



# Sussex Technical High School

## 2023-2024

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Georgetown, DE 19947

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### **Disclaimer**

Any content within this student agenda may be changed during the school year with administrative approval and parent notification.

### **Mission Statement**

*Preparing Students for Their Future*

(Document #95-40-2014/06/01)

*Agenda Cover Design by Emily Volkomer, Digital Publishing, Class of 2023*

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_



Main Entrance  
at Traffic Light



**YOUR EVEN DAY SCHOOL SCHEDULE**

**YOUR ODD DAY SCHOOL SCHEDULE**

TIME	RM#	COURSE TITLE	TEACHER
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TIME	RM#	COURSE TITLE	TEACHER
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8:25		ARRIVAL & BREAKFAST	
8:30-10:00		PERIOD 2	
10:05-11:35		PERIOD 4	
11:40-1:40		PERIOD 6	
1:35-12:05	<input type="checkbox"/>	LUNCH A	Check your lunch period
12:07-12:37	<input type="checkbox"/>	LUNCH B	
12:38-1:08	<input type="checkbox"/>	LUNCH C	
1:10-1:40	<input type="checkbox"/>	LUNCH D	
1:45-3:15		PERIOD 8	
3:20		DEPARTURE	

8:25		ARRIVAL & BREAKFAST	
8:30-10:00		PERIOD 1	
10:05-11:35		PERIOD 3	
11:40-1:40		PERIOD 5	
1:35-12:05	<input type="checkbox"/>	LUNCH A	Check your lunch period
12:07-12:37	<input type="checkbox"/>	LUNCH B	
12:38-1:08	<input type="checkbox"/>	LUNCH C	
1:10-1:40	<input type="checkbox"/>	LUNCH D	
1:45-3:15		PERIOD 7	
3:20		DEPARTURE	

**Ninth-Grade Career Exploration**

Exploratory Course Title		Rm #

Exploratory Course Title		Rm #

# TABLE OF CONTENTS/INDEX

Acceptable Use Policy for Online/Internet Services .....	10	Internet .....	53
Activity Bus Schedule .....	50	<b>INSTRUCTIONAL PROGRAMS</b> .....	<b>19</b>
Acts of Misconduct .....	45	Job Shadowing.....	22
Annual Public Notice.....	18	Letter to Parents.....	7
Asbestos Notification Compliance Statement .....	60	Library .....	48
Attendance .....	32	Lockers.....	53
Attendance Appeal Process .....	34	Lost and Found/Missing Items .....	53
Bottles and Containers .....	58	Map .....	2
Breakfast/Lunch Regulations.....	48	Medical Requirements by the Nurses .....	12
Building Access .....	58	National Honor Society .....	21
Bullying .....	32	National Technical Honor Society .....	21
Cell Phone Policy.....	30	Nondiscrimination Statement .....	19
Change of Name or Address .....	53	Parent/Student Signature Page .....	5
Competitive Events Eligibility Requirements – BPA, SkillsUSA, HOSA & FFA.....	51	Parental Involvement Policy.....	8
Computer-Related Crimes .....	56	Personnel .....	17
Consequences of Expulsion .....	35	Phone Message/Student Phone Use .....	53
Course Scheduling .....	47	Physical Education Excuses .....	34
Course Weighting .....	25	Possession of a Weapon in a Safe School Zone.....	28
Definitions .....	40	<b>PROCEDURES</b> .....	<b>53</b>
Disciplinary Steps.....	43	Right to Search .....	61
<b>DISCLOSURE INFORMATION</b> .....	<b>60</b>	Rights Under PPRA .....	64
Disclosure of Student Information .....	64	Sales of Products .....	59
Dress Code.....	27	School Colors.....	16
Driving Privileges .....	57	School Liability and Student Accidents.....	60
Drugs/Alcohol Policy .....	36	School Mascot.....	16
Early Career & College Partnership .....	21	School Nurse.....	49
Early Dismissal/Late Arrivals .....	34	Senior Work-Based Learning .....	22
Earning Sussex Tech Credits .....	25	Sick Day Guidelines .....	14
Eight Period Block .....	14	Smoking/Possession/Use of Tobacco Products .....	29
El Aviso De Nondiscriminacion .....	19	Spanish Honor Society.....	21
Emergency Closing of School.....	61	Special Education Services.....	60
Emergency Procedures .....	61	Sports Programs .....	50
Expulsion .....	35	Student Assistance Specialist/ Homeless Liaison.....	49
FERPA Rights.....	64	Student Class Dues .....	53
Field Trips .....	58	Student Clubs and Organizations.....	51
Freedom of Expression and Communication .....	27	Student Debts .....	59
Gang Policy .....	31	<b>STUDENT EXPECTATIONS</b> .....	<b>26</b>
Grade Promotion Requirements .....	23	Student of the Quarter.....	21
Grade Reporting .....	25	Student Safety.....	61
Grading System .....	23	Student Schedule .....	3
Graduation .....	23	<b>STUDENT SERVICES</b> .....	<b>47</b>
Graduation Requirements.....	22	Subpoena Powers .....	63
Grievance Procedures.....	62	Surveillance Cameras.....	61
Guiding Principles.....	16	Suspension .....	35
Hall Passes .....	58	Sussex Tech Student-Parent- School Compact.....	9
Harassment .....	31	Technology Academies.....	19
Hazing.....	32	Valedictorian and Salutatorian .....	26
Home Access Center .....	26	Visitors .....	57
Honor Roll.....	21	Wellness Center.....	49
Identification (ID) Badges .....	59		

# PARENT/STUDENT SIGNATURE PAGE

PRINT STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

I acknowledge that I have received, read, and agree to the following contracts/forms that are included in the student agenda book:

1. **Receipt of  
Student Handbook**

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2. **Acceptable Use Policy  
for Online/Internet Services**

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3. **Parent/Student Compact**

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Sussex Technical High School

*A United States Department of Education National School of Excellence*

**John Baugher - Principal**

TO: All Parents/Guardians  
FROM: Sussex Tech School District  
DATE: September 1, 2023

As a parent/guardian of a student at Sussex Technical High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- ❖ Whether the Delaware Department of Education has licensed or qualified the teacher for the grade levels and subject matters he or she teaches.
- ❖ Whether the Delaware Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ❖ The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ❖ Whether teacher's aides or similar paraprofessionals provide Title I services to parents' children and, if they do, their qualifications.

At this time, we are pleased to inform you that 100% of our teachers are fully certified in the areas in which they teach.

If you would like to receive any of this information, the Delaware Department of Education has created a website with public access. You may access this information on-line at <https://deeds30.doe.k12.de.us/#/>

17099 County Seat Highway  
P.O. BOX 351 • GEORGETOWN • DE • 19947 • 302-856-0961 • FAX 302-856-1760  
<https://www.sussexvt.org/highschool/>

The Sussex County Vocational Technical School District does not discriminate on the basis of race, color, gender, religion, age, disability, national status, national origin, genetic information, or other legally protected categories in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: John Demby, Ed.D., Supervisor of Support Services, P.O. Box 351, Georgetown, DE 19947, telephone 302-856-2541

El Distrito Escolar de Sussex Tech no discrimina en base a raza, color, sexo, religión, incapacidad, origen nacional, estado nacional, información genética, otras categorías protectoradas legalmente en sus programas o actividades. Las preguntas concernientes a las políticas discriminatorias pueden ser dirigidas a: John Demby, Ed.D., Supervisor of Support Services, P.O. Box 351, Georgetown, DE 19947, teléfono 302-856-2541.

# **PARENTAL INVOLVEMENT POLICY**

## **STATEMENT OF PURPOSE**

Sussex Technical High School is committed to providing a high quality education for every student and fully preparing each student for career and college readiness and success. Sussex Tech recognizes the essential role of parents, the value of parental input and the importance of teachers, students, and parents working together. This policy desires to promote participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

Parents play an integral role in assisting their child's learning;

Parents are encouraged to be actively involved in their child's education at school; and

Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

## **ASSURANCES**

Sussex Tech assures the following as part of its Parental Involvement Policy:

Programs, activities and procedures will be implemented for the involvement of parents with Title I, Part A programs. Programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. Parents will be involved in the development of Title I programs, consolidated application, and school review and planning processes.

School-level parental involvement policies will include, as a component, a school-parent compact (included on page 9 of this student agenda book).

Full opportunities for participation will be provided for parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

## **TYPES OF PARENTAL INVOLVEMENT**

Parents can become involved with their child's education in many ways. Sussex Tech values the at-home contributions of families and those that take place at school. Educating students is a team effort. Therefore, Sussex Tech will assist parents in understanding the following: State of Delaware academic standards and assessments; school curriculum; strategies to assist their child with their education; monitoring their child's academic progress; communicating regarding student academic support programs and counseling services; and planning school-based activities throughout the school year for parents.

As part of its comprehensive communication plan, Sussex Tech will communicate with its parents through the following, but not all inclusive, methods: school and district website, Home Access Center, daily Raven Report broadcasts, course accountability agendas, teacher Schoology pages, the Mobile Family Resource Center, automated phone-home system, progress reports mid-way through each marking period, parent-teacher/counselor conferences, parent-teacher/counselor email exchanges, parent-teacher/counselor phone contacts, Open Houses, school mailings,

home visits, Title I math and English/language arts meetings, family educational events and various media outlets.

Parent representatives will participate in school planning teams for the purpose of providing input towards the development of school goals and strategies, evaluation of school data and development of parental policies, including review of the effectiveness of the existing Parental Involvement Policy. Parents will also assist with identifying barriers to greater parental involvement and designing strategies for more effective parental involvement. All parent comments about the School Plan will be shared in writing when the plan is presented to district office for approval.

All parents of students participating in Title I programs or utilizing Title I resources detailed below will be invited to a special session at Open House each September.

- Algebra 1 Plus and English 9 Plus
- ECCP Courses (Delaware Technical Dual Enrollment Courses)
- Library Computer Labs

During this session Sussex Tech staff will explain Title I requirements and Sussex Tech Title I programs including curricula, assessments, and expectations for student performance. Parents of students participating in Title I programs will also be invited and encouraged to attend periodic evening Title I program meetings focusing on how parents can support their student's learning.

Sussex Tech will continue its commitment to stress the importance for all of its educators to reach out to, communicate with, and work with parents as equal partners. This is necessary as Sussex Tech attempts to fully prepare all students for career and college readiness and fulfill its mission: Excellence in Technical, Career and Academic Education.

If you would like more information regarding parental involvement opportunities or want to provide input or feedback to the school, please call the Sussex Tech High School main office at (302) 856-0961.

***Sussex Tech values the input and involvement of its parents –  
Thank you for your involvement in your child's education and with Sussex Tech!***

## **SUSSEX TECH**

### **STUDENT-PARENT-SCHOOL COMPACT**

#### **Parent/Guardian's Agreement**

I want my child to achieve; therefore, I shall strive to do the following:

- Assure that my child is punctual and attends school regularly.
- Monitor the completion of homework assignments.
- Inquire about what is being taught throughout the year.
- Help my child develop positive attitudes toward school and learning by praising successes in all aspects of school life.
- Encourage participation in school-related activities.
- Support the school in its efforts to maintain a safe and disciplined environment.
- Read the school handbook that my child received which includes the code of conduct.
- Read the school information on the website which includes the code of conduct.



## Student Agreement

I must take responsibility for my learning; therefore, I shall strive to do the following:

- Attend school regularly and arrive on time.
- Be prepared for class by having necessary materials.
- Complete all homework and other class assignments.
- Set aside a study time; prepare for tests.
- Seek assistance when needed from Techademic Coaching.
- Contribute time, energy, and talents to the total school program through participation in school-related activities.
- Develop a positive attitude for learning by being an active class participant.
- Read the school handbook which I received & abide by the code of conduct presented in it.

## School Agreement

We want all students to achieve; therefore, we shall strive to do the following:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. Students will experience a rich Techademic education through an integrated curriculum and the most current technology.
- Communicate with families about student progress in a timely manner by holding parent-teacher conferences during Open House and upon request during which this compact will be discussed.
- Provide parents reasonable access to staff. Staff email and voicemail is available on the school website. Parents may contact staff by phone or schedule an appointment.
- Recognize student achievement, thus fostering success in the career world.
- Provide a disciplined, drug free environment.
- Require homework to foster responsibility for learning.
- Promote academic success through Techademic Coaching.
- Provide opportunities for personal development through athletics, clubs, and co-curricular organizations.
- Provide parents with frequent reports on their children's progress through quarterly progress reports, individual teacher communication, and parent access to the online grading system *Home Access Center* and *Schoolgy*.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities. Parents are encouraged to join the school advisory committees.

## **ACCEPTABLE USE POLICY FOR ONLINE/INTERNET SERVICES**

Use of communication software and on-line services is an important skill for today's technologically literate individual. Computer services and education provided at Sussex Technical High School help students to communicate and access data safely and effectively. The use of these services is a privilege. **By signing the signature sheet you agree to comply with the following guidelines. You understand that if you misuse computers or computer systems at Sussex Technical High School by violating the rules below, you could lose your computer privileges. This agreement is not solely limited to the information contained within this document but also pertains to the information contained with the student code of conduct.**

**As a Sussex County Vocational Technical School District Student, I agree to abide by the following rules:**

1. Refrain from using profanity, or engaging in harassment or bullying through the use of the District's computer systems that is so severe, persistent, or pervasive that it has the effect of materially limiting a reasonable student's ability to participate in, or benefit from, the District's educational program.
2. I will respect the privacy of other users and will not make any attempts to gain access into the private directories of other users. I will not allow other users access to my directory and will keep my password private.
3. All use of e-mail and on-line services (i.e. Internet) must be in support of education and research, and must be consistent with the purposes of Sussex County Vocational Technical School District.
4. Any use of the network for commercial or for profit purposes is prohibited.
5. Network accounts are to be used only by those authorized to use the account for school related purposes. Students are not to share login information with other students.
6. No user may use any Electronic Resource in any way that threatens or violates the security of any Covered Technology, where such use:
  - a. contains a virus, Trojan horse, logic bomb, malicious code, or other harmful component;
  - b. constitutes a chain letter, junk mail, spam, or other similar electronic mail;
  - c. constitutes unauthorized access or attempts to circumvent any security measures;
  - d. obtains access to or use of another User's account, password, files, or data, or attempts to access or use, without the express authorization of that other User;
  - e. deprives a User of access to authorized access of Electronic Resources;
  - f. engages in unauthorized or unlawful entry into the Network;
  - g. shares e-mail addresses or distribution lists for uses that violate this policy;
  - h. transmits sensitive or confidential information without appropriate security safeguards;
  - i. falsifies, tampers with, or makes unauthorized changes or deletions to data located on the Network;
  - j. obtains resources or Network access beyond those authorized;
  - k. distributes unauthorized information regarding another User's password or security data;
  - l. discloses confidential or proprietary information, including student record information, without authorization;
  - m. involves the relocation of hardware (except for portable devices), installation of peripherals, or modification of settings to equipment without the express prior authorization by the District Technology Department;
  - n. installs, downloads, or uses unauthorized or unlicensed software or third-party system without the express prior authorization by the District Technology Department;
  - o. involves a deliberate attempt to disrupt the Network.
7. Communications via the network should not be assumed to be private or privileged information. I will not send email messages unless directed to do so as part of a class assignment.
8. Use of the network to develop programs that infiltrate a computer network system, and/or damage the software components of a computer or computing system is prohibited. I will not attempt to disable, infiltrate, destroy, or interfere with any part of the District's computer systems.
9. Use of the network to transmit, view, or store sexually explicit or pornographic images, messages or cartoons is prohibited. Unwelcome harassment or bullying directed at an individual or group based on race, national origin, marital status, sex, sexual orientation, religion, disability or other characteristic is prohibited if the harassment or bullying is so severe, persistent, or

pervasive that it has the effect of materially limiting a reasonable student's participation in, or benefit from, the District's educational program.

10. I will not install or add any software to the school's computers unless specifically instructed to do so as part of a classroom assignment. This includes games and any other programs.

11. I will protect others and myself by checking my disks that I use at home and school for viruses.

**Sussex Technical High School will:**

1. Educate students on the proper use and dangers of social networking websites and chat rooms.

2. Create cyber-bullying awareness through education of students and a system to investigate and respond to acts of cyber-bullying.

3. Reserve the right to monitor email/Internet use.

4. Monitor file server space utilization by users.

5. Remove a user from the network in the event of unauthorized activity.

6. Ensure that computers, software, email, and fax machines are school property intended for school use only.

7. Uphold abuse of computers, computer systems, and other district communication devices as serious misconduct.

8. Require the loss of computer privileges and disciplinary action and/or legal prosecution if computer use misconduct occurs.

9. Take steps to promote the safety and security of users of the Sussex Technical online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other lawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

10. Use technology protection measures (i.e.: Internet filters) to block or filter Internet, or other forms of electronic communication, ability to access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

11. Assure compliance with E-rate requirements of the Children's Internet Protection Act (CIPA).

Abuse of computers, computer systems, and other District communication systems or devices are considered serious misconduct and will be dealt with by loss of computer privileges, and if appropriate, disciplinary action and/or legal prosecution. I understand that if I violate any of the above rules, I could lose my computer privileges including the use of portable systems that have been assigned to my classroom or me.

## **MEDICAL REQUIREMENTS BY THE NURSES**

Welcome to the 2023-2024 school year at Sussex Technical High School. Your child's health is important to us, and we look forward to working with each of you in promoting good health practices and general well being. We would like to share the following information and guidelines:

**EMERGENCY MEDICAL HEALTH FORM:**

- Complete in its entirety and sign where necessary (Due the 1<sup>st</sup> week of school)
- This form is required under Title 14, Delaware Admin. Code 252 to be completed for each school student. This form is used as a permission form for the school nurse to give over-the-counter medications at school, provide emergency contact information, update medical

information, and permission to provide emergency services.

- We will be happy to entertain any questions or concerns you have related to your student's health or medical needs. Feel free to contact the nurse's office at **302-854-2819**.
- Failure to complete and return the Emergency Health form within the first week of school may lead to exclusion of the student from school.

### **IMMUNIZATIONS and PHYSICALS:**

- **ALL** students are required by Delaware Law to have their **immunizations current** upon entering a Delaware Public School.
- Students who have **never** attended a Delaware Public School (i.e. out of state, foreign exchange, home schooled or attended a private or parochial school) are referred to as a **NEW ENTERER** and must be current with required immunizations, including either a TB skin test or have completed the TB Health Risk Questionnaire administered by their health care provider.
- **Per Delaware guidelines: all 9<sup>th</sup> grade students and NEW ENTERERS are required to have had a physical within the last two years as well as their TDAP and Meningo Coccal vaccine completed, with documentation provided to the school nurse.**
- Any student who wants to participate in athletics is required to have a **current DIAA** physical on file. These forms must be completed after April 1<sup>st</sup> each year based on a physical performed by the signing physician within one year of the date of signature.
- An athlete **will not be permitted to practice or participate** without the athletic physical form and without all the required signatures. Please make sure all 4 pages are complete. Students with incomplete forms are ineligible to practice and/or participate in sports.
- Physicals may be scheduled at Sussex Tech's Wellness Center by becoming a member and calling **856-4360**.
- Nurses must have the **complete health record** including immunizations and physicals. Failure to meet the requirements for entering a Delaware Public School is reason for exclusion of the student from school.

### **MEDICATION CONSENT:**

- **NO** prescribed medications will be dispensed **without written consent** from parent or guardian. Please obtain consent forms from nurse as necessary.
- All medications must be in the **original container labeled** with the correct **name of the student**, correct **medication**, current **dosage**, and expected **time** the nurses are to dispense the medication.
- **Students managing asthma** requiring an **inhaler** must obtain the necessary **consent form** at the beginning of the school year or when newly diagnosed, and obtain the necessary documentation to be "**qualified**" to self-administer their inhaler.
- **Students managing diabetes:** please come to the nurses' office at the beginning of the school year or when newly diagnosed to **share a copy of your medical management plan**. Caregivers must plan to communicate with the school nurse regarding the medical management plan designed for the student.
- **Students with severe allergies** (food, bee stings), especially those requiring an EpiPen®, please come to the nurses' office to complete the necessary paperwork at the beginning of the school year or when newly diagnosed.
- **Students who have a severe illness that may require emergency attention will need to provide the school nurse with an emergency action plan.**
- **NO** student is to carry non-prescription medication (Advil, Tylenol, etc.) on his or her person at any time.

### **REGULATION 817: MEDICAL AND SCHOOL TRIPS/EVENTS/ACTIVITIES:**

#### **5.0 - Assistance With Self-Administration of Medication at Approved School Activities**

## (Field Trips, Sporting Events, After School Activities)

**5.1.1** - Assistance with medication shall not be provided without the **prior written request or consent** of a parent, guardian or Relative Caregiver, or the student if 18 years or older, or an unaccompanied homeless youth (as defined by 42 USC 11434a). Said written request or consent shall contain clear instructions including: the student's name; the name of the medication; the dose; the time(s) and date(s) of administration; and the method of administration. At least **one copy of said written request or consent shall be in the possession of the person assisting** a student with medication on a field trip or approved school activity outside of the traditional school day or off-campus.

**5.1.1.2** – Prescription medications shall be **provided to the school nurse** and shall be properly labeled with the student's name; the licensed health care provider's name; the name of the medication; the dosage; how and when it is to be administered; the name and phone number of the pharmacy; and the current date of the prescription. The medication shall be in a container which meets United States Pharmacopoeia National Formulary standards. All controlled substances are counted and verified.

**5.1.1.3.** - Non-prescription medications shall be provided to the school nurse by the parent in an original container along with a current, **written directive from the student's licensed health care provider** and shall include the student's name; the licensed health care provider's name; the name of the medication; the dosage; and how and when it is to be administered.

## SICK DAY GUIDELINES

If your student has a fever and/or vomiting and/or diarrhea, they should not attend school until symptoms have subsided for 24 hours. Diagnoses that are deemed contagious and require antibiotics, such as but not limited to Conjunctivitis (pink eye), need 24 hours of antibiotic treatment prior to returning to school. If you are unsure, please call the nurses's office at 302-854-2819.

## EIGHT PERIOD BLOCK

### Student Schedule

8:25 a.m.	Student Arrival/Grab& Go Breakfast
8:30 - 10:00 a.m.	Period 1 or 2
10:05 - 11:35 a.m.	Period 3 or 4
11:40 - 1:40 p.m.	Period 5 or 6
1:45 - 3:15 p.m.	Period 7 or 8
3:20 p.m.	Bus Departure
5:30 p.m.	Activity Bus Departure

### Lunch Schedule

A Lunch	11:35 – 12:05 p.m.
B Lunch	12:07 – 12:37 p.m.
C Lunch	12:38 – 1:08 p.m.
D Lunch	1:10 – 1:40 p.m.

## Schedule for 1 Hour Delay

9:25 a.m. Students Arrive at School

### ROTATION I: (Odd/Even Day) ROTATION II (Odd/Even Day)

9:30-11:00 Period 1 or 2 9:30-10:30 Period 1 or 2

11:05-1:05 Period 3 or 4 10:35-11:35 Period 3 or 4

1:10-2:10 Period 5 or 6 11:40-1:40 Period 5 or 6

2:15-3:15 Period 7 or 8 1:45-3:15 Period 7 or 8

### Lunch Schedule:

A Lunch 11:00-11:30

B Lunch 11:32-12:02

C Lunch 12:03-12:33

D Lunch 12:35-1:05

### Lunch Schedule:

A Lunch 11:35-12:05

B Lunch 12:07-12:37

C Lunch 12:38-1:08

D Lunch 1:10-1:40

## Schedule for 2 Hour Delay

10:25 a.m. Students Arrive at School

### Rotation (Odd/Even Day)

10:30-11:35 a.m. Period 1 or 2

11:40-1:40 p.m. Period 3 or 4

1:45-2:30 p.m. Period 5 or 6

2:35-3:15 p.m. Period 7 or 8

### Lunch Schedule:

A Lunch 11:35-12:05 p.m.

B Lunch 12:07-12:37 p.m.

C Lunch 12:38-1:08 p.m.

D Lunch 1:10-1:40 p.m.

## Schedule for Assemblies

8:30-9:30 a.m. Period 1 or 2

9:35-10:35 a.m. Period 3 or 4

10:40-11:35 a.m. Period 5 or 6

11:40-1:40 p.m. Period 7 or 8

### Lunch Schedule:

A Lunch - 11:35-12:05 p.m.

B Lunch - 12:07-12:37 p.m.

C Lunch - 12:38-1:08 p.m.

D Lunch - 1:10-1:40 p.m.

1:45-3:15 p.m.

Assembly

*Dismissal Schedule for Assembly*

1:40 - D Lunch Students report to Gym

1:43 - A Lunch Students report to Gym

1:46 - B Lunch Students report to Gym

1:49 - C Lunch Students report to Gym

3:20 p.m. Bus Departure



Sussex Technical High School is a two-time Blue Ribbon National School of Excellence.

## *Preparing Students for Their Future*

### **GUIDING PRINCIPLES**

The Sussex County Vocational Technical School District believes that:

1. All students can learn.
2. All students must prepare for lifelong learning.
3. All students will be actively responsible for learning.
4. Students and staff must learn and apply current and emerging technologies.
5. Respect for the dignity and worth of each individual is of paramount importance to teaching and learning.
6. Selecting and maintaining a staff of the highest quality are necessary for excellence in Techademic education.
7. Participatory staff involvement is vital to the life of the school.
8. Family, community, and business partnerships are essential components for educational success.
9. Cultural diversity is valued and should be stressed in the educational process.
10. Data on school performance must be gathered, analyzed, communicated, and utilized for continuous school improvement.

### **SCHOOL COLORS**

SILVER and BLACK

### **SCHOOL MASCOT**

RAVEN

# SUSSEX COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT

## Board of Education

Executive Secretary - Dr. Kevin Carson, President - Gregory Johnson, Vice President - Gary Brittingham  
Marcel Hayes, Adele Jones, Robert Masten, Markishia Wise, Wilbur Kernodle

### District Office – 856-2541

Kevin Carson, Ed.D.	Superintendent
Matthew Donovan, Ed.D.	Director of Curriculum & Instruction
Jason Peel, Ed.D.	Director of Human Resources
Kelly Whaley, M. Ed.	Director of Adult Education
Hud Athey, M.Ed.	Director of Administrative Services
John Demby, Ed.D.	Supervisor of Outreach Services

### High School Office – 856-0961

John Baugher, M.Ed.	Principal
Clarence Giles, M.Ed.	Assistant Principal
Holly Langley, Ed.D.	Assistant Principal
Daniell Bullock, Ed.D.	Assistant Principal

### Student Services – 854-2820

Steve Persolio	Coordinator of Student Services/Admissions
Gemez Tull	School Counselor (A-D)
Wyatt Lowe	School Counselor (E-K)
Michael Firch	School Counselor (L-Roe)
Tanya James	School Counselor (Rof-Z)
Dona Troyer	College & Career Counselor
Carlos Villa	Student Assistance Specialist

### Additional Assistance

Attendance	John Marvel – 854-2818
Admissions/Student Services	Steve Persolio – 854-2820
Athletics	Mark Quillin - 854-2817
Homebound Instruction	Main Office – 856-0961
Homeless Liaison	Carlos Villa – (Wellness) 856-4360
Lost & Found	Nurse's Office – 854-2819
Nurses	Naomi Hastings/Lisa Fittler– 854-2819
Parking/Student Driving	Main Office – 856-0961
Special Education	Carol Wothers – 854-2821
Wellness Center	856-4360
Multi-Lingual Learners	Gemez Tull – 854-2820



# ANNUAL PUBLIC NOTICE OF NONDISCRIMINATION

[As required by the 1979 Guidelines for Eliminating Discrimination in Vocational Education Programs (34 CFR part 100, App. B, IV-O)]

Sussex County Vocational Technical School District  
17137 County Seat Highway  
P.O. Box 351  
Georgetown, DE 19947  
(302) 856-2541

Sussex County Vocational Technical School District is pleased to announce that it is offering, among other programs, the following Career and Technical (Vocational) Education Programs of Study for the school year 2021-2022:

## Sussex Tech High School

<p><b><u>Auto Technologies</u></b> Courses are offered as part of two specific three-year programs of study:</p> <ul style="list-style-type: none"> <li>• Automotive Technologies</li> <li>• Collision Repair Technologies</li> </ul>	<p><b><u>Industrial/Engineering Technologies</u></b> Courses are offered as part of four specific three-year programs of study:</p> <ul style="list-style-type: none"> <li>• Carpentry/Construction Management Technologies</li> <li>• HVAC-R Engineering</li> <li>• Electrical and Green Energy Technologies</li> <li>• Landscape Management and Environmental Technologies</li> </ul>
<p><b><u>Communications and Information Technologies</u></b> Courses are offered as part of four specific three-year programs of study:</p> <ul style="list-style-type: none"> <li>• Business, Finance, &amp; Marketing</li> <li>• Information Technology/Cisco Networking Academy</li> <li>• Digital Publishing and Design Technologies</li> <li>• Media Broadcasting Communications Technologies</li> </ul>	<p><b><u>Health Services Technologies</u></b> Courses are offered as part of three specific three-year programs of study:</p> <ul style="list-style-type: none"> <li>• Dental Services and Technologies</li> <li>• Health Professions</li> <li>• Physical Therapy-Athletic Health Care</li> </ul> <p><b><u>Human Services Technologies</u></b> Courses are offered as part of three specific three-year programs of study:</p> <ul style="list-style-type: none"> <li>• Cosmetology</li> <li>• Early Care and Education</li> <li>• Legal Support Services and Criminal Justice</li> </ul>

Admission to these programs is open to all students enrolled in Sussex County Vocational Technical High School. Enrollment in higher-level courses often requires a pass in lower level courses in the same pathway. The Sussex County Vocational Technical School District does not discriminate in employment, educational programs, services or activities based on race, color, national origin, sex, age, or disability in accordance with state and federal laws. The District offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs. For additional information and assistance, please contact:

### School Admissions/Programs

Steve Persolio, M.Ed.  
Admissions Officer  
Sussex Tech High School  
17099 County Seat Highway  
P.O. Box 351  
Georgetown, DE 19947  
(302) 856-0961

### Special Education - Title IX/ADA/504

Jason Peel, Ed.D.  
Supervisor of Support Services  
Sussex Tech School District  
17137 County Seat Highway  
P.O. Box 351  
Georgetown, DE 19947  
(302) 856-2541

## **NONDISCRIMINATION STATEMENT**

The Sussex County Vocational 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, Americans with Disabilities Act (ADA), 504 and non-discrimination policies: John Demby, Ed.D., Supervisor of Support Services, P.O. Box 351, Georgetown, DE 19947, telephone 302-856-2541.

## **EL AVISO DE NONDISCRIMINACIÓN**

El Distrito Escolar de Sussex Tech está dedicado a una política de nondiscriminación e igualdad de oportunidades en relación a raza, color, sexo, religión, edad, incapacidad, estado marital, origen nacional, información genética o otras categorías protectoradas legalmente. Esta política prevalecerá en todos los asuntos con respeto a empleados, estudiantes, programas educacionales y servicios, y todas las personas con quien el Distrito comercia. De acuerdo con el compromiso del Distrito y el requisito de la ley, El Distrito y los empleados presentarán igualdad de oportunidades en empleo, asignación, y la promoción de personal, en servicios educacionales, y en las oportunidades ofrecido a los estudiantes, en localización, y el uso de las facilidades y materiales educacionales. Las preguntas concernientes al Titulo IX, el Acta para Americanos con inhabilidades (ADA), 504 and otras políticas nondiscriminatorias pueden ser dirigidas a John Demby, Ed.D., Supervisor of Support Services, P.O. Box 351, Georgetown, DE 19947, teléfono 302-856-2541.

# **INSTRUCTIONAL PROGRAMS**

## **TECHNOLOGY ACADEMIES**

### Automotive Technologies

**Automotive Technologies** - Because of the compatibilities of basic engine components and vehicle operation systems between auto, diesel, and marine engines, units covering basic operation and maintenance of such systems are integrated into a single instructional unit.

**Collision Repair** - Students learn the techniques necessary to repair late model vehicles to their

original pre-collision condition. This is a multi-faceted program in which students apply the I-CAR curriculum in a hands-on approach.

### **Communications and Information Technologies**

**Business, Finance and Marketing** - Prepared with the tools of technology, students in this program are equipped with advanced business skills for success in the world of work and post-secondary experiences.

**Information Technology/Cisco Networking Academy** – This program blends comprehensive study of both computer networking and computer science to help prepare students for a career or further education in these fields.

**Digital Publishing and Design Technologies** - This program is designed for students wishing to expand their creative talents to produce printed works by learning the skills and techniques of computer graphics, electronic imaging, and camera-ready production using industry standard software, equipment, and tools.

**Media Broadcasting Communications Technologies** - Through broad-based experiences with digital audio and video equipment, students learn first-hand about the diversity and complexity of the communications industry.

### **Health Technologies**

**Dental Services and Technologies** – This program will prepare students for employment as a Dental Assistant and postsecondary education dental health care opportunities, including dental hygiene. Students will prepare patients for treatment, utilize and prepare proper dental instruments and materials, perform dental infection control procedures, chart patients, process digital radiographs, and provide chair-side assistance for numerous dental procedures.

**Health Professions** – Students interested in a career in the rapidly expanding health field get a head start with classroom, laboratory and clinical experiences that are provided in this program. Students are prepared for multiple career options as well as post-secondary opportunities

**Physical Therapy-Athletic Health Care** – Students in this program are prepared to provide care to the needs of the physically active. Physical Therapy-Athletic Health Care students are actively involved in classroom, laboratory, and clinical experiences that prepare them for this growing professional field.

### **Human Services Technologies**

**Cosmetology** – The program emphasizes current theory and extensive practical training to help people look their best. Upon successful course completion, students are qualified to take the State Cosmetology Board Examination for licensing.

**Early Care and Education** – The program examines the growth and development patterns of preschool and early elementary children and how these patterns can be enhanced.

**Legal Support Services and Criminal Justice** – Instruction in the areas of police work, courts, corrections, private security and 9-1-1 emergency dispatching is enhanced by close coordination with many state agencies and key officials to add substance and depth to the curriculum.

### **Industrial/Engineering Technologies**

**Carpentry/Construction Management Technologies** - Students can either learn all phases of modern construction through hands-on building projects or can chose to specialize in obtaining the technical skills of woodworking and fine craftsmanship.

**Electrical and Green Energy Technologies** - The elements of electricity and the electrical procedures and techniques for wiring residential, commercial and industrial units are taught based on the National Electric Code.

**HVAC-R Technologies** - Students are prepared with heating, ventilation, air conditioning and refrigeration technician knowledge and skills necessary for successful employment. Installation, repair and troubleshooting of mechanical and electronic components as well as energy management, electrical connections and automation controls will be emphasized.

**Landscape Management and Environmental Technologies** - Sustaining and enhancing life through the understanding of natural resource systems, plant science, and landscape design.

**Specialized Education Program/Specialized Career Technical Program** - Supplemental support for exceptional students is offered. Sussex Tech's philosophy is to include all students in the mainstream of instructional programs whenever possible.

## **EARLY CAREER AND COLLEGE PARTNERSHIP**

Sussex Tech has partnered with Delaware Technical Community College – Owens Campus to offer dual enrollment Delaware Technical Community College courses.

## **HONOR ROLL**

An Honor Roll will be posted at the end of each nine-week marking period. To be placed on the Honor Roll, a student must achieve a 90% or better average overall with no grade lower than 65% and no incompletes.

## **STUDENT OF THE QUARTER**

Sussex Tech recognizes those students who have exhibited good leadership skills, cooperation with fellow students and teachers, and have maintained high performance levels. Students awarded the title of "Student of the Quarter" will receive a certificate. In addition, a picture of each student is taken and displayed on the "Student of the Quarter" bulletin board.

## **NATIONAL HONOR SOCIETY**

Selection to the Sussex Tech National Honor Society chapter is based on four criteria - scholarship, leadership, service, and character. To fulfill the scholarship requirement, students must have a cumulative scholastic average of 93% or better throughout the school year. To fulfill the leadership, service and character criteria, qualified sophomores, juniors and seniors must submit a National Honor Society form that documents evidence of leadership, service and character. The faculty committee will review all submitted forms and a majority vote will determine membership. Membership is an honor bestowed upon those individuals who successfully meet all the above criteria.

## **NATIONAL TECHNICAL HONOR SOCIETY**

The purpose of the National Technical Honor Society (NTHS) is to promote service, leadership, honesty, career development and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; to promote a stronger linkage between Sussex Tech and local business and industry; and to promote the image of career and technical education in America. Selection is based on the following guideline:

- An overall academic average of 93% or better for the entire school year.

## **SPANISH HONOR SOCIETY**

Members of the Spanish Honor Society must have completed three (3) semesters of Spanish with a 90% and have maintained a 93% overall average. Members should have a genuine interest in the Latino culture and plan to utilize Spanish outside the classroom. Once inducted, members must be actively enrolled in Spanish class to remain a member of the Society. Members must also volunteer 10 hours of community service during the school year directly benefitting the Latino community.

## **JOB SHADOWING**

Job Shadowing at Sussex Tech allows students to spend a day or part of a day observing and learning from a professional in his/her selected career field. Job shadowing experiences are conducted 2nd-, 3rd-, and 4th- marking periods and students are allowed to job shadow up to four days throughout the school year. The criteria that must be satisfied to participate in the job-shadowing program include the following:

1. Students may be absent no more than three days per marking period.
2. Students must be passing all classes and have a minimum grade of 65 in their technical area. Students are required to have each teacher sign-off on the Job Shadowing Academic Progress Report, which is available in the athletic/attendance office.
3. Students who receive a suspension become ineligible to participate in job shadowing for that marking period.

## **SENIOR WORK-BASED LEARNING**

Senior Work-Based Learning is conducted to provide on-the-job experience for occupationally ready senior students. The experience must take place in a technical or technically-related job. Students must have an agreement properly completed, including required signatures, and returned to the internship office before beginning work.

## **GRADUATION REQUIREMENTS**

**Students should consult with their school counselor for graduation requirements.**

All programs of study meet or exceed state-mandated graduation requirements including Carnegie unit course work and competency completion. All students graduating from Sussex Technical High School receive a diploma as well as a technical certificate. One-, two-, or three-year technical certificates are awarded to students successfully completing technical training programs.

It is very important that each student and the student's parent/guardian work closely with the student's counselor to consider carefully the available options and to develop a comprehensive educational career plan.

### **Minimum Graduation Requirements:**

28 credits to include the following:

9	Technical Education
4	English
4	Math
3	Social Studies
3	Science
2	World Language
1	Physical Education
1/2	Health
1-1/2	Electives

Students who do not successfully complete all requirements for graduation will not be allowed to participate in graduation ceremonies.

## Alternative Course Work:

Alternative course work to include:

1. Make-up courses are available through the James H. Groves In-School Credit Program for students who had at least a 50% average in the failed course. Students who have less than a 50% average in the failed course can appeal the decision to the building principal.
2. Extended School Year courses are available if the student has already taken the course and achieved at least a 50% average in the failed course.

## GRADUATION

1. Graduation is **Thursday, May 31<sup>st</sup>, 2024** at 6:00 p.m. in Raven Stadium. Seniors should report to the gym by 5:00 p.m. In the event of inclement weather, the ceremony will be held in the gym where admission will be by ticket only.
2. Graduation practice will be held at 8:30 a.m., **Wednesday, May 30<sup>th</sup>, 2024**. Please park behind the home side stadium bleachers and report to the gym. You must participate in graduation practice or you will not be allowed to march. Seniors will be expected to stay until 12 noon or until practice is over.
3. Only those seniors who are eligible to participate in the graduation ceremonies are allowed to be at practice or participate in the senior picnic. All other students will be asked to leave. No visitors or children are to be brought to practice or the picnic.
4. Caps and gowns will be distributed at the conclusion of graduation practice. All students must wear a cap and gown in order to march in the graduation ceremony. Report cards and transcripts will also be distributed.
5. Acceptable dress under the gowns will be white shirt and tie, black dress pants, and black dress shoes for the young men. The ladies should wear a light colored dress (the hemline should be above the gown which is approximately mid-calf) or light colored dress slacks, stockings, and white low heels or dress flats. NO TENNIS SHOES. If students show up inappropriately dressed (jeans, tennis shoes, shorts), they will not be allowed to march. Ladies, please bring bobby pins or barrettes to secure your caps.
6. Students must clear all senior debts in order to be eligible to participate in the graduation ceremony.

## GRADE PROMOTION REQUIREMENTS

In order for students to be promoted they must meet the following credit and other criteria:

9 to 10	10 to 11	11 to 12	Graduation
5*	12	20	28 credits

- \*  All students must earn 2 credits in major subjects (English, Social Studies, Science, Mathematics, or Spanish) and Exploratory courses must have a combined average of 65% or higher.

## GRADING SYSTEM

90 - 100	Outstanding (A)
80 - 89	Above Average (B)
70 - 79	Average (C)
65 - 69	Passing (D)
64 - Below	Failing (F)

- I. Teachers evaluate their students based on industry skills and knowledge and/or state standards. Each teacher's grading policy must consist of two major assignment categories: Summative and Formative.
- II. All teachers are expected to have a minimum of nine grades per quarter with a minimum of three summative grades and six formative grades. (Exploratory classes must have a minimum of four grades, with minimum of two summative grades.)
- III. It is recommended that students have the opportunity to earn a minimum of five grades covering all categories by progress report deadlines (except in exploratory classes).
- IV. Teachers must update grades every two weeks in Home Access Center.
- V. To promote consistency, the following District-Wide grading policies have been established:
  - a. Grades from summative assignments and assessments will make up 65% of the total grade.
  - b. Grades from formative assignments and assessments will make up 35% of the total grade.
  - c. Grades within each category (summative and formative) must be assigned a consistent score range. (*For example, all summative grades could be counted closely to a 100 pt. scale (e.g. 100 pts, 85 pts, 95 pts) to ensure that no one assignment weighs significantly more than another within the same category.*)
  - d. NO grade will count for 25% or more of the final marking period grade.
  - e. No 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> marking period grade will be lower than a 50% for year-long courses.
  - f. No 1<sup>st</sup> or 3<sup>rd</sup> marking period grade will be lower than 50% for a semester course.
  - g. All Incompletes (I's) must be recalculated into a numeric grade within 10 school days of the report card issue date.
- VI. Examples of the types of assignments included in each grading category are:
 

a. SUMMATIVE – 65%	FORMATIVE – 35%
b. Written Assessments	Labs/Explorations
c. Performance Assessments	Technical Work
d. Projects	Class work
e. Quizzes	Homework
f. Unit Tests	Notebooks
g. Essays	Warm-ups

**Please note:** Items listed above are only examples. Individual teachers have discretion choosing which types of assignments and assessments they use in the classroom. However, teachers must clearly define which assignments and assessments will be used, including their grading values, in both the Classroom Accountability Agenda and Home Access Center.

- VII. The following guidelines have been established for the use of Extra Credit:
  - a. Must be teacher initiated and included in the Classroom Accountability Agenda
  - b. Must be made available to all students in the class
  - c. Must reinforce course competencies/standards
  - d. Must not replace a missed assignment or test
  - e. Must only be an option when all other assignments are completed

- f. Must be added in to the formative grading category specified above instead of being added to the quarter grade
- g. Must not count for more than 3% of the quarter grade
- h. Teachers may choose NOT to offer Extra Credit for their Class.

#### VIII. MAKE-UP WORK:

- a. Upon returning from an absence, the student will request all assignments missed. These assignments are due the next class period except in the case of consecutive absences. Time allowed for making up these assignments from extended absences should correlate with the number of classes missed. However, previously assigned work with stated due dates is due immediately upon the student's return.
- b. Teachers should use discretion regarding make-up tests. However, the maximum allowable time for making up missed tests is two weeks.

#### IX. HOMEWORK

- a. Homework assignments shall be related to course outcomes, rigorous and relevant to students, and differentiated, as appropriate, to account for individual differences among students.
- b. Homework *shall not* be accepted late except for extenuating circumstances at the teacher's discretion.

- X. Exceptions may be granted for pilot courses on an as requested basis.

## EARNING SUSSEX TECH CREDITS

Students will earn credits for courses in which they earn passing grades as follows:

- Career-technical major (technical area) courses will earn two high school credits per year.
- Full year high school courses, including Advanced Placement courses, will earn one high school credit.
- Semester high school courses will earn one-half high school credit.
- Approved semester 3-credit dual enrollment college courses will earn one high school credit.
- Volunteer and internship credits may also be earned; please see your counselor if interested.

## COURSE WEIGHTING

In determining Grade Point Average (GPA), all courses will be weighted 1.0 except for those designated Advanced Placement, ECCP (DTCC courses), and college credit-bearing, which will be weighted as 1.1. Class rank will be calculated on non-weighted and weighted scales.

## GRADE REPORTING

- **Report Cards** – Students will receive report cards approximately one week after the end of a marking period. They will be available on Home Access Center.
- **Progress Reports** – Progress reports will be given to all students at the middle of the marking period. They will be available on Home Access Center.



## HOME ACCESS CENTER

Home Access Center is an online grade reporting system. A student's grades may be accessed by any outside computer. Parents and students are assigned access codes during the freshman year. Students receive their codes via email at the beginning of the year. Parents may contact Student Services for their code. Home Access Center can be found under the Students or Parents tab at [sussexvt.org](https://hac.doe.k12.de.us/HomeAccess/), or by logging on to <https://hac.doe.k12.de.us/HomeAccess/>. Paper copies of report cards are available upon request.

## VALEDICTORIAN AND SALUTATORIAN

The following criteria are used in the selection process:

- Cumulative GPA in Grades 9-12 (This will be the initial determining factor.)
- Weighted GPA will be used to determine Valedictorian and Salutatorian.
- Good behavioral standing during the entire tenure at Sussex Tech. Students having been on disciplinary probation, expulsion, or having frequent suspensions will be excluded from consideration.
- Completion of three years of a Sussex Tech Program of Study.
- Active participation in the appropriate student vocational co curricular organization.
- Membership in both the National Honor Society and the National Vocational-Technical Honor Society.
- Agree to give a speech at graduation, which has been approved by the principal.

*The above requirements are not meant to be all-inclusive. Amendments may be made at the discretion of the principal.*

## STUDENT EXPECTATIONS

Sussex Tech staff take pride in the school's atmosphere that emphasizes **student discipline** and a **positive learning environment**. In order to achieve these two goals, students are responsible for adhering to three major expectations:

1. **Always be prepared for class.**

- Always submit all homework and major projects *on time*.

*On time is defined as the beginning of the class period which it is due. If students are absent on the due date of a major project (they must have someone else deliver the work when due).*

- Always have all books, supplies, materials.
- Always be on time.

2. **Always be attentive in class.**

- Always be alert in class.
- Always be on task in class.
- Always follow class rules and policies.

3. **Always be respectful.**

- Respect all teachers, all school staff, and all fellow students.
- Be respectful at all times (*class, halls, lunch, school transportation, all school events*).

# **FREEDOM OF EXPRESSION AND COMMUNICATION**

The rights and responsibilities of students regarding freedom of speech, press, and action shall be in conformity with the safeguards established in the First Amendment to the United States Constitution and as interpreted and applied through decisions of the various courts.

Students shall be free to express views and opinions provided they do not seek to coerce others to follow their mode of expression or interfere with the free expression rights of others during school hours.

Students shall be permitted to discuss and express all views relevant to the subject matter in the classroom limited only to the responsibility of the teacher to maintain order, to assure meaningful participation, and to respect the contributions of all students.

Students shall have the right to express themselves through direct and symbolic means as long as such expression:

1. does not mock, demean, or ridicule other persons or groups
2. does not interfere with the scheduled activities or disrupt the educational process within the school

Students shall have the right to publish and distribute materials as long as such action or material does not endanger the health or safety of students, disrupt the educational process, reflect a libelous nature, contain obscene and inflammatory statements, or incorrectly suggest that the views expressed are the views of the school, the District, or District officials. (The right to publish and distribute materials shall be permitted with prior approval of the school administration.)

Students shall have the right to hold peaceful assembly involving free discussion, passing of resolutions, and exercising lawful action pertaining to matters which directly concern their educational progress. (The school administration may require that meetings or assemblies be held at times which will not disrupt classes or other scheduled school activities.)

Students shall have the right to petition school officials regarding activities directly related to the conduct and improvement of the educational process and services. Such proposals should contain recommendations for constructive and responsible improvement and action, and should be given full consideration by school officials if financially feasible.

## **DRESS CODE**

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

Students MUST dress according to the health, safety, and professional criteria of their technical area as determined by their teachers.

Shoes must conform to the safety requirements of the respective course.

Refusal to conform to dress code policies is considered insubordination.

- Sleeveless shirts and dresses are permitted.
- Spaghetti strap tank tops, tube tops, or halter type tops are NOT permitted; shirts with partial sleeves exposing the shoulder are permitted.
- No holes in pants shall be above the fingertips.
- Shirts must extend two (2) inches below the waistband of the pants, shorts, skorts, or skirt (the midriff and backs may not be exposed).

- Shirts and blouses shall be appropriately buttoned and necklines must be high enough to cover ALL cleavage.
- "See-through" or "sheer" clothing is NOT acceptable attire and may not be worn.
- Short shorts or short skirts are not permitted; all skirts, dresses, shorts, and rompers need to reach fingertip length.
- Spandex shorts may not be worn, but leggings/yoga pants are permitted.
- Necklaces and bracelets containing studs are prohibited accessory items.
- Head covers (other than for religious requirements) that include hats, caps, sweatbands, bandanas, bonnets, and do-rags are not to be worn anywhere within the school building. If a student wears a hooded sweatshirt to school, then the hood must remain down.
- Sun glasses are not permitted.
- Undergarments must not be visible.
- Clothing may not be worn if it contains profane, obscene, defamatory, or demeaning expressions (including abbreviations and acronyms), slogans, or symbols of hate or violence (Confederate flag, swastika, gang related icons, weapons, etc.).
- Clothing with any reference to drugs, alcohol, and/or sex will not be permitted at any time.
- Pajamas must adhere to the dress code &/or be as a part of a Spirit Day or other special event.

The administration reserves the right to determine if a student is in compliance with the dress code and specify consequences for noncompliance.

## **POSSESSION OF A WEAPON IN A SAFE SCHOOL ZONE**

- (a) Any person who commits any of the offenses described in subsection (b) of this section, or any juvenile who possesses a firearm or other deadly weapon, and does so while in or on a "Safe School and Recreation Zone" shall be guilty of the crime of possession of a weapon in a Safe School and Recreation Zone.
- (b) The underlying offenses in Title 11 shall be:
- (1) Section 1442. – Carrying a concealed deadly weapon; class G felony; class E felony.
  - (2) Section 1444. – Possessing a destructive weapon; class E felony.
  - (3) Section 1446. – Unlawfully dealing with a switchblade knife; unclassified misdemeanor.
  - (4) Section 1448. – Possession and purchase of deadly weapons by persons prohibited; class F felony.
  - (5) Section 1452. – Unlawfully dealing with knuckles-combination knife; class B misdemeanor.
  - (6) Section 1453. – Unlawfully dealing with martial arts throwing star; class B misdemeanor.
- (c) For the purpose of this section, "Safe School and Recreation Zone" shall mean:
- (1) Any building, structure, athletic field, sports stadium or real property owned, operated, leased or rented by any public or private school including, but not limited to, any kindergarten, elementary, secondary or vocational-technical school or any college or university, within 1,000 feet thereof; or
  - (2) Any motor vehicle owned, operated, leased or rented by any public or private school including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school or any college or university; or

(3) Any building or structure owned, operated, leased or rented by any county or municipality, or by the State, or by any board, agency, commission, department, corporation or other entity thereof, or by any private organization, which is utilized as a recreation center, athletic field or sports stadium.

- (d) Nothing in this section shall be construed to preclude or otherwise limit a prosecution of or conviction for a violation of this chapter or any other provision of law. A person may be convicted both of the crime of possession of a weapon in a Safe School and Recreation Zone and of the underlying offense as defined elsewhere by the laws of the State.
- (e) It shall not be a defense to a prosecution for a violation of this section that the person was unaware that the prohibited conduct took place on or in a Safe School and Recreation Zone.
- (f) It shall be an affirmative defense to a prosecution for a violation of this section that the weapon was possessed pursuant to an authorized course of school instruction, or for the purpose of engaging in any legitimate sporting or recreational activity. The affirmative defense established in this section shall be proved by a preponderance of the evidence. Nothing herein shall be construed to establish an affirmative defense with respect to a prosecution for any offense defined in any other section of this chapter.
- (g) It is an affirmative defense to prosecution for a violation of this section that the prohibited conduct took place entirely within a private residence, and that no person under the age of 18 was present in such private residence at any time during the commission of the offense. The affirmative defense established in this section shall be proved by the defendant by a preponderance of the evidence. Nothing herein shall be construed to establish an affirmative defense with respect to a prosecution for an offense defined in any other section of this chapter.
- (h) This section shall not apply to any law enforcement or police officer, or to any security officer as defined in Chapter 13 of Title 24.
- (i) For purposes of this section only, "deadly weapon" shall include any object described in § 222(5) or (11) of this title or BB guns.
- (j) The penalty for possession of a weapon in a Safe School and Recreation Zone shall be:
  - (1) If the underlying offense is a class B misdemeanor, the crime shall be a class A misdemeanor;
  - (2) If the underlying offense is an unclassified misdemeanor, the crime shall be a class B misdemeanor;
  - (3) If the underlying offense is a class E, F, or G felony, the crime shall be one grade higher than the underlying offense.
  - (4) In the event that an elementary or secondary school student possesses a firearm or other deadly weapon in a Safe School and Recreation Zone in addition to any other penalties contained in this section, the student shall be expelled by the local School Board or charter school board of directors for a period of not less than 180 days unless otherwise provided for in federal or state law. (70 Del. Laws, c. 213, § 1; 74 Del. Laws, c. 131, §§ 1-4.)
- (k) Water pistols, "super-soakers", squirt bottles, water balloons, and all similar devices are prohibited and are confiscated and are NOT returned to the owner.

## **SMOKING/POSSESSION/USE OF TOBACCO PRODUCTS**

Smoking is defined for the purposes of disciplinary action as follows: holding a lighted cigarette, e-cigarette, vaping device, cigar, pipe, etc., or to drawing in and exhaling smoke. Use, possession, dispensing, or selling of any tobacco products in the school buildings, on school grounds, or on school buses is prohibited. Possession of tobacco products will carry the same consequences as

smoking. All tobacco products, matches, and lighters seen by staff members are confiscated and not returned.

Tobacco Regulation 877 prohibits the use and distribution of tobacco products by all staff, students, visitors, and parents in school buildings, on school grounds, in school-leased or owned vehicles and property and all school affiliated functions – on and off school grounds. Tobacco Regulation 877 means a healthier, safer school environment for everyone.

## **CELL PHONE POLICY**

Students will be allowed to use their cell phones for texting and non-verbal messaging purposes before school, during transitions, in classrooms **with teacher permission for INSTRUCTIONAL purposes only**, and at lunch. Students may not make or receive cell phone calls during school hours. **Students may NOT take cell phones to the restroom.** As a condition of this permission, the student must assume all risk of loss, damage, and or theft of the cellular phone or other electronic devices.

### **Electronic Communication Devices (ECD) Usage Procedures and Restrictions:**

Possession and use of a cellular phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms and conditions of this rule, or otherwise engages in misuse of the ECD so as to violate the law.

A student is prohibited from using his/her ECD to make video recordings at school, to cheat or plagiarize, to bully or haze others, to disrupt the learning environment, to view or transmit pornographic, vulgar or inappropriate content, to post derogatory content on social media sites, or take unsolicited or unwelcome photographs of students, staff or facilities.

Students must adhere to the Student Code of Conduct and the Board's acceptable use policy while using their ECD at school on school property, at after-school activities and at school related functions. Students who inappropriately use their ECD at school will be subject to disciplinary action as set forth in the Student Agenda.

The following **disciplinary actions may be imposed** for a violation of the code of conduct rules concerning ECDs:

- Warning by teacher or administrator
- Conference with student
- Notification of parent
- Counseling with student by teacher, guidance counselor, or administrator
- Confiscation of ECD – See 1st, 2nd, 3rd Offenses
- Temporary removal from class or activity
- Loss of privileges
- Parent conference
- After-school detention
- In-School suspension
- Out-of school suspension

**First Offense** – phone confiscated. Cell Phone Form completely filled out. No matter what time of day phone is confiscated, ***it will not be returned until the end of the NEXT day, unless retrieved by a PARENT.***

**Second Offense** – phone confiscated. Cell Phone Form completely filled out. No matter what time of day phone is confiscated, ***it will not be returned until the end of the NEXT day – and only to a PARENT.***

**Third Offense** – phone confiscated. Cell Phone Form completely filled out. **Phone will only be returned at a parent conference. Student receives discipline referral.**

Sussex County Vocational Technical School District, administration, teachers or any member of the staff is NOT responsible for the security of electronic devices. Although the theft of these items will be investigated, the District cannot guarantee the return of the stolen item. Therefore, it is strongly urged that these devices be left at home and not brought to school. **If you choose to bring them to school, their security is at your own risk.**

## **GANG POLICY**

Sussex Tech's definition of *gang* is taken from *Black's Law Dictionary*, and is as follows:

**Gang** - Any company of persons who go about together or act in concert; in modern use, mainly for criminal purposes. Therefore, no student on or about school property or at any school-sponsored activity shall do the following:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing which is evidence of membership in or affiliation with any gang.
- Commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.
- Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person.
  - c. Committing any illegal act or violation of school district policies.
  - d. Inciting another person to act with physical violence upon any other person.
  - e. Writing gang-related graffiti on school property.

## **HARASSMENT**

Harassment includes actions or statements intimidating or offending the dignity or self-esteem of individuals or groups based on sex, race, color, national origin, religion, disability, sexual orientation, or genetic information. 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 are 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.

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

## **HAZING**

Sussex Tech's definition of *Hazing* is defined as follows: - Any action or situation that intentionally or recklessly endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation, admission into, or affiliation with, or as a condition of continued membership into any organization and/or team operating or affiliated with Sussex Technical High School. Any person who causes or participates in hazing commits a class B misdemeanor. (68 Del. Laws, c. 400, § 1.) (Delaware Code, Title 14, Section 9301 – 9304)

## **BULLYING**

Sussex Tech's definition of *Bullying* means any intentional written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

1. Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to the other person.

Additional information regarding bullying and cyber bullying can be found on the Sussex Tech school website (<https://www.sussexvt.org>). Students and parents may also contact the Delaware Department of Justice Bullying and Cyber bullying Prevention & School Crime Ombudsperson at 1-800-220-5414.

## **ATTENDANCE**

Today's employers rate attendance and dependability as two critically important attributes for employment and career success. At Sussex Tech, we believe a positive work habit displayed in school will carry over into the world of work. Good attendance habits learned in high school lead to good attendance habits at work and increased job success.

### **DEFINITION OF EXCUSED ABSENCE**

1. An absence followed by a note from the parent/guardian within 3 days of the students return to school (not to exceed 10 days per school year). In the event absenteeism exceeds (10) ten days within the given school year, any subsequent parent notes received will be considered Unexcused Absences.
2. An absence followed by a documented note from a member of the medical or professional community for services such as: medical, dental, mental health, court system, attorney, or death within the student's immediate family, etc...

#### Examples of Documented Notes from the Medical/Professional Community:

- Hospitalization, as noted by the hospital or medical profession
- Written physician's excuse.
- Nurse's Office excuse in the event a student is sent home for medical reasons
- In the care of any approved social agency, whether public or private, as noted by that agency.
  
- Death in the child's own home or in the home of the grandparents, time not to exceed one (1) week. Funerals of other relatives or close friends, not to exceed one (1) day if in the locality; or three (3) days, if at some distance or outside of the state, as noted by a Funeral Home or other official means.
- Legal business; legal professional or court.
- Religious holiday, approved by the building administrator.
- Suspension from school.

Students, who are also parents, may provide any of the documentation stated above when caring for their own children.

#### DEFINITION OF UNEXCUSED ABSENCE

1. An absence which does not include a parent/guardian note within the three (3) day time frame of the student's return to school.
2. Any absence in excess of (10) days without a documented note for a medical/professional reason.

#### SCHOOL ASSIGNMENTS DURING ABSENCES

It is the responsibility of the student and the parent/guardian to request classwork, homework, assignments, and tests missed when not in attendance. A student or the parent/guardian must request to make up schoolwork within three (3) days after returning to school.

#### UNEXCUSED TARDIES AND EARLY DISMISSALS

Students are limited to no more than four (4) unexcused tardies and/or early dismissals within a marking period. Students accumulating tardies/dismissals in excess of this limitation may be subject to disciplinary consequences according to our discipline policy



## RETENTION/LOSS OF CREDITS FOR DAYS ABSENT

Once a student has exhausted the maximum number of 10 absences without a medical/professional documented note, or parent notes, he/she may be considered for denial of any or all credit(s) by the Attendance Review Committee for that particular school year.

## ATTENDANCE REVIEW COMMITTEE

The Sussex Technical School District shall establish an Attendance Review Committee which may be comprised of the following personnel:

Principal and/or Assistant Principal, Attendance Coordinator, Nurse, Guidance Counselor, Special Education Coordinator, School Climate Personnel, other staff members as needed.

The responsibility of the Attendance Review Committee is to review the record of any student who has exceeded the provisions of the attendance policy. Any student with a history of poor attendance as substantiated by either a "Notice of Prosecution" for a violation of Delaware school attendance law or a parent meeting with the Attendance Review Committee may be subject to more restrictive attendance criteria as established by the Attendance Review Committee per STSD regulation.

## PER STATE OF DELAWARE TRUANCY LAW

"Truant" means a student who has been absent from school without valid excuse for more than 3 school days during a school year.

## **ATTENDANCE APPEAL PROCESS**

To appeal the denial of credit, the parent/guardian must contact the school within 5 school days of receipt of the credit denial letter.

## **PHYSICAL EDUCATION EXCUSES**

Physical Education is a required course for credit to graduate at Sussex Tech. Requests for excuses from physical education must be written by a healthcare provider. Notes must include a reason for the excuses, specific dates, and whether there are activity restrictions and/or limitations. Parent notes will be accepted by the school nurse to excuse 2-3 gym classes that fall within one school week (while parent/guardian is attempting to procure a healthcare provider note). The request must be provided to the school nurse at the beginning of the school day to enable communication to be given to your student's physical education teacher in a timely manner. Parents/guardians can email medical/parent notes directly to the school nurse at [Nurses@sussexvt.k12.de.us](mailto:Nurses@sussexvt.k12.de.us) or Fax: 302-856-1760. Any questions can be directed to a school nurse by calling 302-854-2819.

## **EARLY DISMISSALS/LATE ARRIVALS**

Any student leaving school before the close of the school day must have a written excuse stating the reason and time of dismissal and expected time of return. Excuses must contain a phone

number where a parent/guardian can be reached; notes must be signed by the parent or guardian and must be presented to the attendance secretary BEFORE first period. Students will be allowed unlimited legal early dismissals from school for the following reasons: medical or dental appointments and court appearances. Email: office@sussexvt.k12.de.us

Students are to be picked up from school for an early dismissal by a **parent or legal guardian**. In the event the parent or legal guardian cannot pick up the student, a note must be presented to the attendance officer from the parent or legal guardian stating the name and relationship of the person picking up the student. In the case of an emergency, permission may be obtained by phone by the student's supervising principal and a note verifying contact with the parent or legal guardian will be presented to the attendance officer. **Person(s) picking up the student, including a parent or legal guardian, must present proof of identity to the climate officer on duty and/or supervising principal.** Drivers will leave for an early dismissal by their own transportation following the above guidelines for an early dismissal.

Students who arrive late to school should report directly to the main office. Students should present their excuse note to the office secretary and sign in. At this time they will receive a note to attend the next class from the office secretary.

## **SUSPENSION**

In cases where a student may be suspended from school, the administrator will make a reasonable attempt to:

- Make the student aware of the charges.
- Give the student an opportunity to tell his/her side of the story.
- Investigate the incident (talk to witnesses, check facts, etc.).
- If the suspension is issued, the parents will be notified in writing and/or by phone.

In cases of student misbehavior during a suspension, the administration, following parental contact, may extend the suspension. Students on suspension are not permitted to attend any school functions or activities. Students on out-of-school suspension are not allowed to be on school property at any time during the suspension.

## **EXPULSION**

Students who continually disrupt the educational environment or commit a serious violation at Sussex Tech will be immediately suspended out of school and referred to the Superintendent by the building administration with a recommendation for expulsion. If the Superintendent concurs, a hearing officer (designated by the Superintendent) will conduct a formal hearing. The student remains on out-of-school suspension pending the outcome of the Board's decision. During this time, the student may only be on school property in the company of a parent or guardian for a scheduled appointment with school officials. The following requirements apply to the formal hearing:

- I. The student shall be informed of the charges.
- II. A parent or guardian of the student shall be informed in writing by certified mail of the specific reasons for the recommendation for expulsion and shall be apprised of the following:
  1. Procedures of the formal hearing (established by hearing officer, who shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure).
  2. Date, time, and location of hearing.
  3. Student's right to:
    - a. Be represented by legal counsel.
    - b. Present witnesses/evidence and testify on own behalf.
    - c. Cross examine witnesses presented by the District.

- d. Have either a public or private hearing.

The formal hearing conducted by the hearing officer shall be the only opportunity for the student and/or the student's representative to present to the hearing officer and the Board. The hearing officer shall prepare a written report summarizing the proceedings and proposing findings of fact. The Board decides whether or not to expel following a review of the report, transcript of the hearing, and exhibits. During this process the student remains on out-of-school suspension. The Board may direct the hearing officer to reconvene and collect additional information. At the discretion of the Board, an expulsion may be up to 180 school days.

Any student with disabilities (special education or 504) who commits an offense that could result in expulsion or has accumulated more than 10 days of out-of-school suspension must have an IEP meeting held within 10 days of the occurrence. The IEP team (chosen by special ed supervisor) will determine whether (1) the alleged conduct was related to the student's disability; or (2) current placement factors. If the IEP team determines that either of these above standards are met, expulsion is not authorized and the student's placement will be reviewed. If neither of the standards is met, the normal procedure for expulsion shall apply. Expelled special education students may still be entitled to a free, appropriate public education until age 21.

## **CONSEQUENCES OF EXPULSION**

### **Students who are expelled:**

- Cannot be on the school property at any time unless authorized by the Principal.
- Will lose their driving privileges for length of expulsion according to 14 Del. Law, c.41 4130. This can include revoking, refusal to renew, or refusal to issue a driver's license by the Division of Motor Vehicles.
- During the current school year are not eligible to participate in co-curricular activities for that year.
- Cannot attend another public Delaware high school.
- Will be denied credit for the current year.

### **After returning to Sussex Technical High School from expulsion:**

The student:

- Is placed on Principal Level Probation for three (3) months.
- Is eligible to participate in athletics, internship, and extra-curricular activities as determined by the individual activity's supervising staff member.
- Is eligible to participate in co-curricular activities if the expulsion was initiated during the previous school year and the return date is 30 days prior to competition date.

## **DRUGS, ALCOHOL, OR WEAPONS**

Anyone responsible for, who aids in bringing, or who is in possession of "drugs," "alcohol," "a weapon" (penknives, box cutters, utility knives, etc. are also considered weapons), "firearm," "dangerous device" (including firecrackers, fireworks), or "destructive device" at school, any school-sponsored event, or activity or is under the influence of alcohol or a drug shall be recommended for an expulsion.

## **DRUGS/ALCOHOL POLICY**

Drug use, possession, and sale will not be tolerated at Sussex Technical High School. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of

Education considers offenses related to drug and alcohol very serious both for the individual involved and for the welfare of other students in the district.

**I. The following policy on the possession, use, or distribution of drugs and alcohol shall apply to all schools in the Sussex County Vocational Technical School District:**

A. The possession, use and/or distribution of alcohol, a drug, a drug-like substance, a look-alike substance and/or drug paraphernalia are wrong and harmful to students and are prohibited within the school environment.

B. Student lockers are the property of the school and may be subjected to search at any time with or without reasonable suspicion.

C. Student motor vehicle use to and in the school environment is a privilege which may be extended by school districts to students in exchange for their cooperation in the maintenance of a safe school atmosphere. Reasonable suspicion of a student's use, possession or distribution of alcohol, a drug, a drug-like substance, a look-alike substance or drug paraphernalia in the school environment may result in the student being asked to open an automobile in the school environment to permit school authorities to look for such items. Failure to open any part of the motor vehicle on the request of school authorities may result in the police being called to conduct a search, and will result in loss of the privilege to bring the vehicle on campus.

D. Students of majority age, i.e., age 18 or older, are responsible for their own actions. All such students will be treated as adults for purposes of reporting violations of this policy and of the law to the police. Such students shall also be on notice that their parents and/or guardians will be notified (if their address and/or telephone number is known to the school) of the student's actions in accordance with this policy.

E. All alcohol, drugs, drug-like substance, look-alike substances and/or drug paraphernalia found in a student's possession shall be turned over to the principal or designee, and be made available, in the case of medical emergency, for identification. All substances shall be sealed and documented, and, in the case of substances covered by 16 Del.C. Ch. 47, turned over to police as potential evidence. A request for analysis shall be made where appropriate. To the extent so provided in the local school and/or district code of conduct, communication devices referenced in "III.B." may be confiscated, and they may be returned to the student, to the student's family, or to the appropriate police agency as appropriate under the circumstances.

**II. The following definitions shall apply to this policy and will be used in all district policies.**

A. "Alcohol" shall mean alcohol or any alcoholic liquor capable of being consumed by a human being, as defined in Section 101 of Title 4 of the Delaware Code, including alcohol, spirits, wine, and beer.

B. "Drug" shall mean any controlled substance or counterfeit substance as defined in Section 4701 of Title 16 of the Delaware Code; for example, narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall include any prescription substance which has been given to or prescribed for a person other than the student in whose possession it is found.

C. "Drug paraphernalia" shall mean all equipment products and materials as defined in Section 4701 of Title 16 of the Delaware Code, including; for example, roach clips, miniature cocaine spoons, and containers for packaging drugs.

D. "Prescription drugs" shall mean any substance obtained directly from or pursuant to a valid prescription or order of a practitioner, as defined in 16 Del. C. sec. 4701 (24), while acting in the course of his or her professional practice, and which is specifically intended for the student in whose possession it is found.

E. "Drug-like substance" shall mean any non-controlled and/or non-prescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over-the-counter cough medicines, certain types of glue, and caffeine pills.

F. "Nonprescription medication" shall mean any over-the-counter medication; some of these

medications may be a “drug-like substance.”

G. “Look-alike substance” shall mean any non-controlled substance which is packaged so as to appear to be, or about which a student makes an expressed or implied representation that the substance is, a drug or a non-controlled substance capable of producing a change in behavior or altering a state of mind or feeling. See 16 Del. C. sec. 4752A.

H. “Possess”, “possessing”, or “possession” shall mean that a student has on the student’s person, in the student’s belongings, or under the student’s reasonable control by placement of and knowledge of the whereabouts of, alcohol, a drug, a look-alike substance, a drug-like substance or drug paraphernalia.

I. “Use” shall mean that a student is reasonably known to have ingested, smoked or otherwise assimilated alcohol, a drug or a drug-like substance, or is reasonably found to be under the influence of such a substance.

J. “Distribute”, “distributing”, or “distribution” shall mean the transfer or attempted transfer of alcohol, a drug, a look-alike substance, a drug-like substance, or drug paraphernalia to any other person with or without the exchange of money or other valuable consideration.

K. “School environment” shall mean within or on school property, and/or at school sanctioned or supervised activities, including, for example, on school grounds, on school buses, at functions held on school grounds, at extracurricular activities held on and off school grounds, on field trips, and at functions held at the school in the evening.

L. “Expulsion” shall mean exclusion from school for a period determined by the local district not to exceed 180 school days.

### **III. The Sussex County Vocational Technical School District will adhere and enforce the following policies and/or regulations.**

A. Student possession of unlawful drugs; mandatory complaints. - In any instance where a school employee reports to the Superintendent any incident where a pupil has on his person, or concealed among his possessions, or placed elsewhere on the school premises any controlled drug (as prohibited by Title 16), the superintendent or his designee, after verifying the identity of the pupil involved and the probable cause to believe that a criminal charge is appropriate, without unreasonable delay after the incident being reported, shall report such incident to the police department having jurisdiction over the offense. The Superintendent or his Designee shall also file a report of such incident with the State Department of Public Instruction. The obligations of the superintendent, as set forth in this subsection, are mandatory, and are not discretionary.

Parents will be notified as quickly as possible, either at home or at work, via telephone. In the event that contact cannot be made, a letter will be sent home. The precepts of confidentiality will be adhered to.

B. All alcohol, drugs, drug-like substances, look-alike substances and/or drug paraphernalia found in a student’s possession shall be turned over to the principal or designee, and shall be made available, in the case of a medical emergency, for identification. All substances shall be sealed and documented, and, in the case of substances covered by 16 Del.C. Ch. 47, turned over to police as potential evidence. A request for analysis shall be made where appropriate. All unauthorized communication devices shall be confiscated and turned over to the principal or designee who will bag, seal, and document the device as potential evidence for the police. If the police do not want to keep it as evidence, the principal shall either donate the device to the State or local police or destroy the device 45 days after the informal hearing. In rare instances, donation or destruction may not be warranted; in such cases, the Superintendent of the District shall notify the State Board of Education in writing of the circumstances of the disposition of the device.

C. General searches of a student’s person or property may be conducted by the school administration anytime with a reasonable individualized suspicion of unauthorized activity. A search will be conducted in the presence of a witness and a written record of that action will be

prepared and kept on file.

D. Intervention and Assistance.

1. Student Services counselors or Wellness personnel are contacts to whom staff can refer students to receive initial counseling and to obtain information on counseling treatment services available to the student, on the student's rights, if any, to those services, and on the confidentiality which the student can expect.
2. A directory of resources is available in the guidance counselor offices for counseling and for drug and/or alcohol treatment.
3. At the beginning of each school year and in the event of a new employee, the Principal or Designee will review this policy, referral procedures and resources. The Principal will also enlist the staff in efforts to encourage students to seek support and assistance.
4. Students in grades 9-12 will be referred, upon notification of their parents or guardians, to the Wellness Center drug/alcohol counselor to receive advanced counseling or treatment.
5. No cost of treatment or counseling is required from students who enter into such a program at the Wellness Center.

E. All prescription and over-the-counter, non-prescription drugs must be given in the original container to the school nurse upon entering the school building. The nurse will then be responsible for dispensing those medications to the student until such time as they leave at the end of their school day. Nurses must have appropriate forms signed by parent/guardian in order to administer medications brought to school. Other drugs will be considered in violation of this policy.

F. All provisions of this policy shall apply in cases of drug-like substances or a look-alike substance for establishing that the student intended to use, possess, or distribute the substance as a drug.

G. Every student in grades 9-12 entering a District school will be given a copy of policies and regulations governing alcohol and drug use and/or possession. Such a policy guide will also contain services available for drug and alcohol counseling and/or treatment within the District.

H. The Sussex County Vocational Technical School District Policy regarding Drug and Alcohol offenses, involving handicapped students, will comply with Federal, State, and Local guidelines. Before any disciplinary action or change of placement takes place, a decision as to if the violation was the result of a student's handicapped condition will be made.

I. Qualified students may carry their own inhalers. This is so the medication is immediately available for the self medication of asthma symptoms. All inhalers in the student's possession must have a pharmacy label. A signed parental permission note giving the student's name and instructions for use must be in the nurse's office. The student's healthcare provider must also authorize the self-medication in writing. The school nurse can refuse to let students carry their own quick-relief asthmatic inhaler.

Under the provisions of the 1986 Drug Free Schools and Communities Act, a district committee exists composed of administrators, parents, nurses, community leaders, and law enforcement personnel. Revisions to this policy will be submitted to the Department of Public Instruction for review and approval.

*Drug use, possession, and sale will not be tolerated at Sussex Technical High School. The Board of Education considers offenses related to drugs and alcohol very serious both for the individual involved and for the welfare of other students in the district. It is the Board's desire and responsibility to provide as safe and positive an environment as is possible for all students. The following rules and regulations have therefore been developed:*

IV. **Illegal Drugs, Drug Paraphernalia and Alcohol**

Possession/Selling/Distribution/Purchasing/Use/Impairment:

*First Offense*

1. Immediate suspension until a discipline hearing is held based on a recommendation of

expulsion.

2. Police contact and arrest.

Any student distributing or selling a prescribed medication to other students will be dealt with under the illegal drug/alcohol policy.

\*Students who refer themselves to a staff member for a personal drug and/or alcohol problem will be offered support and treatment; they will not be dealt with under the drug/alcohol discipline policy.

**“Look-Alike” Substances**

Substances which are possessed, sold, or distributed as illegal drugs will be treated, regulated, and dealt with as illegal drugs.

**V. Over-the-Counter Drugs**

The sale, distribution, or possession of “over-the-counter” type drugs such as aspirin, No-Doze, vitamins, diet pills, etc., is strictly prohibited. It is recommended that the parent contact the school regarding this matter one day before their child brings any medication to school. All medications should be brought to school nurse immediately. This will eliminate any misunderstandings regarding the possession of medication.

Possession:

*First Offense:*

One to three days of suspension with police contact; students may be arrested.

*Second Offense:*

Three to ten days of suspension with police notification; student may be arrested; required evaluation and enrollment in a drug program that involves parents and student. The student must be enrolled before being readmitted in good standing. If the program is not completed, the student may be suspended until a Board hearing, at which time, a recommendation would be made to the Board by the principal as to the student’s status.

*Third Offense:*

Suspension until Board hearing with recommendation for expulsion.

**I. Personal Medications**

Students who do not leave their personal medications with the nurse:

*First Offense:*

- Administrative conference with student or parent, or
- One to three days of in-school suspension.

*Second Offense:*

One to three days of out-of-school suspension.

*Third Offense:*

Three to ten days of out-of-school suspension.

THOSE STUDENTS WHO HAVE A PERSONAL PRESCRIPTION MUST NOTIFY THE SCHOOL NURSE UPON ARRIVAL AT SUSSEX TECH AND DELIVER SAID MEDICATION IN ITS ORIGINAL CONTAINER.

**DEFINITIONS**

<b>Arson</b>	The malicious burning of property
<b>Assault</b>	Intentionally or recklessly causing physical injury to another person

<b>Bomb Threat</b>	An expression of intention to do harm by use of an explosive device (see terroristic threatening)
<b>Bullying</b>	Any intentional written, electronic , verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to the other person
<b>Cheating/Plagiarism</b>	Dishonesty or deception in dealing with someone, to obtain some advantage or gain. To take or give (ideas, writings, etc.) from another and pass them off as one's own
<b>Computer Crimes</b>	See pages 54-57
<b>Dangerous Instrument</b>	Any instrument, article or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury
<b>Defamatory or Demeaning Actions or Remarks</b>	Actions or remarks, spoken or written by students that defame the dignity or self-esteem of individuals or groups on the basis of their race, color, creed, sex, national origin, marital status, physical or mental disability, political or religious beliefs, family, sexual orientation, social or cultural background. Bullying is defined as when one person, or groups of persons, targets another person with repeated direct or indirect negative actions over a period of time which is harmful to the victim either physically or emotionally. A negative action occurs when a person knowingly inflicts, or attempts to inflict physical or emotional injury or discomfort upon another person.
<b>Destructive Devices</b>	Any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, or similar devices or any combination of parts either designed or intended to convert any device to a destructive one
<b>Disorderly Conduct</b>	Unruly or turbulent behavior
<b>Disruption</b>	Behavior causing distractions, friction, or disturbances seriously or repeatedly interfering with: a teacher's ability to provide instruction; a school activity; maintaining order on a bus, in hallways, or other common areas
<b>Extortion</b>	Act of obtaining by force or improper pressure
<b>False Alarm</b>	Intentionally untrue warning signal
<b>Fighting</b>	Taking part in a physical struggle



<b>Forgery</b>	Falsely or fraudulently signing or altering a document such as hall passes, progress reports, absence excuses, etc.
<b>Gambling</b>	Participation in games of chance for money or other things of value
<b>Hazing</b>	Any action or situation that intentionally or recklessly endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation, admission into, or affiliation with, or as a condition of continued membership into any organization and/or team operating or affiliated with Sussex Technical High School
<b>Indecent Exposure</b>	An offensive display of one's person
<b>Indecent Proposition</b>	Offensive suggestion of sexual intercourse
<b>Inflammatory Actions</b>	Language, gestures, or actions which may create a disturbance
<b>Insubordination</b>	Refusal to comply with a reasonable request from any adult
<b>Loitering</b>	A student's unauthorized presence in a school area
<b>Offensive Touching</b>	Aggressive, insulting, or obnoxious bodily contact with another
<b>Misuse of Technology</b>	Accessing, printing, or distributing inappropriate material (may lead to loss of Internet privileges)
<b>Possession</b>	Has on student's person, in the student's belongings, or under the reasonable control by placement of and/or knowledge of the whereabouts of
<b>Profanity</b>	Foul and/or abusive language or gestures
<b>Reckless Driving</b>	Operating a vehicle in willful or wanton disregard for the safety of persons or property
<b>School Zone</b>	Includes all school buildings and grounds, an area extending 1,000 feet beyond school boundaries, school transportation, and any vehicle which a student drives or in which the student is a passenger
<b>Sexual Contact</b>	Sexual contact with another person knowing the contact is either offensive or occurs without consent
<b>Sexual Misconduct</b>	Is considered any act of sexual activity involving willing participants
<b>Stealing</b>	Taking or carrying away without right or permission
<b>Terroristic Threatening</b>	1-threatening to commit any crime likely to cause death, or serious injury, or property damage; 2-makes false statements intending to cause evacuation of building, public assembly, or public conveyance
<b>Trespassing</b>	Being inside or on the property of the school, not having a legitimate reason for being there, not having written permission from anyone authorized to grant such permission
<b>Vandalism</b>	Willful or malicious destruction or defacement of property
<b>Weapons</b>	Any weapon from which a shot may be discharged, including BB guns, a knife of any sort, switchblade knife, billy club, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain, ice pick, nunchakus, and pocket

	knives or any item that may threaten the safety of students or staff. This includes look-alike weapons.
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**At Sussex Technical High School fighting will not be tolerated. In order to maintain a safe environment, all students engaging in any physical struggle will receive consequences. No differentiation will be made on who started the fight; i.e. verbally, first push, first punch, posturing, etc. The school's expectation is for students to remove themselves from verbal or physical confrontations. Consequences will include a minimum of five days out-of-school suspension, police notification and arrest for disorderly conduct, and placement on assistant principal's probation.**

## **DISCIPLINARY STEPS**

While an attempt has been made to identify every possible disciplinary situation, it is recognized that there will arise situations not covered under "Acts of Misconduct" or cases requiring special treatment. These special conditions will be resolved by the principal or designee on an individual basis. The school administration will at all times have the option of taking other disciplinary measures with students such as removing students temporarily from class, assigning written work, social probation, etc.

The school environment shall be defined as the physical structure of the school, the school buses, the bus stop, school field trips and any school-related activity on or off the school property.

- Unintentional property damage will result in restitution based on cost of materials and labor (if applicable).
- Any student who accumulates ten or more days of suspension per school year may be referred to the Board for an expulsion hearing.
- Inappropriate dress will be modified immediately whenever possible. Parents may be requested to bring proper attire to school.
- Physical Assault Upon a Teacher or Staff Member, Possession of Weapon, Dangerous Instrument, or Any Destructive Device (this includes firecrackers)
- Possession/Use/Distribution of Drugs and/or Alcohol, must be reported to the Department of Education.
- Social probation means the student is not permitted to attend athletic events, dances, or any club activities.
- Confiscated item(s) may be returned to the student or parent at administration's discretion.
- Anyone responsible for or who aids in bringing or who is in possession of a "firearm" or "destructive device" within the "school zone" (terms as defined in 18 US Code 921) or at any school-sponsored event or activity shall receive an expulsion of not less than 180 days. For purposes of this policy, the term "firearm" means any weapon (including hunting and starter guns) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any weapon; any firearm muffler or silencer; or any destructive device.(Del. Code, Title 11, Section 1457).

Nowhere is it stated or implied that this document is all-inclusive. The school has the authority and responsibility for maintaining the educational process. The district has the authority to expel a student for out-of-school conduct (such as, but not limited to the following: murder, arson, sexual offenses, serious assaults, or drug activity other than simple possession) which poses a danger to the health, safety, or welfare of others.

**FAILURE TO REPORT FOR DISCIPLINARY ACTION WITHOUT PRIOR ADMINISTRATIVE PERMISSION WILL RESULT IN EXTRA DAYS OF SUSPENSION BEING ADDED TO THE ORIGINAL DISCIPLINARY ACTION. THIS WILL INCLUDE IN-SCHOOL SUSPENSION.**

AN ACCUMULATION OF MULTIPLE DISCIPLINARY REFERRALS CAN RESULT IN A LOSS OF DRIVING PRIVILEGES.

VIOLATION OF COMPUTER ACCEPTABLE USE POLICY CAN LEAD TO LOSS OF COMPUTER ACCESS.

STUDENTS WHO HAVE A SUSPENSION, WHETHER IT IS IN-SCHOOL, AFTER-SCHOOL, OUT-OF SCHOOL, OR BEFORE SCHOOL, ARE NOT ELIGIBLE TO PARTICIPATE IN ACTIVITIES AFTER SCHOOL EXCEPT FOR TECHADEMIC COACHING. THIS INCLUDES ALL ATHLETIC PRACTICE AND GAMES, CHEERLEADING, CLUB MEETINGS AND ACTIVITIES, CLASS MEETINGS, ANY EXTRACURRICULAR ACTIVITY.

### Progressive Administrative Strategies, Approaches, and Responses for STHS Students

The following STEPS & Matrices provide detail in regards to possible strategies, interventions, and administrative responses to specific offenses.

#### Step 1: Classroom-Level Intervention

Teachers are expected to use appropriate classroom management strategies including but not limited to:

- It is recommended that teachers document Step 1 Interventions (1) via email to parents/guardians (copy the Dean of Students) or telephone call to parents/guardians.
  - a. Optional: An additional level of documentation may be done in the classroom issues section under the Intervention widget in eSchool.
- Refer the student to the classroom rules/Respect Agreement specified in the Accountability Agenda (classroom syllabus).
- Establish and maintain positive relationships and rapport with students.
- Behavior Interventions (see below examples)
  1. Pair or group students in positive peer groups.
  2. Involve students in an alternate activity.
  3. Verbal reminder and/or redirection.
  4. Move to a separate instructional area within the classroom.
  5. Seat change.
  6. Loss of classroom privileges.
- Teacher/student conference outside of class time.
  - a. Teacher/student Collaborative Problem Solving (CPS) Session and/or mediation session.
- Conferencing and circles.
- Optional: Parent/Teacher/Student conference (telephone or in-person).

#### Step 2: Documented Classroom-Level Strategies Have Been Ineffective

These interventions involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in the school/classroom.

- Teachers are expected to initiate parent/guardian contact and document all Step 2 Interventions via email to parents/guardians (copy the Dean of Students) or telephone call.
- Prior to administrative action, teachers are expected to submit a written referral in the conduct referrals section under the Intervention widget in eSchool.
- Optional: Administrative - level Parent/Teacher/Student conference (telephone or in-person).
- Student due process required (student explains their side and/or offers evidence and the school leader investigates the matter).

### Step 3 & Subsequent Offenses

These interventions may involve the short-term removal of a student from the classroom because of the behavior. The duration of any short-term removal is to be limited as much as possible while adequately addressing the behavior.

A formal referral in eSchool and administrative-level student conference is necessary. Teacher documents in eSchool.

- Teachers are expected to initiate parent/guardian contact and document all Step 3 Interventions and Subsequent Offenses via email to parents/guardians (copy the Dean of Students) or telephone call.
- Prior to administrative action, teachers are expected to submit a written referral in the conduct referrals section under the Intervention widget in eSchool.
- After-School Suspension (Step 3)
- Volunteer/community service (Step 3 & Subsequent Offenses)
- Removal from class for the remainder of the period (Step 3 & Subsequent Offenses)
- ½ day ISS (Subsequent Offenses)
- 1 day ISS (Subsequent Offenses)
- 1 day OSS (Subsequent Offenses)
- 2 days OSS (Subsequent Offenses)
- 3 days OSS (Subsequent Offenses)
- Anger Management Assessment/Counseling/Treatment (Subsequent Offenses)
- Substance Abuse Assessment/Counseling/Treatment (Subsequent Offenses)
- 5 days OSS and/or recommendation for alternative school placement (Subsequent Offenses)
- 5 days OSS and recommendation for alternative school placement (Subsequent Offenses)
- OSS pending the outcome of an investigation
- Restitution (for loss or damage, if applicable). (Step 1 – 3 & Subsequent Offenses)
- Loss of privileges. (Step 1 – 3 & Subsequent Offenses)
- Student Due Process required. (Steps 2, 3, & Subsequent Offenses)

### Disciplinary Steps

The following Disciplinary Steps are coded and are applied to the chart on the next pages for the various “acts of misconduct.”

- A. Administrative conference with student and/or parent
- B. Confiscation of contraband
- C. One to ten days of suspension (*may be after school, in-school, out-of-school, or loss of bus privileges*)
- D. Five days out-of-school suspension
- E. Suspension out-of-school until outcome of expulsion hearing
- F. Recommendation for expulsion
- G. Police notification, contact, and arrest (if appropriate)
- H. Restoration/restitution
- I. Loss of driving privileges

Number of Occurrences	1st	2nd	3rd
Assault/Threatening/Offensive Touching Staff	E-G		
Arson	E-G		
Assault	D,G	E-G	
Bullying	A,C	C	D,E,G
Cheating/Plagiarism	C	C	E,F
Class Cutting	C	C	C
Communication Devices	A/C	B,C	B,C
Computer Crimes	C,G	D,G	E-G
Computer Policy Violation	A,C	C	C
Defamatory or Demeaning Actions or Remarks	A/C	C	C
Disruption	A/C	C	D/E-G
Disrespect/Insubordination	C	C	D/E-G
Disorderly Conduct	C	E-G	
Dress Code Violation	A	C	C
Eating/Drinking in Class	A/C	C	C
Extortion	C,G	E-G	
Failure to Complete Assignments	A	C	C
Failure to Display ID Badges	C	C	C
False Alarm/Bomb Threat	E-G		
Fighting	D,G	E-G	
Forgery	C	E-G	
Gambling	B	C	E-G
Gang-like Behavior	C,G	E-G	
Harassment	A,C	C	D,E,G
Hazing	C,G	D,G	E-G
Horseplay/Pranks/Littering	A/C	C	C
Inappropriate Familiarity/Physical Contact/Proposition	A,C	C	C
Indecent Exposure	C,G	E-G	
Inflammatory Actions	A/C	C	C
Late to Class (second per quarter)	C	C	C
Late to School (second per quarter)	C	C,I	C,I
Leaving School Without Permission	C,I	C,I	E,F
Misuse of Technology	A/C	C	C
Offensive Touching	C,G	C,G	E-G

Out of Assigned Area/Loitering	C	C	C
Possession of Communication Devices	B,A/C	B,C	B,C
Possession/Distribution of Obscene Materials	C/G	C/G	E-G
Possession of Weapon/Any Dangerous Instrument/Destructive	E-G		
Possession/Use/Distribution of Drugs/Paraphernalia/Alcohol/ Look-alike/Drug-like Substances	E-G		
Profanity to Student	A/C	C	C
Profanity to Staff	C	C	E-F
Reckless Driving	C/I/G	C, G, I	E-G
Safety Violation	A/C	C	C
Sexual Contact/Assault	E-G		
Sexual Misconduct	E-G		
Stealing/Possession of Stolen Property	D,G,H	D,G,H	E-H
Smoking/Possession of Tobacco/Vape Products	C	C	C
Terroristic Threatening	C,G	D-G	
Trespassing	C/G	E-G	
Truancy/Skipping	C	C,G	C,G
Vandalism	C,G,H	E-H	

## STUDENT SERVICES

Student Services provides guidance, counseling, assistance in job/postsecondary school placement, vocational assessment, information systems services, and career awareness. A major goal is to ensure that the students are supported in their endeavors to become successful, well-adjusted, contributing members of the community.

To meet this goal, many services are provided which include:

- |                                  |                           |
|----------------------------------|---------------------------|
| Admissions                       | Vocational Assessment     |
| Career Exploration               | Work Study                |
| Career Development               | Information Dissemination |
| Vocational Guidance & Counseling | Job Seminars              |
| Personal Counseling              |                           |

Student Services also provides information on scholarships and other sources of financial aid for college-bound students.

## COURSE SCHEDULING

All students will schedule courses during the second semester. Students and parents may request

individual meetings with counselors to discuss their schedule. No schedule changes are permitted after August 1.

## **BREAKFAST/LUNCH REGULATIONS**

- For questions regarding the Child Nutrition program, please call the Sussex Technical High School Office at 302-856-0961.
- Menus, meal benefit forms and other information regarding Child Nutrition are available on the Sussex Tech website, [sussexvt.org](http://sussexvt.org), under the Students tab.
- Information regarding on-line payment for student accounts is listed on the web site. There is a \$1.95 service charge per transaction. However, for each \$25 you deposit into an account, you will receive one (1) free lunch. You will need the student's ID number to complete the transaction.
- If a student receives Free or Reduced Price Meals and attends Sussex Tech, their status will remain the same for the first 30 days of the new school year. A new application must be filled out during the 30-day temporary period to continue receiving benefits for the new school year.
- Lunch applications for Free or Reduced Price Meals may be completed at any time during the school year. If your income has changed, it is suggested you fill out a new form.
- There is no charging for breakfast/lunch meals or a la carte items. If a student does not have money, they will not be denied a meal under any circumstances and will be permitted to have a meal, but no extra a la carte items will be allowed. If a student ends up owing money at the end of any marking period, they will not be issued their report card until the debt has been paid.
- Students will enter their ID number on a key pad. Students are not to use other students' ID badges or numbers. They are to purchase their meal only.
- Students may not leave campus or go to the parking lot during lunch.
- Students in lunch should use the restrooms in the commons area. All other restrooms are off limits.
- Students are not permitted to eat anywhere except in the cafeteria. Seniors may eat in the courtyard if they have a bag lunch.
- Cafeteria violations (cutting in line, leaving trash, throwing dishes in the trash can, eating outside the cafeteria, etc.) will result in disciplinary action.

## **LIBRARY**

The Benjamin Franklin Information Center is recognized as a superlative and unique school library. We provide students with specialized databases addressing specific information for technical areas, numerous electronic subscription resources, hundreds of e-books, and more than a million other print and multimedia resources through our membership in the Delaware Library Catalog. Membership allows Sussex Tech students fully integrated statewide access to library resources, including four Del Tech campuses, Wesley College, and public libraries.

- The library is a research lab and students are to be actively engaged in work at all times.
- Students are responsible for managing their own library accounts electronically, renewing their own books, and returning books conscientiously to avoid library fines. Fines are used toward new resources and enhancement of library student services.
- Students must have their school ID to use library services and to check out books.
- Students must be with their scheduled teacher or have a pass from their current teacher.

## SCHOOL NURSE

All students feeling ill need to report to the School Nurse. The nurses will evaluate your student to determine if they need to receive an excused Nurse Dismissal from school. Students who text/call their parents to pick them up from school during the regular school day are considered unexcused absences (please refer to the new attendance policy). The absence can be updated to excused if the student is evaluated by a provider that same day and provides a medical note.

Students must communicate with their current teacher and have a pass to be in the nurse's office.

Students who have medication (prescription or non-prescription) must bring those medications to the nurse's office upon arrival to Sussex Technical High School. All medications must be in original container. Nurses must have medication consent forms signed by a parent/guardian in order to administer those medications. Nurses can email and/or fax consent forms upon request (302) 854-2819. For more information, visit Sussex Technical High School's website and click on "Students & Parents" tab, then "Nurses Office." **\*\*Homeopathic Medications are not FDA Approved. Under Delaware Regulation 817 School Nurses are NOT permitted to administer any Homeopathic product/medication/supplement etc.\*\***

## WELLNESS CENTER

Sussex Technical High School is home to one of Delaware's comprehensive adolescent health care centers located on site. Because it is located right in the school, the Wellness Center helps teens overcome many obstacles to receiving good health care – such as lack of transportation, missed time from school, cost, and confidentiality.

Services provided by the Wellness Center include sports physicals, comprehensive history and physicals, treatment of acute illness and injury, individual and family counseling, immunizations, nutritional counseling, and health education. All services are confidential.

Students must enroll in the Wellness Center by obtaining and returning a completed parental consent form. Forms must be returned before services will be provided. The phone number for the Wellness Center is 856-4360.

## STUDENT ASSISTANCE

### SPECIALIST/HOMELESS LIAISON

The Student Assistance Specialist provides services for students who desire to resolve conflicts with positive results. These services are provided through mediation, conflict resolution, anger management, and life-skills training.

**Mediation**—is a process through which the student specialist helps two or more students achieve their own resolution to a particular conflict.

**Conflict Resolution**—is the development of personal strategies to resolve conflicts and better understand others.

**Anger Management**—is the development of personal strategies to control and find appropriate ways of expressing our anger.

**Life-Skills Training**—provides for the development of skills necessary to:

- Increase your self-esteem
- Increase your ability to make decisions
- Communicate effectively
- Avoid misunderstandings
- Manage anxiety
- Make new friends
- Stand up for your rights

The Student Assistance Specialist also provides services as the Homeless Liaison and Visiting



## SPORTS PROGRAMS

Students can be a part of the RAVEN spirit by participating in the athletic program either as an athlete or an enthusiastic fan. Sussex Tech is a member of the Henlopen Athletic Conference and offers a wide variety of sports.

Fall	Winter	Spring
Football	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Softball
Field Hockey	Wrestling	Track & Field (Boys & Girls)
Cross Country (Boys & Girls)	Swimming (Boys & Girls)	Lacrosse (Boys & Girls)
Girls Volleyball	Cheerleading	Girls Soccer
Cheerleading		Golf

### DIAA Handbook – 2.6 Eligibility, Passing Work

In order to be eligible for participation in interscholastic athletics, including practices, a student must pursue a regular course of study or its equivalent as approved by the local governing body, and must be passing at least five (5) credits. Two (2) of those credits must be in the areas of English, Mathematics, Science, or Social Studies. In the case of a student in the twelfth grade, he/she must be passing all courses necessary for graduation from high school in order to be eligible for participation. A course necessary for graduation shall be any course, whether taken during or outside the regular school day, which satisfies an unmet graduation requirement.

## ACTIVITY BUS SCHEDULE

The after-school activity buses are available to all students at Sussex Tech who are participating in a supervised after-school activity: i.e., sports, yearbook, etc. Following is a listing of the various drop-off sites. The buses will run every day students have class, unless otherwise noted.

Upon boarding the bus, students are required to sign in with the driver in order to ride that evening. Students are expected to follow all standard bus discipline rules. Activity bus privileges can be taken away for inappropriate behavior.

### Bus Stops, Sept. - June

#### Departs Sussex Tech at 5:45 p.m.

#### Route 1

Hardee's, Millsboro  
Bodies Market, Dagsboro  
Food Lion, Selbyville  
Hocker's, RTS 26 & 17  
Uncle Willies, Fenwick

#### Route 2

Deluxe Dairy, Concord

Seaford Village, Seaford

#### Route 3

Reese Carey's, Laurel  
Food Lion, Delmar

#### Route 4

Rite Aid, Georgetown  
Dollar General, Georgetown  
Dollar General, Harbeson  
Best Ace Hardware, Lewes

**Route 5**

Fire Station, Ellendale  
Food Lion, Milton  
Christian Tabernacle, Lincoln  
Chic-fil-A, Milford

**Route 6**

Royal Farms, Bridgeville

<https://www.sussexvt.org/highschool/offices-and-departments/transportation-office/bus-schedules/>

**Route 7**

Shore Stop, Oak Orchard  
Best Ace Hardware,  
School Lane Rd  
Peddlers Village  
McDonald's Midway

## **COMPETITIVE EVENTS ELIGIBILITY REQUIREMENT**

### **BPA, FFA, EDUCATORS RISING, HOSA & SkillsUSA**

#### **Local, State, Regional and National Level Competitions**

- Must be currently enrolled as a full-time student of Sussex Technical High School.
- **Must be passing at least five (5) credits in any subject area (2 majors, 1 minor, and technical area).** Two (2) of the subject areas must be in the separate areas of English, math, science, and social studies (major courses). One (1) of the areas must be the student's technical area. For technical areas with two (2) or more different course titles all grades will be averaged to determine a passing grade for the technical area. The remaining passing grade requirement may be in any (minor) subject area (i.e. related courses, gym, driver ed., etc.). Passing grades will be determined using the student's recorded **first-semester** grades.
- No out-of-school suspensions (OSS) within a month of competitions.
- No more than **eight (8)** absences from the beginning of the school year to the date of registration. This includes excused/unexcused absences. This does not include field trips, in-school suspensions, out-of-school suspensions, and legal excuses. Students denied credit **for the year** will not be eligible to participate.
- School and community conduct for the year must be deemed appropriate by the club advisor, youth advisor, assistant principal, and principal. Students expelled during the current school year are not eligible. Students returning from an expulsion initiated during the previous school year are eligible if the return date is at least 30 days prior to competition date.
- Must register on or before the assigned deadline.

*These are minimum qualifications. Each separate club may establish requirements over and above the minimum prescribed for eligibility. State and national guidelines may apply as well.*

## **STUDENT CLUBS AND ORGANIZATIONS**

**Co-Curricular Activities:** The main purposes include leadership development, improving social awareness, developing vocational competence in business occupations, promoting an

understanding of civic responsibility, promoting personal and professional growth, developing confidence and a spirit of competition. This is accomplished with involvement through the following organizations:

**BPA** - Business Finance & Marketing professions

**Educators Rising** - Early Care Education & Services professions

**FFA** - Agricultural and Environmental professions

**HOSA** – All Health professions

**SkillsUSA** - All Trades & Industrial professions

**Extra-Curricular Activities:** Some examples of potential Sussex Tech clubs and organizations are:

**Bowling Club:** The Bowling Club provides students with an opportunity for socialization and exercise while enjoying a few friendly games of bowling.

**Sportscasting Club:** The Communications Club gives Media Broadcasting students additional time to work on a wide variety of projects.

**Ducks Unlimited:** This club is a grassroots, volunteer-based organization. Its members are conservationists and outdoor enthusiasts who live primarily throughout the United States, Canada and Mexico. Ducks Unlimited conserves, restores, and manages wetlands and associated habitats for North America's waterfowl. These habitats also benefit other wildlife and people.

**Fellowship of Christian Athletes:** This club challenges coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful medium of athletes to impact

**Key Club:** The Key Club is a student service organization sponsored by a local Kiwanis Club. Key Club's objective is the development of initiative, leadership ability, and good citizenship practices.

**Math League:** This club provides math enrichment activities and projects related to the student's program of study. Students prepare for statewide competition held each year.

**Mock Trial:** Mock Trial is a Criminal Justice competition. Students take on the roles of attorneys and witnesses in a criminal or civil trial. The Delaware Law Related Education Center sanctions the competition and provides case material on a hypothetical issue.

**Science Olympiad:** The Science Olympiad provides science enrichment activities and projects related to the student's program of study and may compete at the annual state competition.

**Student Government:** The Student Government shall be responsible to the needs and interests of all students and shall conduct open meetings to assure student involvement. Class officer elections are held annually.

**Sussex Tech Marching Band:** As a Marching Band member, a student's interest in music fundamentals will be enriched. Emphasis will be on music styles and school performances at extracurricular activities and events.

**Sussex Tech Bella Voce Chorus:** Bella Voce' is a select chamber ensemble whose members are chosen by an audition process open to the entire student body. Bella Voce' performs music that is more challenging than the regular Concert Choir so students are expected to attend after school rehearsals once a week. Bella Voce' represents the Concert Choir in various public performances with the intention of promoting the music program and enhancing the understanding of choral music for both the performer and audience.

**Technicolor Club:** This club is a student organization that is intended to provide a safe and supportive environment for lesbian, gay, bisexual, and transgender youth and their straight allies. The goal is to make our school community safe and welcoming to all students regardless of sexual orientation or gender identity. Students participate in national campaigns to raise awareness, such as the Day of Silence and meeting regularly to have fun, make new friends, and get support.

**Tech Productions:** The Sussex Tech Drama organization encourages all students to take on an active role with the performing arts. Students may become part of the team in our productions as actors, technical staff, or production staff.

## **STUDENT CLASS DUES**

Class dues are \$10 and are due by the end of the first quarter. Failure to pay class dues places students on the debt list which results in the consequences listed under "Student Debts."

## **LOCKERS**

Lockers are assigned to 10th, 11th, and 12th grade students at the beginning of the year according to the student's technical area. Ninth (9th) grade students will receive a locker by request from the main office. Lockers are the property of the Sussex County Vocational Technical School District and are subject to search by authorized school personnel. Students are encouraged not to bring valuables to school as the school is not responsible for items missing from lockers. Personal locks will be cut off.

## **PROCEDURES**

### **CHANGE OF NAME, ADDRESS, OR BUS**

Inform Student Services if you have a change of name, address, or phone number. This will assist the school in addressing mailings and in case of emergencies. If your student has a legal name change please provide a copy of the new birth certificate to the nurse's office. The nurses will need to update the hard copy of the medical record.

### **LOST AND FOUND/MISSING ITEMS**

Lost and Found is located near the Nurse's Office. The school is not responsible for lost items. Students are encouraged not to bring valuables to school. Sussex Tech is not responsible for and will not investigate the alleged theft of cell phones, earbuds, smart watches, or other electronic devices. Students bring these items to school at their own risk.

### **PHONE MESSAGES/STUDENT PHONE USE**

Emergency telephone calls may be made to the school's main office, 856-0961, between the hours of 8:00 a.m. and 4:00 p.m. Students will only be called to the phone in extreme emergencies.

Students may request to use the phone in the main office before or after school and during lunch. Students must be granted permission by a main office secretary.

## **INTERNET**

Research on the internet is a part of the curriculum. If a parent or guardian wishes a son or daughter not to use this technology, notification must be given to the supervising principal in writing of that wish within two weeks of the student's entering Sussex Tech.

# **SUSSEX COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT BOARD POLICY REGARDING COMPUTER, NETWORK, AND INTERNET USAGE**

## **I. PURPOSE**

A. The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications.

B. Use of electronic communications software and on-line services is an important skill for today's technologically literate individual. Sussex Technical School District, hereafter known as the District, supports this important avenue of telecommunications and research to our staff members and students while ensuring their safety. The computer services supplied by the District are designed to help students and staff to communicate and access data.

C. Access to this information is obtained through use of the District's Network. The Network will allow staff and students the ability to communicate with each other and obtain information. Furthermore, the Network will be used by the District to disseminate information to communities, parents, state educational agencies, government agencies, and businesses.

D. The Network shall not be used for commercial purposes (i.e. offering or providing goods or services or purchasing goods or services for personal use). District acquisition policies shall be followed for district purchase of goods or services through the Network.

E. The Network shall not be used for political lobbying. Employees and students in class activities may use the Network to communicate with elected representatives and to express political opinions.

F. "Educational Purpose" includes the use of the Network for classroom activities, professional and career development.

## **II. DEFINITIONS**

None

## **III. POLICY STATEMENT**

### **District Responsibilities**

A. The Coordinator of Technology will oversee the Network. In addition, the Coordinator of Technology will work with Delaware Department of Education, Department of Technology and Information, and Delaware Center for Educational Technology representatives as necessary concerning network operations.

B. The building principal, assistant principals and the Coordinator of Technology will approve building level activities, ensure teachers received proper training, establish a system to ensure adequate supervision of students using the Network, and will be responsible for interpreting the Student and Staff Member Acceptable Use policies. The District Personnel Office will maintain executed user agreements.

C. The Coordinator of Technology will setup individual student and employee accounts, establish District virus protection processes, monitor student and employee Network usage, and perform other duties, as the administration deems appropriate.

D. The Coordinator of Technology will monitor District and assist, when needed, State of Delaware technicians with software technologies for blocking or filtering Internet access to visual depictions that are obscene, pornographic, harmful to minors, or any other site deemed inappropriate for view by students and staff as identified by an educational agency, elementary or secondary school, or other entity.

E. The District through the Coordinator of Technology will monitor the online activities of students, through direct observation and/or technological means to ensure that students are not accessing such depictions or any other inappropriate material or activity.

F. All instructional staff are responsible for educating, supervising, and monitoring appropriate usage of the Network and access to the internet in accordance with this policy, The Children's Internet Protection Act, The Neighborhood Children's Internet Protection Act, and The Protecting Children in the 21st Century Act. All staff are responsible for monitoring appropriate usage of the network and for reporting inappropriate usage.

#### General Internet Safety

A. Individual Responsibility of Parents/Guardians and Users. All users and their parents/guardians are advised that access to the Network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the Network and Internet and stay away from these sites.

B. Personal Safety - Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not use your last name or any other information which might allow a person to locate you without first obtaining the permission of a teacher. Do not arrange face-to-face meetings with someone you meet on the Internet without your parent's/guardian's permission. If someone attempts to arrange a meeting with you as a result of an Internet contact you must report the communication immediately to your teacher.

C. Hacking and Other Illegal Activities - It is a violation of the Staff and Student Acceptable Use Policies and Code of Conduct for individuals to gain access to unauthorized areas of the Network. Any use of the Network which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or violates any other applicable law or municipal ordinance is strictly prohibited.

D. Confidentiality of Student Information - Personally identifiable information concerning students may not be disclosed or used in any way on the Network without permission of a parent/guardian or if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Network, particularly credit card numbers and Social Security numbers. Only a member of the school administration may authorize the release of student information, as defined by law for internal administrative purposes or approved educational projects and activities.

E. Acceptable Use Policies - Students and their parent(s)/guardian(s) will sign a Student Acceptable Use Policy for Online/Internet Services that describes acceptable and unacceptable computer and Network use behaviors. In addition, Staff members will also sign a Staff Acceptable Use Policy for Online/Internet Services.

F. Users have no expectation of privacy in their use of and access to any electronic/cloud resource. District Administrators and authorized personnel monitor the use of electronic/cloud resources to help ensure that uses are secure and in conformity with this policy. The District reserves the right to examine, use and disclose any data found on the Sussex Technical School District Network or electronic/cloud resources in order to further the health, safety, discipline, or security of any student or other person, or to protect district property. It also may use this information in disciplinary actions and will furnish evidence of suspected criminal activity to law enforcement. In recognition of the need to establish a safe and appropriate learning environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the internet.

## **COMPUTER-RELATED CRIMES**

Most people do not purposely break the law. They would never consider stealing money from someone's pocket. But those who copy software without authorization or those who tamper with files on computers are stealing intellectual property and they should understand the consequences of their actions.

### **Unauthorized Access**

A person is guilty of the computer crime of unauthorized access to a computer system when:

- knowing he is not authorized to do so, he accesses or causes to be accessed any computer system without authorization.
- knowingly uses another person's password to gain access.
- knowingly gives a password to another person to gain access and/or allows another person to use their logged-on computer.

### **Misuse of Computer System Information**

A person is guilty of the computer crime of misuse of computer system information when:

- as a result of his accessing or causing to be accessed a computer system, he intentionally or recklessly makes or causes to be made an unauthorized display, use, disclosure or copy, in any form, of data residing in, or produced by a computer system.
- that person without authorization, alters, deletes, tampers with, damages, destroys or takes data intended for use by a computer system.
- that person stores unacceptable material on the network.

### **Destruction of Computer Equipment**

A person is guilty of the computer crime of destruction of computer equipment when that person, without authorization, intentionally or recklessly tampers with, takes, alters, damages or destroys any equipment used in a computer system.

### **Interruption of Computer Services**

A person is guilty of the computer crime of interruption of computer services when that person, without authorization, intentionally or recklessly disrupts or degrades or causes the disruption or degradation of computer services or denies or causes the denial of computer services to an authorized user of a computer system.

### **Penalties**

Computer crime can range from:

- First degree, Class B felony, for damages over \$10,000\* 3 to 30 years imprisonment fines or other conditions as the court may order
- Fifth degree, Class B misdemeanor, for damages of \$500 or less\* not to exceed 6 months imprisonment fines or other conditions as the court may order
- Copying computer software without permission is a violation of the Copyright Act of 1976, up to 5 years in prison, fines of up to \$100,000\*

- School consequences can range from suspension to expulsion depending on the severity of the offense
- Police contact will be made and an arrest may result
- *Fines or other conditions that the court may order*

## **VISITORS**

In order to maintain a safe and secure environment, **unauthorized visitors are not allowed at Sussex Tech at any time.** Visitors found on school property without proper authorization may be prosecuted for trespassing. **All visitors must request a visitor's pass at the Security Desk, which is located at the front entrance of the school (next to the library).**

Classroom visits that occur while school is in session must be authorized prior to visiting Sussex Tech by a principal or a teacher. Principal/Teacher must notify the Security Officer at least two (2) days in advance that they have an approved visitor coming to their office/classroom.

**Parents picking up students immediately after school (3:15 p.m.) are NOT PERMITTED to park on the road in front of the school.** Anyone other than a parent must wait until all the buses have departed from the school (3:25 p.m.). Those parking in front of the school must remain in their cars.

## **DRIVING PRIVILEGES**

### Application Procedures

- Based upon limited parking availability the student will be issued a specific parking permit.
- **Only** Junior and Senior students who are eligible to drive without supervision will have the opportunity to request parking privileges.
- Completed applications and required documentation must be turned in to the Main Office.
- Seniors will be given the opportunity to turn in applications one week prior to Juniors.
- After the initial one-week period, parking permits will be issued based on a first-come, first-serve basis for students eligible to drive without supervision (6 months from DE license issue date). Students who possess a provisional driver's license are not eligible to apply for student parking.
- As students become eligible to drive without supervision, applications and parking permits will be assigned.

### Temporary Permit Procedures

- Students who need to drive to school in an emergency can be issued a one-day pass in the main office.

### Parking Lot Rules

- All drivers must have a valid driver's license in their possession at all times and proof on file of proper insurance coverage on the vehicle being driven.
- Parking permits must be clearly visible on the front windshield at all times.
- The school is not responsible for theft of, or damage to, vehicles on school property.
- Students are not to loiter in their vehicles or the parking lot.
- Students who must go to their vehicles during school hours must have written permission from a principal.
- Parking violations (i.e. parking in unauthorized location, permit not visible/displayed, unsafe



driving, etc.) are assessed a five-dollar (\$5.00) fine for each violation.

- Vehicles on school property are subject to search by school authorities at any time as stated in the Right to Search Policy.
- The school reserves the right to restrict or revoke the driving privileges of a student who may have disciplinary or attendance problems.

Note: Students who are issued a parking pass are not eligible to ride a school bus to/from school, per Delaware Code, Title 14 §2909 and §4115.

<https://www.sussexvt.org/hs/offices-and-departments/transportation-office/>

## **BOTTLES AND CONTAINERS**

**Clear** commercial water bottles are the only bottles and containers students are permitted to have in view, except in the cafeteria. Staff members will confiscate and dispose of these items if they are seen.

## **FIELD TRIPS**

Field trips are earned privileges that are integral and worthwhile educational activities. All school policies and rules apply during field trips. Parental permission must be obtained before students can leave school property for any reason. No unauthorized persons will be taken on a school field trip activity. Students are not permitted to drive. Students may be denied field trip participation if there are concerns in the areas of attendance, missing assignments, and/or disciplinary issues.

Students may be denied field trip participation if the parent/guardian does not provide nurses with necessary medical information (i.e., Emergency Health forms, Emergency Action Plans, medication consents, etc.), medical equipment, or medication, such as inhalers, Benadryl, EpiPens, etc.

## **BUILDING ACCESS**

Students are allowed on campus at 8:20 a.m. Once students arrive at school they cannot leave until they are dismissed or have a valid excuse slip from the Attendance Office. All students must leave the school by 3:30 p.m. unless they are in a supervised after-school activity.

## **HALL PASSES**

Hall Pass Expectations:

A hallway pass is required at all times when classes are in session. Students must obtain approval from a staff member via *SmartPass*, an online portal.

Student Expectations:

- Students are expected to carry an ID badge at all times.
- If a student loses his or her ID badge, he/she will be issued a new one & put on the debt list.

Teacher Expectations:

- Only allow one student out of the room at a time.
- If students are caught in the hall without a SmartPass approval, they will be directed back to class.

## **IDENTIFICATION (ID) BADGES**

ID badges are used for checking out books in the library, obtaining meals in the cafeteria, and student identification. Consequences for failure to possess an ID badge for identification and library purposes will result in disciplinary action as listed in the Acts of Misconduct table on pages 38 and 39. In addition, the ID badge is not to be defaced in any manner. If a student defaces or loses his/her ID badge, he/she will be required to purchase a new badge.

## **SALES OF PRODUCTS**

Only those articles associated with approved fundraisers are permitted to be sold on school property. The sale of products must benefit a school organization or event. Any articles (including candy, gum, lollipop, etc.) being sold illegally in school may be confiscated by teachers or administrators.

## **STUDENT DEBTS**

Students and/or parents are responsible for paying all student debt balances by the end of each marking period. If the unpaid balance has not been satisfied, the following procedures will be followed.

- Student will not receive his/her report card(s).
- Student will not be allowed to attend dance(s)/prom until payment is made.
- If the student is a senior, he/she:
  - May not participate in the graduation ceremony.
  - Will not receive a report card, diploma, and /or technical certificate.
  - May not request a transcript be released to college(s) and/or employer(s).
- Sophomores will not be issued their driving certificates.
- Student will not be allowed to attend or participate in sporting events.
- Student will not be allowed to check out library books if they have a library debt.

Student debts are defined as any item belonging to the school that is temporarily issued to a student that is either damaged or not returned. Students are held responsible for the cost of the replacement item. These items may include the following or any other items at the principal's discretion:

- Books/Workbooks
- Calculators
- STEM Project Materials (items used from classroom materials/supplies)
- Class Lab Fees
- Uniforms – Band, Chorus
- Band Instruments
- Sheet Music
- Library Materials, fines and fees also
- Dues
- Returned Checks – amount of check only, no fee involved
- Damage To/Loss Of Class Equipment/Tools/Materials
- Parking Fees/Fines

- Summer School
- Lost Locks
- Replacement ID/Agenda

# **DISCLOSURE INFORMATION**

## **ASBESTOS NOTIFICATION COMPLIANCE STATEMENT**

The Sussex Technical High School has been inspected by:

Compliance Environmental, Inc.  
150 South Bradford Street  
Dover, DE 19904

A copy of the AHERA Management Plan is on file in the Administration Office:

Sussex County Vocational Technical School District  
17137 County Seat Highway  
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 Mr. Hud Athey, Director of Administrative Services and Designated Person/LEA for the Sussex County Vocational Technical School District.

## **SPECIAL EDUCATION SERVICES**

Students who have handicapping/disabling conditions have the right to receive a free, appropriate, public education guaranteed them under Section #504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Part B of the Individuals Disabilities Education Act of 1975, as amended in 1997.

Any parent who has questions concerning their child's eligibility or rights under these acts should call John Demby, Ed.D., Supervisor of Support Services, at 302-856-2541.

The Sussex County Vocational Technical School District has developed a plan/application under Part B of the Individuals with Disabilities Education Act of 1975, as amended in 1997. This plan/application and all related documents are available for inspection by the general public in the district office.

## **SCHOOL LIABILITY & STUDENT ACCIDENTS**

Each year, the school has a problem with misunderstanding about financial responsibility for medical treatment of students who are injured while in the regular school program. In such cases, parents wrongfully assume that expenses caused by these injuries will be paid by the school or by insurance carried by the school corporation. *The school corporation does not carry student accident insurance nor does it pay bills to doctors or others for treatment of injuries incurred by students. This is a responsibility of the parent/guardian.* The school does offer student accident insurance through an insurance carrier. The insurance will cover accidents in school and out for a very nominal fee.

## **EMERGENCY CLOSING OF SCHOOL**

During the course of the school year, it occasionally becomes necessary to cancel regular school activities. Such problems as epidemic, heat and/or power failure, and inclement weather are considered just cause for closing. The decision to close Sussex Tech due to inclement weather is usually made prior to 7:00 a.m. on the day in question. Local media outlets are notified, and the information is shared on the Sussex Tech website and social media channels.

Please refrain from phoning school so that we may keep the phone lines free for emergencies. If school closes for weather or other emergencies the day of return will be the day missed. For example if an odd day is missed, the day of return will be an odd day. **One-hour school delay openings will begin at 9:40 a.m., two-hour delays at 10:40 a.m.**

**Families will receive notification via our district-wide call home system which will place a call to your designated telephone number as soon as emergency information becomes available. A voice mail will be left detailing the emergency information if there is no answer to the phone. Please be sure that you provide our Student Services Office with your preferred telephone contact information in order to allow us to provide you with timely information in the event of an emergency.**

## **EMERGENCY PROCEDURES**

The Sussex Tech Crisis Plan outlines four possible reactions to a crisis. Each classroom space is equipped with a red crisis folder that details the instruction for each reaction. Routine drills take place to practice all four reactions. When a crisis situation occurs, one of the following four reactions is chosen and implemented.

<https://iloveguys.org/The-Standard-Response-Protocol.html>

## **STUDENT SAFETY**

Instruction in safety practices is included in all areas. The approach used for safety instruction depends to a great extent upon the area being taught; however, the use of safety glasses in most areas is required by State Law and must be enforced. Each student in such shop settings is issued one pair of safety glasses without cost. Upon receipt, the student assumes full responsibility for use and care of the safety glasses. Lost safety glasses must be replaced at student expense. Also, no student is allowed in the shop areas without proper safety glasses. This also applies to visitors.

## **SURVEILLANCE CAMERAS**

All students are responsible for their behavior at all times. In order to insure safety and accountability and to maintain educational focus, cameras are in use on school property and buses.

## **RIGHT TO SEARCH**

Lockers, restrooms, storage areas, and parking lots are considered public property belonging to Sussex Technical High School. The school administration reserves the right to search any such area at any time with or without reasonable suspicion. Cars driven to Sussex Tech are subject to

search. If a student does not want his/her car subjected to search, the student is not to drive the automobile onto the school property.

### **Personal Storage Policy**

The District presumes students possess and are therefore responsible for all items found in or on their clothing, book bags, purses, lockers, or similar containers or bags used to carry or store books or personal property. Students should regularly check the contents of their lockers, book bags, and/or purses. If they fail to lock their lockers or secure their book bags and/or purses or provide others access to their lockers, book bags, and/or purses, they remain responsible for all items found.

### **Motor Vehicle Policy**

The District presumes students possess and are therefore responsible for all items in their motor vehicles. This presumption applies to any vehicle driven to school without regard to who owns the vehicle. Before students bring vehicles to school or a school activity, they should carefully inspect their vehicles. If students fail to lock their vehicles or permit others access to their vehicles, they remain responsible for all items found.

## **GRIEVANCE PROCEDURES - TITLE IX, ADA, & NON-DISCRIMINATION POLICIES**

All inquiries regarding Title IX, Americans with Disabilities Act (ADA), 504, and non-discrimination policies should direct their concerns to the designated complaint person: John Demby, Ed.D., Supervisor of Support Services, Sussex County Vocational Technical School District, P.O. Box 351, Georgetown, DE 19947, telephone 302-856-2541. The Sussex County Vocational Technical School District does not discriminate in employment, educational programs, services or activities based on race, color, national origin, sex, age, or disability in accordance with state and federal laws. The following is the Title IX and Section 504 grievance procedure. This procedure provides for the processing of a grievance at three levels of progressive decision making. At Level I, a grievance is heard by an authority at the level most immediate to many grievance occurrences. Level II decision making is at the High School Administrative Level. Level III calls for final grievance resolution by the District Office Administration.

### **I. Filing of Grievances**

A. Eligibility for Filing: Establishes eligibility.

B. Pre-Grievance Contact: Prior to the submission of a written grievance to a hearing officer, the grievant(s) may request pre-grievance.

C. Grievance Filing: Grievances filed with the Title IX or the Section 504 coordinator shall be in writing on a form provided by the coordinator, and shall provide the following information: name and address of grievant(s); nature of alleged violation; name of persons responsible for the alleged violation (where known); requested relief or corrective action, and any background information the grievant believes to be relevant (e.g., names or groups of other persons affected by the violation, etc).

D. Grievance Forms: A grievance form shall be prepared by the grievant and the Title IX or the Section 504 coordinator who will facilitate the filing of the grievance. These forms may be obtained from the Title IX or Section 504 coordinators, or any other person designated to handle these complaints.

E. Time Limit for Filing a Grievance: A grievance must be filed within 60 days of the occurrence of the alleged Title IX violation or the alleged Section 504 violation.

Information and forms are available in the High School Main Office.

For more information or assistance regarding this procedure and form(s), please contact:

## II. Procedures for Student/Parent Concerns and/or Grievances

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

1. The student and/or parent 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	Asst. Principal	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.

## III. Procedures for Student/Parent Concerns and/or Grievances Regarding Extra-Curricular or Co-Curricular Activities

If parents or students have a grievance involving any extra-curricular or co-curricular activities or issues, the following procedures must be followed:

1. The student and/or parents must first discuss a grievance with the advisor, 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>
Advisor	Counselor	Asst. Principal	Principal

3. If the grievance proceeds through the third level and is not resolved, the grievance may appeal to the principal. The principal, or designee, will investigate, confer with the parties, and/or review the written grievance record. The decision of the principal, 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 principal's receipt of the appeal.

## SUBPOENA POWERS

If a parent fails to attend, participate, or respond to a request for a conference dealing with their child's alleged violation of school rules, the Superintendent or designee may request a subpoena compelling the parent's presence.

## DISCLOSURE OF STUDENT INFORMATION

Sussex County Vocational Technical School District may disclose directory information at 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 a parent or emancipated student does not want directory information released, he or she must send written notice annually to the Superintendent of the District at the address listed on the title page of this booklet. Such notice must be received within 30 days of student receipt of this book. The following student information is directory information: name, address, telephone number, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent

previous school attended by the student, and photographs of students in school or school activities provided the photographs do not reveal information concerning academic placement.

## **FERPA RIGHTS**

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

### Inspection and Review

Parents may submit to the school principal a written request identifying records they wish to inspect. The principal will notify them of the time and place at which records may be inspected. Access shall be provided within 45 days of the receipt of the request.

### Amendment of Records

Parents may ask the district to amend a record they believe is inaccurate by submitting to the principal a written request identifying the part of the record they want changed and specifying why it is inaccurate. If the district denies the request, the district will notify them of the decision, advise of the right to a hearing, and provide the hearing procedures.

### Disclosure Without Consent

Disclosure of personally identifiable information contained in students' education records requires parent consent with the following exceptions:

1. Such records may be disclosed to school officials with legitimate education interests. School officials include district employees; Board of Education members; a person or company retained by the district to perform a special task, (for example, an attorney, auditor, medical consultant, or therapist); or a parent or student serving 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 a professional responsibility.
2. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

### Complaint

Parents may file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA by submitting a complaint to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **RIGHTS UNDER PPRA**

The Protection of Pupil Rights Amendment (PPRA) affords parents, students who are 18, and emancipated minors the following rights regarding the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

### Protected Information Surveys

The district is required to obtain consent permitting a child to participate in certain school activities, or parents may elect to opt out of such activities. These activities, known as protected information surveys, include a student survey, analysis, or evaluation concerning one or more of the following:

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incrimination, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers

7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

#### Notice and Opportunity to Opt Out

The district will notify parents of the dates of the following activities and provide an opportunity to opt a student out of participating in such activities:

1. Any protected information survey, regardless of funding source
2. Any non-emergency invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing, to sell or otherwise distribute the information to others

#### Inspection

Parents may, upon request, inspect the following:

- Protected information surveys of students
- Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
- Instructional materials used as part of the educational curriculum

#### Adoption of Policies

The district will adopt policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will notify parents of these policies at least annually at the start of each school year and after any substantive changes.

#### Complaint

If parents believe their rights have been violated, they may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SE, Washington, DC 20202-4605.