ICP) is transferred to the Delaware Area Career Center counselor when a student enrolls in a Delaware Area Career Center program. The ICP is updated during the junior year and is used as a source of information for developing the Career Passport.

SPECIAL NEEDS

Students with "Special Needs" are identified by a disability and an Individual Educational Plan (IEP) or a 504 Plan. The Vocational Special Education Coordinators (VOSE) work with students, their instructors, and parents to help meet these goals.

CAREER ASSESSMENT CENTER

In the Career Assessment Center students learn about their career interests, learning styles, personality preferences and skills to help them plan for future careers. A variety of work is completed including a hands-on@ tasks, aptitude, and academic testing. Students, parents, school staff, and community agencies make referrals for a career assessment.

COMMUNITY CAREER RESOURCE CENTER

The Community Career Resource Center (CCRC), located at the South Campus, is available to students, graduates, parents and others in the Delaware area. A reference library and a computer lab are available to help people search for jobs, update resumes, and explore additional educational/training opportunities. The CCRC is open year-round, Monday through Thursday from 8:00 a.m.- 8:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m. - Closed Saturday and Sunday.

GRADS

Graduation Reality and Dual-Role Skills (GRADS) is an in-school program for pregnant and parenting students. GRADS focuses on four areas: positive self, pregnancy, parenting, and economic independence. The goal of the program is to increase the likelihood that a student will remain in school with little interruption until graduation.

□GENERAL INFORMATION□

DAILY BELL SCHEDULE

North Campus

Arrival Bell.....	7:55 a.m.
Home Room/First Period.....	8:00 a.m. - 8:40 a.m.
Second Period.....	8:43 a.m. - 9:23 a.m.
Third Period	9:26 a.m.-10:06 a.m.
Fourth Period	10:09 a.m.- 10:57 a.m.
Fifth Period - Lunch.....	11:00 a.m. -11:30 a.m.
Fifth/Sixth Period Class.....	11:00 a.m.- 11:40 a.m.
Seventh Period Class.....	11:33 a.m.- 12:10 p.m.
Seventh Period Lunch.....	11:40 a.m.- 12:10 p.m.
Eighth Period	12:14 p.m.- 12:54 p.m.
Ninth Period	12:57 p.m. - 1:37 p.m.
Tenth Period	1:40 p.m. - 2:20 p.m.

South Campus

Arrival Bell.....	7:55 a.m.
School Starts.....	8:00 a.m.
Level I Lab	8:00 a.m.- 10:46 a.m.
Level II Lab	11:30 a.m. - 2:06 p.m.

MORNING ANNOUNCEMENTS

Important information will be given each morning over the public address system. Students are to listen to announcements. Announcements received from home schools will be posted for students.

STUDENT SAFETY AND APPEARANCE

Part of the total education of the students is learning to dress appropriately and 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.

These 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. When any dress or grooming (including hair, make-up and jewelry) 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, it 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, but are not to be worn in other areas of the building.
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. Failure to do so may result in the termination of this activity.
6. The Director, with the assistance of the faculty, has the responsibility of uniformly administering the dress code. The decision of the Director is final.

Violation of the dress code can result in removal from class (until violation can be resolved) and/or disciplinary action.

Students shall observe general guidelines for dress and appearance including:

- γ No shorts or miniskirts that are above fingertip length when arms are fully extended;
- γ Clothing that might reasonably be considered indiscreet, immodest, or too casual for school will not be permitted;
- γ Students must wear shirts with sleeves. All tops must cover the complete top of pants and/or skirt when standing, sitting or walking;
- γ Head coverings may be considered part of the lab uniform, but are not to be worn in other areas of the building;

- γ Sunglasses are not to be worn in the school building except for approved medical reasons;
- γ Dress that promotes hate, profanity, vulgar or negative messages; anything advertising or related to alcohol; tobacco and drugs, or anything sexually explicit, is not permitted;
- γ No transparent garments, open mesh garments or garments with large open sides may be worn without an under liner;
- γ Shoes must be worn and must not present a safety hazard; No flip-flops or slippers
- γ No biking pants or spandex;
- γ Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
- γ No gang or cult-related items of any kind are permitted (e.g., colors, symbols, rolled up pants or bandanas)
- γ Students are not to wear coats in the building unless special permission is given by the administration.

ARRIVAL TO SCHOOL

When students are brought to school, they are to be dropped off at the main student 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.

Students are not to go to their lockers until after the arrival bell.

TELEPHONE MESSAGES

Only **emergency** telephone messages will be relayed to the students by the Delaware Area Career Center Staff.

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.

LOST AND FOUND

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

STUDENT VISITORS

Special arrangements must be made 24 hours in advance for students wishing to visit the Delaware Area Career Center. **All visitors** must have a Visitor's Request Form and a pass signed by the Director/Assistant Director prior to visiting a classroom or laboratory. Visitors must report to the Directors' Office and follow all student and school regulations.

BUILDING ESSENTIAL SKILLS & TRAITS (B.E.S.T.)

At the Delaware Area Career Center, we expect our students to learn and demonstrate the qualities of Responsibility, Respect, Honesty and Self-Motivation.

Part of our instructional program occurs during the BEST group. BEST groups are small groups of 10-15 students, from different labs and two staff members. The groups generally meet twice each month for 30 minutes during the morning. Activities are designed to build connection among students and staff, encourage good attendance and grades, and teach specific skills in areas such as time management, career planning, and communication.

ACADEMIC ACHIEVERS

Students who have earned grades of A's and B's will be recognized at the end of each nine weeks (2 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.

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.

CAREER-TECHNICAL CERTIFICATES

Competency Profile

All students on the senior list 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.

Career Passport

The Career 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 Career 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 in two of the five SCANS* skills: Resources, Interpersonal Skills, Information, Systems, and Technology.

Students may also include certificates of honor/achievement/participation, letters of recommendation, or other items that showcase their achievements. Each student will develop a Career Passport. Students receive their Career Passports during the Senior Recognition Ceremony. (*Secretary=s Commission on Achieving Necessary Skills-U.S. Dept. of Labor, 1991)

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. This list upon completion will be available to all staff. Students on this list will be allowed:

- 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).

HONORS DIPLOMA

A STUDENT MUST MEET 9 OF THE FOLLOWING 10 CRITERIA TO RECEIVE THE HONORS DIPLOMA		
CRITERIA	ACADEMIC	CAREER-TECHNICAL
English	4 units	4 units; 1 may include applied communications
Math	3 units; Algebra I, II, and Geometry	3 units; including Algebra, Geometry, or equivalent
Science	3 units: that develop concepts for physical life, earth, and space sciences	3 units: that develop concepts for physical life, earth, and space sciences
Social Studies	3 units	3 units
Foreign Language	either 3 units of one foreign language, or 2 units of 2 foreign languages	2 units of foreign language, or 2 credits of business/technology or 1 unit of each
Fine Arts	1 unit	2 additional units in the above areas or fine arts
Additional	Either 1 unit of business /technology and 2 additional units in above areas or 3 units in above areas	3 units in career-technical program
Career Passport		Complete a career passport that reflects achievement of the Ohio Career-Technical Competency Assessment or equivalent
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
Tests	Composite score of 27 on ACT, or equivalent composite score on the SAT	Composite score of 27 on ACT, or equivalent composite score on the SAT

□ STUDENT ORGANIZATIONS □

STUDENT ORGANIZATIONS & CAREER TECHNICAL PROGRAMS

BPA - Business Professionals of America

Business and Finance Pre-Professional Internship
Information Technology Academy Microsoft IT Academy

FCCLA - Family, Career and Community Leaders of America

Early Childhood Education Hospitality
Culinary Arts Food Service

FFA - Agriculture Related Programs

Industrial & Diesel Mechanics Equine Science
Landscape & Turfgrass Management

FEA - Future Educators of America

Teacher Academy

JOG - Jobs for Ohio Graduates

SkillsUSA-VICA - Career-Technical Industrial Clubs of America

Architectural Engineering Tech.	Electrical & HVAC
Automotive Technologies	Electronics
Construction Technologies	Facility Maintenance
Career Graphics	Fire Service Training
Collision Repair	Health Technologies
Cosmetology	Law Enforcement
Dental Assisting	Welding & Sheet Metal Fabrication

Students may also participate in the Ambassadors Club. These students meet and greet visitors at our campuses.

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."

□SCHOOL FACILITIES□

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.

LOCKERS/DESKS

Each student will be assigned a locker. 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 instructor **must** have a record of the combination or a second key.

The administration reserves the right to inspect lockers and desks 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.**

□ FEES, PERMITS AND INSURANCE □

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 **September 14, 2007**. 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.

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. 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. Vehicles are to be parked in the assigned student parking lot. Students may not park in lab service areas without a customer work order.
3. Maximum speed limit is 10 miles per hour at all times.
4. Speeding and careless driving will not be tolerated on the school grounds.
5. Drivers of vehicles are liable for injury to passengers.
6. The Delaware Area Career Center will not accept the responsibility for lost or stolen items from students vehicles in the parking lot.
7. Report any theft of items from a vehicle or accidents involving student or staff vehicles to the Sheriff's Department.
8. 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.
9. 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.

10. All vehicles in violation of rules are subject to towing at the discretion of the administration. Towing expense is the responsibility of the student.
11. The Delaware Area Career Center has a closed lunch which means that a student will not be permitted to leave with his/her vehicle during lunch.
12. 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.
13. As per State Law, no person 15 years old or younger is allowed to ride in the back of an unenclosed truck or vehicle.

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 LIABILITY:

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.

□ **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.

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. Any student who must take medication during the school day must take it to the Main Office with a completed authorization form which is available in the Main Office. 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 medication, 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 Main Office prior to dispensing by a Main Office secretary.

In rare instances, a student may be allowed to carry certain emergency prescription medications (e.g. asthma inhalers, medication for diabetes).

Any such student shall first notify the Main Office 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 (ie. aspirin, Tums, cough drops) will be administered or kept by the school for student use without written parental permission. All over-the-counter and prescription medication must be kept in the Main Office. New requests must be submitted each school year.

No student is permitted to give any medication to others.

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. Doors are to be closed. 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 director or an authorized representative.

TORNADO DRILLS

A tornado drill 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 drill.

Students should move quietly and quickly to their assigned areas of safety so that they can hear instructions by the staff.

LOCKDOWN PROCEDURES

There are two levels of lockdown. To secure the building and ensure the safety of students and staff will take the cooperation of all. The lockdown procedures will be reviewed and practiced several times each year.

Level I will be used to identify that there is a danger or threat in the vicinity of the building. Movement of students and activities within the building will continue; however, outside doors will be locked and visitors will be prohibited from entering the building. Movement of half day students will be controlled by the building director and selected staff members.

Level II will be used to identify that the danger or threat is inside the building. All staff and students will move to a secure location in the building. Everyone should remain calm, move to their designated location, and sit in a place in that location that is not visible from the door or windows.

JOB INTERVIEWS

Students who are ready for Early Job Experience may need to make arrangements for job interviews during the school day. Prior to the interview, students must complete the paperwork necessary for approval by the attendance counselor. If this procedure is followed, the student will not be counted absent.

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 allowed to drive to or from a field trip.

☐STUDENT RESPONSIBILITIES☐

At the Delaware Area Career Center we are committed to providing our students with the career, academic and positive behavior skills necessary to make a significant contribution to the community.

Guidelines for Student Success:

Be responsible Be respectful Be honest Be self-motivated

STUDENTS 18 YEARS OR OLDER

The student 18 years or older assumes many responsibilities previously held by parents. These students are responsible for following **all rules and regulations of the Student Code of Conduct**. Since school attendance is no longer mandated by law (Ohio Revised Code, Section 3321), a student 18 years of age or older who fails to assume the responsibility of attending school and who defies the rules and regulations of the school may be withdrawn, suspended, and/or expelled.

STUDENT CODE OF CONDUCT GUIDELINES

While it is impossible to detail every type of misbehavior, the following Student Code of Conduct applies to all students and will be in effect on school grounds, while riding school transportation, during all curricular and/or extracurricular activities in any location, and at all times during school-related trips.

It is our goal to communicate with parents each time students are referred to the office.

These rules and regulations do not restrict the school personnel from using judgment in interpreting and implementing consequences based on circumstances. The administration reserves the right to assign and establish procedures in areas where precedent has not been set. There are instances or times under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or the student=s past behavior record, can lead to a recommendation for a higher level consequence, return to home school, suspension or expulsion.

Failure to report and/or to follow the established rules of an assigned consequence will result in being assigned the next level of discipline.

Any student suspended or expelled from his/her home school will automatically be suspended or expelled from the Delaware Area Career Center.

Upon expulsion of a minor student, the superintendent may notify the Bureau of Motor Vehicles and the student=s driver=s license will be suspended until the student returns to school and/or reaches 18 years of age.

STUDENT CODE OF CONDUCT

1. ALCOHOLIC BEVERAGES AND DRUGS

A student shall not possess, use, sell, offer to sell, conceal, transmit or be under the influence 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. 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, and at any school-related activity not held on school

property.

The Delaware Area Career Center Board of Education recognizes that chemical dependency, including alcoholism, is a disease and as such is treatable. The district follows operational guidelines in dealing with these situations. These guidelines supplement the District's Student Code of Conduct. Any parent may request a copy for their review.

- 1st Referral: 5 days OSS*; police contact; satisfactory completion of a school approved drug assistance program; parent contact
- 2nd Referral: 10 days OSS*; satisfactory completion of a school approved drug assistance program; parent contact
- 3rd Referral: 10 days OSS with recommendation for expulsion; parent contact

*A portion of the suspension may be rescinded upon verification of successful completion of an approved drug assistance program.

2. ASSAULT AND/OR THREATENING BEHAVIOR TOWARD STAFF

A student shall not engage in physically or verbally abusive or provocative activities or conduct directed toward any school personnel or authorized visitor which leads to physical harm, threat to personal safety, or property damage.

Verbal Assault

- 1st Referral: 1-3 days ISS/ SS/OSS/ SAP; parent contact
- 2nd Referral: 5 days OSS/SAP; parent contact
- 3rd Referral: 10 days OSS; recommend expulsion; parent contact

Physical Assault

- 1st Referral: This will be dealt with on an individual basis with involvement of school personnel, parents, administration, and possibly law enforcement. May lead to recommendation of expulsion

3. CHEATING AND PLAGIARISM

A student shall not use the written work, parts of written work or ideas of any other person and represent them to be the product of his or her own mind.

- 1st Referral: 1 day SS; no credit for the assignment; parent contact
- 2nd Referral: 1-3 days OSS/SAP; no credit for the assignment; parent contact
- 3rd Referral: 5-10 days OSS; failure of the course for the quarter; parent contact

4. CLASSROOM/LAB RULES

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

- 1st Infraction: 1 Detention (served with referral writer); parent contact
- 1st Referral: 1 Day ISS/SS; parent contact
- 2nd Referral: 2-3 days ISS/SS; parent contact
- 3rd Referral: 1-3 days SS/OSS/SAP; parent contact

5. COMPUTER USAGE

A student shall not abuse the school district=s hardware or software including, but not limited to the following:

- Tampering with computers or computer programs
- Using equipment to make unauthorized or illegal duplicate copies of computer software
- Damaging or destroying computers, computer hardware, or computer software
- Violation of Student Acceptable Use Policy

Any computer misuse that violates criminal statutes will be referred to the appropriate law enforcement authorities.

- 1st Referral: 1-3 days SS/OSS/SAP; may include loss of computer access; parent contact
- 2nd Referral: 3-5 days SS/OSS/SAP; may include loss of computer access; parent contact
- 3rd Referral: 5-10 days SS/OSS/SAP; may include loss of computer access; parent contact

6. CUT CLASS

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

No credit will be given for missed work.

- 1st Referral: 1 Day ISS; parent contact
- 2nd Referral: 2-3 days SS; parent contact
- 3rd Referral: 3-5 days SAP; parent contact
- 4th Referral: 1-3 days OSS; driving privileges suspended for the grading period; parent contact
- 5th Referral: 5 days OSS; court referral; parent contact

7. DAMAGE TO PROPERTY

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.

- 1st Referral: 1 day ISS/SS up to 10 days OSS/SAP; possible police contact; parent contact
- 2nd Referral: 3-10 days OSS/SAP; police contact; parent contact
- 3rd Referral: 10 days OSS; police contact, recommendation for expulsion; parent contact

8. DISRUPTION/HORSEPLAY

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.

- 1st Referral: 1-3 days ISS/SS; parent contact
- 2nd Referral: 1-5 days OSS/SAP; parent contact
- 3rd Referral: 5-10 days OSS; parent contact

9. DRIVING

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.

- 1st Referral: Driving privileges suspended up to 5 days; parent contact
- 2nd Referral: 1 SS; driving privileges suspended for 10 days; parent contact
- 3rd Referral: 3 days SS/OSS/SAP and driving privileges suspended for 30 days; parent contact
- 4th Referral: Loss of all driving privileges; parent contact

10. FIGHTING/THREATENING BEHAVIOR

A student shall not engage in physically or verbally abusive or provocative activities or conduct directed toward another person which leads or could lead to harm to such other person or innocent bystanders. A student shall not assemble to observe or encourage an assault or fight, nor inhibit school personnel from intervening when a fight or assault occurs. It should also be noted that any individual whose deliberate behavior directly leads to a fight between parties may be considered a participant.

- 1st Referral: 3 days OSS; mediation; police contact depending on

- severity; parent contact
 2nd Referral: 5 days OSS; mediation; police contact depending on severity; parent contact
 3rd Referral: Up to 10 days OSS; police contact report; recommendation for expulsion; parent contact

11. HARASSMENT AND INTIMIDATION OR OTHER DISCRIMINATING AND/OR RACIST ACTS

No student may harass any other student or school employee on the basis of handicap, sex, race, creed, age, religion, national origin, or difference of ideology. This applies to harassment in any form (i.e. physical, written, verbal) as defined in Board Policy. Any form of discrimination including symbols that either promote one race 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.

- 1st Referral: 1-3 days ISS/SS/OSS/SAP; possible mediation; parent contact
 2nd Referral: 3-5 days SS/OSS/SAP; possible mediation; parent contact
 3rd Referral: 5-10 days OSS; recommendation for expulsion; parent contact

12. DISRESPECT/INSUBORDINATION

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.

- 1st Referral: 1 Detention (served with referral writer); parent contact
 2nd Referral: 1-3 days ISS/SS; parent contact
 3rd Referral: 1-3 days OSS/SAP; court referral; parent contact
 4th Referral: 1-3 OSS, court referral; parent contact

13. LEAVING SCHOOL PREMISES

A student shall not leave the school premises before the hour of dismissal except where individual school policy otherwise provides or without first obtaining consent of the principal or designee.

- 1st Referral: 1 day SAP; parent contact
 2nd Referral: 2-5 days SAP; parent contact

3rd Referral: 3-10 days OSS; parent contact

14. MISREPRESENTATION AND FORGERY

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.

1st Referral: 1-3 days ISS/SS up to 1-3 days SS/OSS; parent contact

2nd Referral: 1-3 days SS/OSS/SAP; parent contact

3rd Referral: Up to 10 days SS/OSS/SAP; recommendation for expulsion; parent contact

15. MEDICATIONS; OVER-THE COUNTER/NON-PRESCRIPTION

Students are not, under any circumstances, to provide any medications to other students. This includes, but is not limited to, aspirin, cough drops, or antacids.

1st Referral: Warning; parent contact

2nd Referral: 1 day ISS/SS; parent contact

3rd Referral: 1-3 days ISS/SS; parent contact

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 computers or other technology or communications.

1st Referral: 1 Detention (served with referral writer); parent contact

2nd Referral: 1-2 days ISS/SS; parent contact

3rd Referral: 3 days SAP; parent contact

4th Referral: 5-10 days OSS; parent contact

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.

1st Referral: 1 detention; parent contact

2nd Referral: 1 day ISS/SS; parent contact

3rd Referral: 1-3 days ISS/SS; parent contact

18. SEXUAL MISCONDUCT/INDECENT EXPOSURE

No student shall engage in any sexual contact or sexual conduct.

Students will not expose themselves while on school grounds.

1st Referral: 1-2 days SS/OSS/SAP; parent contact

2nd Referral: 1-3 days SS/OSS/SAP; parent contact

3rd Referral: 5-10 days OSS; recommendation for expulsion; parent contact

19. SEXUAL HARASSMENT

No student shall engage in any sexual harassment. Sexual harassment includes, but is not limited to inappropriate contact, unauthorized touching, unwanted sexual advances, or unwanted visual, written, verbal, or physical conduct of a sexual nature.

1st Referral: 1-3 days SS/OSS/SAP; possible police contact; parent contact

2nd Referral: 3-5 days OSS; police contact; parent contact

3rd Referral: 10 days OSS; police contact; recommendation for expulsion; parent contact

20. TARDY TO CLASS

A student shall arrive to class on time. If a student arrives late to class, they must have proper authorization. Discipline will be assigned each 9-week grading period for unexcused tardies to class as follows:

3 Lates: Detention assigned by/served with instructor; parent contact

5 Lates: Two detentions assigned by administrator; parent contact

7 Lates: 1-3 day ISS/1 day SS; parent contact

9 Lates: 1-3 days SS; parent contact

21. THEFT

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.

MINOR (Less than \$50.00)

1st Referral: 1-3 days ISS/SS; possible police contact; parent contact

2nd Referral: 1-5 days OSS/SAP; police contact; parent contact

3rd Referral: 5-10 days OSS/SAP; police contact; recommendation for expulsion; parent contact

MAJOR (Over \$50.00)

1st Referral: 1-3 days OSS; police contact; parent contact

2nd Referral: 3-5 days OSS; police contact; parent contact

3rd Referral: 10 days OSS; police contact; recommendation for expulsion; parent contact

22. TOBACCO

Use or possession of tobacco or paraphernalia associated with tobacco products (e.g. 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.

1st Referral: 1 day ISS/SS; parent contact

2nd Referral: 2-3 days SAP; police contact if under 18 years old; parent contact

3rd Referral: 1-3 days SS; police contact if under 18 years old; parent contact

4th Referral: 5 Days OSS; parent contact

23. UNAUTHORIZED AREA

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

1st Referral: 1 Detention (served with referral writer); parent contact

2nd Referral: 2-3 days ISS/SS; parent contact

3rd Referral: 3-4 days SAP; parent contact

4th Referral: 3-5 days SAP; parent contact

24. VIOLATION OF LAW/DISRUPTION OF SCHOOL

A student shall not violate any law or ordinance. This includes, but is not limited to, bomb threats, unauthorized use of fire, or false alarms.

1st Referral: 10 days OSS; recommendation for expulsion; parent contact

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

25. WEAPONS

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. A Look-alike@

weapons or instruments may include but are not limited to any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, 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 an assigned project outside of lab, 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.

1st Referral: 10 days OSS; police contact; recommendation for expulsion; parent contact

CONSEQUENCES FOR VIOLATION OF STUDENT CODE OF CONDUCT

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 hours 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.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is assigned to students who have violated minor or some first-time disciplinary regulations. This alternative classroom placement program provides an opportunity for students to continue receiving credit for school time. When assigned to ISS, the student is required to bring all classroom materials and to remain productive for the entire suspension period. Computers and other resources are available to enable students to complete missed assignments. An alternative disciplinary action will be taken if the student does not follow all established rules.

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.

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. The student will be expected to make up missed work so as not to miss concepts, but credit will not be given. The student is not permitted on school grounds or allowed to attend any extra curricular activities while serving an out-of-school suspension. The student is also suspended from their home school as well as the Delaware Area Career Center.

SUSPENSION ALTERNATIVE PROGRAM (SAP)

The Suspension Alternative Program (SAP) is offered through the Delaware County Juvenile Court. SAP may be assigned as a disciplinary measure in place of out-of-school suspension. This program gives the student an opportunity to perform community service and academic work. Successful completion of each day in the program gives the student the right to make-up missed school work while suspended and receive credit for the days out of school.

APPEAL

If a student=s parent(s) choose to appeal a suspension, he/she must do so within ten (10) calendar days of the notice of suspension by contacting Dr. Nancy Luce, Executive Director. The student may be excluded from school during the appeal process.

SEARCHES

Searches of school property:

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

A search of a desk or other storage space may be conducted when there exists reasonable cause that the area being searched contains evidence of a rule or law violation.

Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence with his/her knowledge.

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 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 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.

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:

- γ 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.
- γ 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.

- γ Conflict management programs thrive in supportive environments. Schools are a microcosm of society.

ACCEPTABLE USE POLICY

Students may use computer technology as part of the learning process. Students may use the Internet as a resource once written parental permission has been obtained. The Acceptable Use Policy will be included in the Student/Parent Packets. A signed copy must be returned to the school by the first day of school, in order for the student to have access to the Internet. Students will be responsible for keeping their computer password confidential and for the appropriate use of school equipment.

HALL PASS

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.

CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. Trays are to be placed in the dish washing area and all trash placed in containers provided. No commercially prepared food may be delivered to school for consumption during lunch. Students are to remain in the cafeteria during their scheduled lunch period. The lunch period is closed which means that students may not leave the building without permission. Any exceptions to this rule will be determined by the administration.

PAY PHONE/TELEPHONE RULES

A pay telephone is available at North Campus for student use before and after school and during lunch. At South Campus students may ask to use the phone at the main desk after gaining a hall pass and permission from a staff member. Students are asked to be courteous and limit their phone use. The classroom, lab, or office phones may be used with permission and with the supervision of a staff member. Emergency calls must be made in the front office.

CELL PHONES

Cell phones may be used in the **Commons Area** before and after school and during a students' lunch period. Because cell phone usage interferes with the educational process, any other cell phone usage is prohibited 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. Repeated offenses may result in disciplinary action.

ELECTRONIC DEVICES

Students are not permitted to use electronic devices such as, but not limited to, beepers, CD players, personal DVD players, or game devices during school hours unless the administration or classroom teacher grants permission. The use of **laser pointers** is prohibited at any time while on school property. If possession or use of such a device is determined to interfere with instruction in the classroom, cause disruption in the learning process, disrupt the normal activity of school, or contribute to any situation violating school policy, the device may be confiscated. Repeated offenses may result in disciplinary action. Final decision will rest with the Director. Delaware Area Career Center assumes no responsibility for lost, damaged, or stolen devices.

□COMMUNICATION□

PARENT CONFERENCE

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 Ext.#2214 and South Campus Ext. #3211) to make the necessary arrangements for a conference with the appropriate staff member.

SUPERINTENDENT AND SCHOOL BOARD MEMBERS

Patricia Foor, Delaware Area Career Center, Superintendent
Kermit Payne, Delaware City School District, President
Tom Sheppard, Buckeye Valley Local School District, Vice-President
Bruce Denton, Delaware-Union ESC, Member
Ed Bischoff, Delaware-Union ESC, Member
James Hildreth, Big Walnut Local School District, Member
Deborah Rafeld, Delaware City School District, Member
Brad Reynolds, Olentangy Local School District, Member
Christopher Bell, Delaware Area Career Center, Treasurer

EQUAL OPPORTUNITY POLICY

The Delaware Area Career Center affirms that no person shall, on the basis of race, color, national origin, citizenship status, religion, gender, economic status, marital status, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity conducted under its auspices. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational program or activities offered by the District, or in the employment or treatment of school district personnel.

HARASSMENT

No student shall disregard the rights of others by using racial slurs, discriminatory remarks, or inappropriate terminology, either directly or indirectly, while on school grounds, school busses, or at any school sponsored activity.

CIVIL RIGHTS

Any student who believes his/her rights in regards to race, religion, sex or handicap have been infringed upon should contact the school compliance officer, Tammy Hall (South) - Ext.3209 or Emily McKinney (North) - Ext. 2218.

Revised April 2007