

JAMES H. GROVES

ADULT HIGH SCHOOL
ADULT BASIC EDUCATION PROGRAM
SUSSEX CENTER
P.O. Box 351
Georgetown, DE 19947
(302) 856-9035

www.sussexvt.k12.de.us/highschool/adult-education



Student Handbook ***2021-2022***

JAMES H. GROVES
ADULT HIGH SCHOOL
&
ADULT BASIC EDUCATION PROGRAM

Accredited by
State of Delaware Department of Education
and
Middle States Association of Schools and Colleges

ACKNOWLEDGMENTS

James H. Groves High School is sponsored and funded by the State of Delaware under the jurisdiction of State Board of Education and operated in cooperation with the Sussex Technical School District.

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“The Sussex Technical School District is an equal opportunity employer and does not discriminate or deny services on the basis of race, color, national origin, sex handicap, and/or age.”

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Persistence

**“Challenges are what make life interesting;
Overcoming them is what makes life meaningful.”**

Ralph Waldo Emerson

MESSAGE TO STUDENTS

The administration and staff of Sussex Tech - Adult Education Division are pleased to welcome you to this year's program, and we congratulate you on your decision to continue your personal and professional growth.

We are proud that you have chosen to be here, and we want you to know that the staff will make every effort to assist you in completing your program. As an educational service to you, we have prepared this handbook to help answer some of your questions about our policies and procedures. We recommend that you keep this handbook in your possession and that you refer to it often.

On behalf of all administration and staff of the Adult Education Division, we wish you every success in all your endeavors.

PHILOSOPHY

With students as the central purpose, the James H. Groves Adult High School provides opportunities for adults to learn according to their unique abilities, interests, and aspirations to acquire a high school education. This education provides graduates with the foundation skills to secure social, political, and economic independence in a technological and global society.

Students are assured that administration and staff believes in and is committed to:

- Access to the Groves program.
- Courses and programs of study that is responsive to the changes of the community, and diversity of students.
- Customizing instructional delivery to meet the learning needs of students.
- Programs of study that promote lifelong learning, self-direction, and technological literacy.
- Addressing student goals within the instructional program.
- Excellence of instruction with meaningful, rigorous, and fair standards.
- A curriculum that embodies the roles of adult learners and enhances the individual's opportunities for employment, to be more productive citizens, and more effective family members.
- A supportive learning environment that enables students to obtain maximum benefits from their instructional program.
- Providing non-instructional services that reinforce academic success, nurture leadership qualities, and inspire students to achieve to their fullest potential.

OBJECTIVES

Objectives for the James H. Groves Adult High School

The objectives of the James H. Groves Adult High School reflect the beliefs of state and school personnel. The faculty and administration will:

- Provide quality instruction to improve student skills and competencies.
- Provide employability skills.
- Engage adults as active learners.
- Provide support to retain students to program completion.
- Offer information and a plan for post-secondary educational opportunities beyond the Groves Adult High School program.
- Provide options and opportunities for learning in a flexible manner.
- Promote personal, social, and civic responsibility to enable individuals to be effective workers, family members, and community members.
- Enable students to be aware of their impact on the environment and adapt to the changing multicultural society and global economy.

ENROLLMENT

While the school is primarily for adults, enrollment is open to out-of-school youths ages 16 or older who have been officially withdrawn from high school. Although there is no tuition fee, **a \$40 non-refundable materials fee (per semester) is charged and must be paid to secure a classroom seat.**

Adult students are not required to have finished elementary or junior high school before enrolling in classes and earning high school credit. Previously earned high school credit is counted toward graduation requirements. Graduation will be determined by earning the required credits. (see page 5) Students who do not attend classes regularly as agreed will be withdrawn from the program. Reenrollment will be contingent upon agreement of regular and consistent student attendance.

GRADUATION REQUIREMENTS COURSE REQUIREMENTS

A high school diploma is granted to students who satisfactorily complete a secondary school program of studies that includes:

English	4 Credits
Social Studies	3 Credits (includes 1 credit of U.S. History)*
Mathematics	4 Credits (includes 1 credit of Algebra I, Algebra 2 and Geometry)*
Science	3 Credits (includes 1 credit of Biology)
Career Pathways	3 Credits
Foreign Language	2 Credits*
Health	½ Credit
Electives	4 ½ Credits
Total Credits Needed for Graduation	24 Credits

*Some students are not required to earn 2 credits of foreign language, or take Algebra or U.S. History

James H. Groves Adult High School Graduation, Transcript, and Diploma Policy for Students Under the Age of 18

An individual enrolled in the James H. Groves Adult High School who is under the age of 18 on the date of the graduation ceremony and has fulfilled the high school graduation requirements will be an official Groves graduate of that year. The diploma shall be withheld until he/she turns age 18. The student may participate in the graduation ceremony and transcripts may be issued.

Procedure

1. Individuals under the age of 18 must be given the graduation policy in writing upon enrollment.
2. Individuals under the age of 18 are official graduates of the year in which they complete graduation requirements. Diplomas will be ordered for the academic year in which they complete their coursework; however, the diploma will be withheld until age 18 or until the student provides documentation that their class of entry has graduated.
3. Individuals under the age of 18 may participate in graduation ceremonies and any other graduating class activity following the same procedures as all other Groves students.
4. For individuals under the age of 18 who participate or decline to participate in the graduation ceremony, the diploma will be eligible for distribution after the date of the ceremony and upon reaching the individual's 18th birthday.
5. The diploma may be picked up by the student or another member of the family with a letter of release from the graduate. Graduates living in another state/country must provide a notarized letter verifying their out of state address to receive their diploma through the mail.
6. Transcripts will be issued upon written request to the local Groves center.
7. Individuals under the age of 18 are eligible for scholarships provided to Groves graduates.

METHODS OF EARNING CREDIT

Adult students have the opportunity to earn high school credits through any combination of methods:

1. **Previous High School Credits Earned**

Students will be granted credit for those courses successfully completed in high school beginning with ninth grade credits. Some 8th grade credits may be considered.

2. **Class Attendance & Performance**

Students may attend high school classes that are in 4 –9 week sessions, September through May. Face to Face classes, other than Independent classes, meet twice a week. In order to earn a class credit, a student must successfully complete the course requirements identified for each course.

3. **Certificate of Educational Attainment 3**

The Certificate of Educational Attainment 3 (CEA3) represents the opportunity for a student to demonstrate competence in the areas of Math, English, Social Studies and Science. Up to ten (10) credits toward a high school diploma can be awarded to a student who obtains passing scores on the CEA3 entry test and completes a research paper that meets the standard. A student is placed in the CEA3 class based on test scores and credits needed.

4. **Dual Enrollment in Delaware Center for Distance Adult Learning (DCDAL) classes**

You can take additional classes on-line. See your counselor for details once you have been attending Groves for one month.

5. **Employment or Training Experiences**

All students, with six months or more work experience will be required to have their work experience evaluated for credit that will be applied toward the Career Pathway requirement. To apply for such credit, a student must submit a completed work experience form signed by an employer. The completed work experience form will be evaluated for credit.

6. **Community Service**

Adult students may request any community service work/projects/programs be evaluated for credit.

7. **Training Experience/State License**

Students may submit certificates of completion for courses taken through work or community organizations for credit evaluation. Students may also submit state licenses for credit evaluation.

8. **Military Service Training Courses**

Adult students who have served or currently serve in the military may request an evaluation of courses of training for high school credit. A copy of their service record (D-D-214) or certificate of completion must be presented for evaluation.

9. **Higher Education Courses**

Adult students who have satisfactorily completed selected courses at colleges and universities may request an evaluation of courses for high school credit.

10. **Correspondence Study**

Approved courses offered through accredited correspondence schools are accepted for high school credit. Students must obtain written approval from a Groves principal or guidance counselor before such work is begun to avoid the risk of taking courses that will not meet state requirements. Each student must pay for each individual course.

11. **Vocational Courses**

Adult students who have satisfactorily completed adult vocational courses or apprenticeship courses may be granted high school credit.

12. **Independent Study**

Adult students may work on program identified Groves coursework in an Independent study format.

JAMES H. GROVES ADULT HIGH SCHOOL PROGRAM SITE OFFERINGS*

Students must register for <u>one</u> site			ESL	ABE	Groves	GED	Family Lit
Georgetown, Sussex Tech	Monday & Wednesday	8:00-11:30 am		X	X	X	
Georgetown, Sussex Tech	Monday & Wednesday	11:30-3:00 pm		X	X	X	
Georgetown, Sussex Tech	Monday & Wednesday	5:30-9:00 pm		X	X	X	
Georgetown, Sussex Tech	Tuesday & Thursday	8:30-11:30 am		X	X	X	
Georgetown, Sussex Tech	Tuesday & Thursday	11:30-3:00 pm		X	X	X	
Georgetown, Sussex Tech	Tuesday & Thursday	5:30-9:00 pm	X	X	X	X	
Georgetown, Dept of Labor	Monday & Wednesday	8:30-11:30 am		X		X	
Georgetown, Public Library	Tuesday & Thursday	9:00-12:00 pm	X				
Lewes, Cape Henlopen HS	Tuesday & Thursday	5:30-8:30 pm		X	X	X	
Seaford, Seaford HS	Tuesday & Thursday	5:30-8:30 pm		X	X	X	
Seaford, Central Elementary	Monday & Wednesday	5:30-8:30 pm	X				X
Seaford, Seaford District Library	Tuesday & Thursday	9:00 am-1:00 pm		X**		X**	
Georgetown, Georgetown MS	Monday & Wednesday	5:30-8:30 pm	X				
Seaford, Seaford High School	Monday & Wednesday	5:30-8:30 pm	X				

*Multiple site enrollment/attendance must receive Principal's permission

**For eligible students only

HOW LONG IT TAKES TO EARN A HIGH SCHOOL DIPLOMA or GED® DEPENDS ON:

1. **How many 9 week courses you complete successfully**
2. How may credits you have already earned.
3. How much information you know.
4. How quickly you work through the material.
5. How motivated you are.
6. How often you attend classes.
7. How much work you complete at home.
8. How many hours a week you attend classes.

GED® Program

The 2017 GED® test is a four-subject high school equivalency test that measures skills required by high schools and requested by colleges and employers. The four subjects are Science, Social Studies, Mathematical Reasoning, and Reasoning Through Language Arts. After you pass the GED® test, your diploma or credential will be issued by the state of Delaware, but you'll receive a GED® transcript to apply to college, start training, or get a better job.

Four major study areas are tested:

Test 1: Reasoning Through Language Arts (time allowed 150 minutes) In alignment with career and college readiness standards, the GED® RLA assessment focuses on three essential groupings of skills:

1. The ability to read closely
2. The ability to write clearly
3. The ability to edit and understand the use of standard written English in context

The writing component integrates reading and writing into meaningful tasks that require candidates to support their written analysis with evidence drawn from a given source text(s) of appropriate complexity provided in the test. Candidate responses are scored by a multi-trait rubric that focuses on three elements:

- Trait 1: Analysis of Arguments and Use of Evidence
- Trait 2: Development of Ideas and Structure
- Trait 3: Clarity and Command of Standard English

Test 2: Social Studies (time allowed 90 minutes) - The Social Studies Test will focus on four major content domains:

1. Civics and government
2. United States history
3. Economics
4. Geography and the world

Approximately 50 percent focuses on civics and government, 20 percent focuses on United States history, 15 percent focuses on economics, and 15 percent focuses on geography and the world. The content topics for the Social Studies Test focuses on two main themes, each applied across the four domains in the social studies arena (i.e. civics and government, U.S. history, economics, and geography and the world). These themes have been selected to ensure that the test covers a wide range of important concepts and ideas in social studies, but they are also intended to function like a lens to draw focus to a distinct subset of ideas within each content topic. Content that falls outside the parameters of these themes are not included in the GED® Social Studies Test.

- Development of Modern Liberties and Democracy, the first theme, explores the development of current ideas about democracy as well as human and civil rights from ancient civilizations to the present. It examines contemporary thinking, policies and structures, major events that have shaped

our democratic values, and major thinkers who contributed to American ideas of democratic government.

- Dynamic Responses in Societal Systems, the second theme, explores how the systems, structures and policies that people have created respond to each other, conditions, and events. For example, societies and civilizations have developed and changed in response to particular geographic features and natural events. National economies respond to both governmental policies and natural laws of economics—such as supply and demand—around which policies are built. Similarly, countries respond to both internal and external changes and challenges in ways that are beyond the ability of any one person to control.

Test 3: Science (time allowed 90 minutes) The Science Test focuses on three major content domains:

1. Life science
2. Physical science
3. Earth and space science

Approximately 40 percent of the test focuses on life science, roughly 40 percent focuses on physical science, and approximately 20 percent focuses on Earth and space science.

Test 4: Mathematics (time allowed 115 minutes) - The GED® Mathematical Reasoning Test focuses on two major content areas: quantitative problem solving and algebraic problem solving. Approximately 45 percent of the content in the test focuses on quantitative problem solving, and approximately 55 percent focuses on algebraic problem solving.

Candidates are provided with an on-screen calculator, the Texas Instruments TI-30XS Multiview scientific calculator, for use on most of the items on the 2014 GED® Mathematics Test.

GED® Preparatory Classes

Preparatory classes are designed to provide a general overview of the GED® test. Instruction and practice work is provided to strengthen skills. Classes are self-paced. Support and encouragement is given, so students will feel more confident and comfortable in a testing situation. Classes are offered from September through May at our designated locations.

GED® Practice Test

Individuals wishing to take the GED® test may access free practice tests at <http://www.ged.com>.

Official GED® Test

To be eligible to take the official GED® test, the applicant must:

- be at least 18 years of age (or obtain an age waiver)
- be a Delaware resident or an employee in Delaware
- be officially withdrawn from a regular high school

You need to sign up at www.GED.com to schedule the GED® test. If you meet your local area's policies for testing, you will see a yellow "Start scheduling" button on your dashboard study tile. Click "Start scheduling" to answer the scheduling questions, select your test subject, your preferred day and time, and pay for your test. At the testing center, you will be given an erasable note-board and access to an on-screen calculator for certain subjects. Cell phones are strictly forbidden in the testing room. TIP:

Make sure you know where the testing center is and arrive at least 30 minutes prior to your scheduled GED® test appointment. You will need to check in when you get there. **If you arrive more than 15 minutes after your scheduled appointment time, you may not be admitted and may lose your test fee.**

Fees

- Initial GED® Test \$30 per module
- GED® Re-test (per sub-test) You may retake each section twice for \$10.00. After that, each re-test is \$30.

The testing fee is not transferable to other test dates unless arrangements are made at least 48 hours in advance. Failure to show up for the test without notification requires the applicant to **re-register for the test, including re-payment of the testing fee.** Examinee must present a picture ID upon entering the testing room.

The official GED® test is given at Seaford District Library in Seaford, DE and at Polytech in Woodside, DE. **The test is no longer a paper and pencil test. It is only offered online.**

*All GED® information was obtained from www.ged.com and www.gedmarketplace.com.

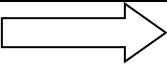
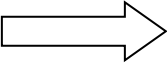
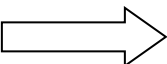
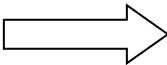
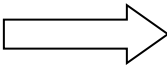
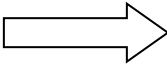
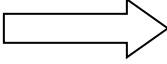
GENERAL INFORMATION & SCHOOL POLICIES

1. School Closings

When bad weather occurs, information about school closings is available on our website at www.sussexvt.k12.de.us/highschool

Adult Education students attending classes during the **day**, should follow the directions in the announcement regarding **Sussex Technical High School**. When Sussex Technical High School has a delayed opening (Usually due to fog), Groves morning classes also have a delay.

Adult Education students attending classes during the **evening**, should follow the directions in the announcement regarding the **Sussex Tech Adult Education Division, including the James H. Groves Adult High School**.

Sussex Tech School District opens one hour late in the morning		ABE, GED and Groves morning classes at all sites will begin one hour late
Sussex Tech School District opens two hours late in the morning		ABE, GED and Groves morning classes will begin two hours late
Seaford School District cancels after school activities		ABE, ESL, GED, Groves and Family Lit in-person classes at Seaford High School or Central Elementary are cancelled for that evening. Zoom classes may be held.
Cape Henlopen School District cancels after school activities		ABE, GED & Groves in-person classes at Cape Henlopen High School are cancelled for that evening. Zoom classes may be held.
Sussex Tech School District cancels after school activities		All ABE, GED, ESL, & Groves in-person classes are cancelled at all sites for that evening. Zoom classes may be held.
Sussex Tech School District is closed for the day		All ABE, GED, ESL, & Groves in-person classes are cancelled at all sites for that day and evening. Zoom classes may be held.
Indian River School district cancels after school activities		ESL in-person classes at Georgetown Middle School are cancelled for that evening. Zoom classes may be held.

2. **Asbestos Notification**

The Sussex Technical High School has been inspected by:
BCM, Potomac, Inc.
800 Follin Lane
Vienna, VA 22180
(BCM Project Number 02-0071-09)

A copy of the AHERA Management Plan is on file in the Administration Office:
Sussex Technical School District
P.O. Box 351
Georgetown, DE 19947

This document is available for review upon request during normal working hours by any employee, parent, or visiting persons. Any questions should be directed to Hud Athey, the Supervisor of Buildings and Ground for the Sussex Technical School District.

3. **Emergency Building Evacuation Procedure**

In the event of an emergency requiring an evacuation of the building, teachers will instruct all students to take their belongings and report to a designated area with their teacher until an "All Clear" notification is received. Teachers will take attendance of students once they have assembled in their designated areas. Each room has a map showing designated areas. If you are not in your classroom during an emergency evacuation, please evacuate the building immediately. Do not return to your classroom for any reason.

When security and prevention measures fail and an intruder is in your facility; you have only three response options or what's known as "**Run/Hide/Fight**"

1. **Run** – Run away from the intruder.
2. **Hide** – Keep the intruder out of your room or facility.
3. **Fight** – Fight back against the intruder.

4. **Remain In Building Procedure "Building Lockdown"**

In the event of a situation requiring all faculty, staff and students to remain in the building, an intercom announcement will be made for everyone to remain in their room. **NO ONE** is to leave their room. Faculty, staff and students are reminded to:

1. Close Classroom Door(s)
2. Move to a safe area in the room staying away from windows and doors.
2. Turn off all lights
3. An announcement will be made when faculty, staff and students will be permitted to leave their room.

5. **Emergency Telephone Number**

If there is an emergency situation in your classroom and you need to reach the office, refer to the pink card next to the telephone in each classroom or **dial X1880**. Phone rings in Adult Ed Office. Also if safe, send someone to the adult ed office to get assistance.

6. **Parking**

We have several well-lit, secure parking areas. If you are a student attending classes during the day, you may not park in the bus parking or staff parking. Student parking is to the right of the Career Trade Center building. The speed limit on campus is 5 m.p.h.

7. **Smoking/Refreshments**

Smoking is prohibited on school property and at all Groves satellite locations. Students observed smoking on school grounds or a satellite site will be given a verbal warning. A second offense will result in a written warning. The third time a student is observed smoking on school grounds or a satellite site, the student will be disenrolled from the program. Students should note that school property includes the land and buildings on both sides of Route 9.

There are no breaks during class time. Students may bring a snack to class according to the agreement Principal has negotiated with the administration of each site location. Students attending day classes in the Career Training Center may use the snack machines in the building or bring their lunches in a cooler.

8. **Alcohol/Controlled Substance**

Anyone on any of our site locations using, distributing, selling or under the influence of any drug and/or alcoholic beverage will result in an investigation which could lead to further action including disenrollment and/or police action.

9. **Weapons**

Weapons of any kind including guns, bows, arrows, knives, brass-knuckles, or any device used to threaten the safety and health of any individual, are strictly prohibited. Any student threatening another person with a weapon will be reported to the local authorities, and criminal charges will be filed. Students are warned that shotguns, knives, traps, axes or other hunting equipment deemed dangerous by the Sussex Tech staff or faculty, and brought on the Sussex Technical School District property or any satellite property will be confiscated and turned over to the police. **DO NOT DRIVE YOUR VEHICLE ON SCHOOL PROPERTY OR A SATELLITE LOCATION WITH ANY WEAPON IN IT.** Students who violate this policy will be disenrolled.

10. **Conduct**

The Sussex Tech Adult Division provides a **safe, secure learning environment** for all students. Therefore, students are expected to respond and behave as ADULTS and will act accordingly - - accepting responsibility for their educational efforts. Responsibility includes providing constructive ideas and input to their instructors in an effort to improve the program to meet student needs.

Unsatisfactory behavior such as improper, illegal, or indecent conduct, subversive activities, cheating, insubordination, willful destruction or defacing school, private, or public property, and breach of the peace, may result in an investigation which could lead to further action including disenrollment and/or police action.

11. **Search & Seizure**

Restrooms, storage areas, and parking lots are District public property belonging to Sussex Technical School District. The school administration reserves the right to search any such area at any time with or without reasonable suspicion. Cars driven to Sussex Technical School District property are subject to search. The District presumes that the student is responsible for all items found in his/her vehicle without regard to who owns the vehicle.

The District presumes students are responsible for all items found in or on their clothing, bookbags, purses, or similar containers or bags used to carry or store books or personal property. The school administration reserves the right to search and/or seize any such property when there is a reasonable suspicion that a search should be made.

12. **Computer-Related Responsibilities**

Students agree to abide by the school's Internet Acceptable Use Policy or be denied access to the school's computers and its network.

13. **Non-Discrimination Policy**

The Sussex Technical School District is committed to a policy of nondiscrimination and equal opportunity in relation to race, color, gender, religion, age, disability, marital status, national origin, genetic information, or other legally protected categories.

This policy will prevail in all matters concerning staff, students, educational programs and service, and persons with whom the District does business. In keeping with the District's commitment and the requirement of law, the District and staff will promote equal opportunity in employment, assignment, and promotion of personnel, in educational services, and in opportunities offered students, in location and use of facilities, and in educational materials.

The following person has been designated to handle inquiries regarding Title IX, American with Disabilities Act (ADA), S04 and non-discrimination policies: Assistant Superintendent, P.O. Box 351, Georgetown, DE 19947, telephone 302-856-2541.

14. **Cheating/Plagiarism**

Students who are observed cheating by a staff member will be disenrolled from the Sussex Tech Adult Division. Further, students whose papers include plagiarized work will be disenrolled from the program. Any student who submits work that is not his/her own work will be disenrolled from the program.

15. **Dress Code**

Students have the responsibility to follow established guidelines by dressing and grooming in a manner which does not disrupt the educational process nor endanger the health and safety of themselves and others.

When applicable, students must dress according to the health, safety and professional criteria of their technical area as determined by their teachers.

Sleeveless undershirts, tank tops, camisoles or abbreviated tee shirts will not be worn unless an appropriate shirt or blouse is used as a cover. No "short cut" tee shirts or tank tops will be allowed at any time. Regular tee shirts may be worn if there are no profane or obscene expressions printed anywhere on the shirt.

"See through" blouses are **not** acceptable attire and may not be worn. Short shorts or short skirts will also not be permitted. Clothing with any reference to drugs, alcohol and/or sex will not be permitted at any time. Undergarments should not be seen. Shirts must cover cleavage. Waistbands must be worn at waist level. The bottom of your shirt should meet the top of your pants.

16. **Sexual Harassment**

Sexual harassment is a form of discrimination and is illegal under Title XVII-1964 Civil Rights Act, which protects persons in the work place, and Title IX-1972 Educational Amendments, which protects persons from discrimination at school. Sexual harassment is any unwelcome attention of a sexual nature that interferes with a person's work or schooling or creates a hostile, intimidating work or school environment. It is important to remember that no person deserves to have his/her individual freedom violated.

Examples of sexual harassment are, but not limited to include, the following:

1. Written contact that is suggestive, obscene and would include graffiti, notes, and/or electronic messages of a sexual nature.
2. Visual contacts such as sexually suggestive looks or gestures, displaying sexually explicit media of any form.
3. Verbal contact such as sexually suggestive gestures or obscene gestures about a person's body or body parts, sexual statements that take the form of threats, jokes, teasing, media contacts, or pressure for sexual favors.
4. Physical contact such as uninvited touching, blocking, cornering, or limiting a person's freedom of movement; pinching, patting, or brushing against another person as to interfere with their privacy; or actual sexual contact, assault, rape.
5. Retaliation such as any actions, or the threat thereof, taken against any person filing a complaint about sexual harassment.

The Sussex Tech Adult Division wants all people in its community to be free of any form of sexual harassment. If you believe that you are the subject of sexual harassment, you should report the instance immediately to an employee of the district who is in a position of authority.

17. **Emergency Situation for Individual Students**

If an emergency situation occurs within your family while you are in class during the day, a family member may call the school at 856-9035 ext 8 to inform you. The family member who calls must explain the nature of the emergency to the school staff. A staff member will then contact you in class. Please inform all family members and friends **NOT** to call the school or satellite location unless there is an emergency. If there is an emergency and a student needs to be contacted, the visitor is required to report to the Adult Education Office immediately upon entering the building.

18. **Cell Phones**

Cell phones are not to be used in class. Students may not send or receive text messages during class. Students observed using their cell phones will be given a verbal warning. A second offense will result in a written warning. The third time a student is observed using a cell phone during class, the student will be disenrolled from the program.

19. **Visitors**

Visitors are not allowed on school property or at a satellite location.

20. **Disclosure of Certain Student information**

The Sussex Technical School District ("the District") may disclose certain information, known as directory information, in its discretion without consent. Parents, or students eighteen years of age or over, may refuse to permit the release of any or all directory information. If you do not want information released, you must send written notice annually to the Superintendent of the District at PO Box 351, Georgetown, DE 19947. Such notice must be received within 30 days of the publication of this notice. The following student information is directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) grade level, (7) participation in officially recognized activities and sports, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous education agency or institution attended by the student, and (11) photographs of students in school activities provided the photographs do not reveal information concerning academic placement.

21. **Notice of FERPA Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age the following rights:

Inspection

You may inspect the student's education records within 45 days of the day the District receives a request for access. You should submit to the Principal a written request identifying the record(s) you wish to inspect. The Principal will notify you of the time and place of inspection.

Amendment

If you believe education records are inaccurate, you may request the records be amended. Such a request must be in writing, and directed to the Principal. The request must identify the part of the record you want to change, and specify why it is inaccurate. If the District denies your request, the District will notify you of the decision, advise of the right to a hearing, and provide the hearing procedures.

Consent

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception permits disclosure without consent to school officials with legitimate educational interest. School officials include District employees, Board members, a person or company retained by the District to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student on a committee or assisting another school official. 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 District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Complaint

You may file a complaint with the U.S. Department of Education concerning alleged failures by the 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, DE 20202-4605

22. **Change of Policy**

Sussex Tech Adult Education reserves the right to change its academic policies, tuition, fees, payment plan policies and procedures, academic calendar, and to cancel or add courses at anytime.

23. **Grades/Credit**

Grades are awarded and recorded upon obtaining a passing level of competency in each course (average of 60 or higher). Groves teachers will explain the grading criteria on the first night of class. Students are given a student progress sheet for each class which includes how a student's final grade is determined.

90-100	= A
80-89	= B
70-79	= C
60-69	= D
Below 60	= No credit

24. **Scholarships**

Scholarships to Groves graduates are awarded by local and statewide community organizations and/or higher educational institutions. It is necessary for interested students to complete the appropriate application(s) and return them to the counselor's office. Scholarships are generally available from O.A.A.S.I.S., the Howard E. Row Scholarship Fund, The State Director's Scholarship Fund, Delaware Technical and Community College, and Ethel Cook Scholarship Fund. Students who graduate from the James H. Groves Adult High School may also qualify for the SEED scholarship if they meet eligibility requirements. The SEED scholarship provides 100% tuition for students who attend Delaware Technical & Community College full-time the semester immediately following graduation.

25. **Recognition for Students**

Students may be recognized for perfect attendance and/or excellent performance throughout the year.

26. **Attendance**

Attendance is required in order to pass each course. Students may be required to sign in and out of class. It is expected the student will stay the duration of the class time. A student may be excused from class for a restroom break and should return to class within five minutes. Students with permission may be able to attend more than one site at any time while enrolled in our program. Any student who misses four consecutive classes, or has a pattern of absences will be "dropped" from the class. Students who need to miss more than four consecutive absences need to meet with a counselor or their satellite teachers and provide documentation regarding the extended absence. For readmission, a student must contact the Site Coordinator, Counselor or Principal.

Additional Attendance Policy

Sussex Tech Adult Education will offer traditional face to face, remote online and/or a hybrid of remote online and traditional face to face instruction. Student attendance may be calculated and/or determined by login information. Students not logging in on time or at all may be subject to the above attendance policy.

27. **Tests & Exams**

The following procedures are in effect when students are taking tests or exams:

- Students may not use textbooks or notes.
- The test/exam is to be finished in one class period.
- Exams must be taken at the site location unless permission has been given otherwise.

Accolades, Concerns and Recommendations

Please utilize the link below as a way to contact our Adult Ed leadership about any accolades, concerns and/or recommendations you may have. These can be either positive or negative comments regarding staff, courses or our program and can be done anonymously. Comments are kept confidential and addressed with 10 working days.

The link is <https://tinyurl.com/Sussex-Tech-Feedback-Link>

Grievance Procedures for Student Concerns and/or Grievances

If students have a grievance involving school disciplinary outcomes or grade issues, the following procedures must be followed:

1. The student must first discuss a grievance with the teacher or administrator making or communicating the disputed decision. Grievances should be voiced in an orderly and timely manner.
2. If the grievance is not resolved, the grievant shall follow these steps:

<u>First Level</u>	<u>Second Level</u>	<u>Third Level</u>	<u>Fourth Level</u>
Teacher	Counselor	Site Coordinator	Principal

3. If the grievance proceeds through the fourth level and is not resolved, the grievant may appeal to the District Superintendent. The Superintendent, or designee, will investigate, confer with the parties, and/or review the written grievance record. The decision of the Superintendent, or designee, shall be the District's final decision. A copy of this final decision shall be sent to all involved parties not later than 10 school days following the Superintendent's receipt of the appeal.

COVID-19

Sussex Tech Adult Education recognizes that many areas around the world are experiencing an expanding outbreak of respiratory illness caused by a novel coronavirus. This virus can spread from person to person and the number of cases in the US and other countries is growing.

As new information emerges, Sussex Tech Administration will communicate up to date information to the school community. It is Sussex Tech's expectation that all applicable Delaware CDC guidelines are followed and applied to all students. Students not following and applying Delaware CDC guidelines may be removed from the property and program permanently.

Overview on Joining a Zoom Meeting

In this section, we will discuss how to join an instant meeting through an email invite or using Google Chrome or a mobile phone.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app. Otherwise, you will be prompted to download and install Zoom when you click a join link.

Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.

Join from an Email

< Click the join link in your email or calendar invitation.

Depending on your default web browser, you may be prompted to open Zoom.

Join using Google Chrome

1. Open Chrome.
2. Go to join.zoom.us.
3. Enter your meeting ID provided by the host/organizer.
4. Click **Join**.

If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.

You can check **Always open these types of links in the associated app** to skip this step in the future.

5. Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

Join using Mobile Phone

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.

2. Join a meeting using one of these methods:

- Tap **Join a Meeting** if you want to join without signing in.

Sign in to Zoom then tap **Join**.
Enter the meeting ID number and your display name.

- If you're signed in, change your name if you don't want your default name to appear.
- If you're not signed in, enter a display name.

- Select if you would like to connect audio and/or video and tap **Join Meeting**.

For additional information on joining a meeting students can go to <https://support.zoom.us/hc/en-us/articles/201362193>

Zoom Expectations for Adult Education Classes

Instructors and students participating in a virtual class meeting on any platform must adhere to the following expectations:

- Physical Appearance and Background:
 - a. Dress appropriately.
 - b. Clothes must still be appropriate for school.
 - c. No pajamas.
 - d. No clothing with offensive images or language, including profanity, hate speech, guns, and pornography.
 - e. No clothing that can be construed as racist, lewd, vulgar, or obscene.
- No distracting backgrounds:
 - a. No background with offensive images or language, including profanity, hate speech, guns, and pornography.
 - b. No background that can be construed as racist, lewd, vulgar, or obscene.
- Cell phones must be turned off unless they are used per the request of the teacher.
 - Be mindful of what is in the background of the camera. You should be the only person visible in the camera.

Student Schoology Log In Directions

Email Login

1. Go to app.schoology.com
2. Enter your Email Address and Password.
3. Click **Log in**.

Username Login

1. Go to app.schoology.com
2. Enter your Username, Password, and the name of your school (As you type, a menu will appear that enables you to select your school).
3. Select your school from the list.
4. Check the box to **Remember my School** (optional). This setting saves your school on the current device and browser.

5. Click **Log in**.

Troubleshooting Login Issues

[Forgot your password?](#)

Click [Forgot your password](#) to reset your password via email.

Note: If you do not have an email address associated with your account, you will not be able to reset your password using the **Forgot your password** link. [Contact your instructor](#) for help logging in to Schoology.

[Correct School?](#)

Sussex Center/James H. Groves

(NOT Sussex Tech High School)

If you enter a username instead of an email address when you login, double check to make sure you have the correct school entered. If you have the setting **Remember my school** checked, you can click the X to the right of the school name to remove it and enter the correct school name.