



2024-2025

**Sussex Technical High School
Student & Parent Handbook**

MAILING ADDRESS:
P.O. Box 351
Georgetown, DE 19947

SHIPPING ADDRESS:
17099 County Seat Highway
Georgetown, DE 19947

302-856-0961

Disclaimer

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

Mission *Preparing technical students for their future*

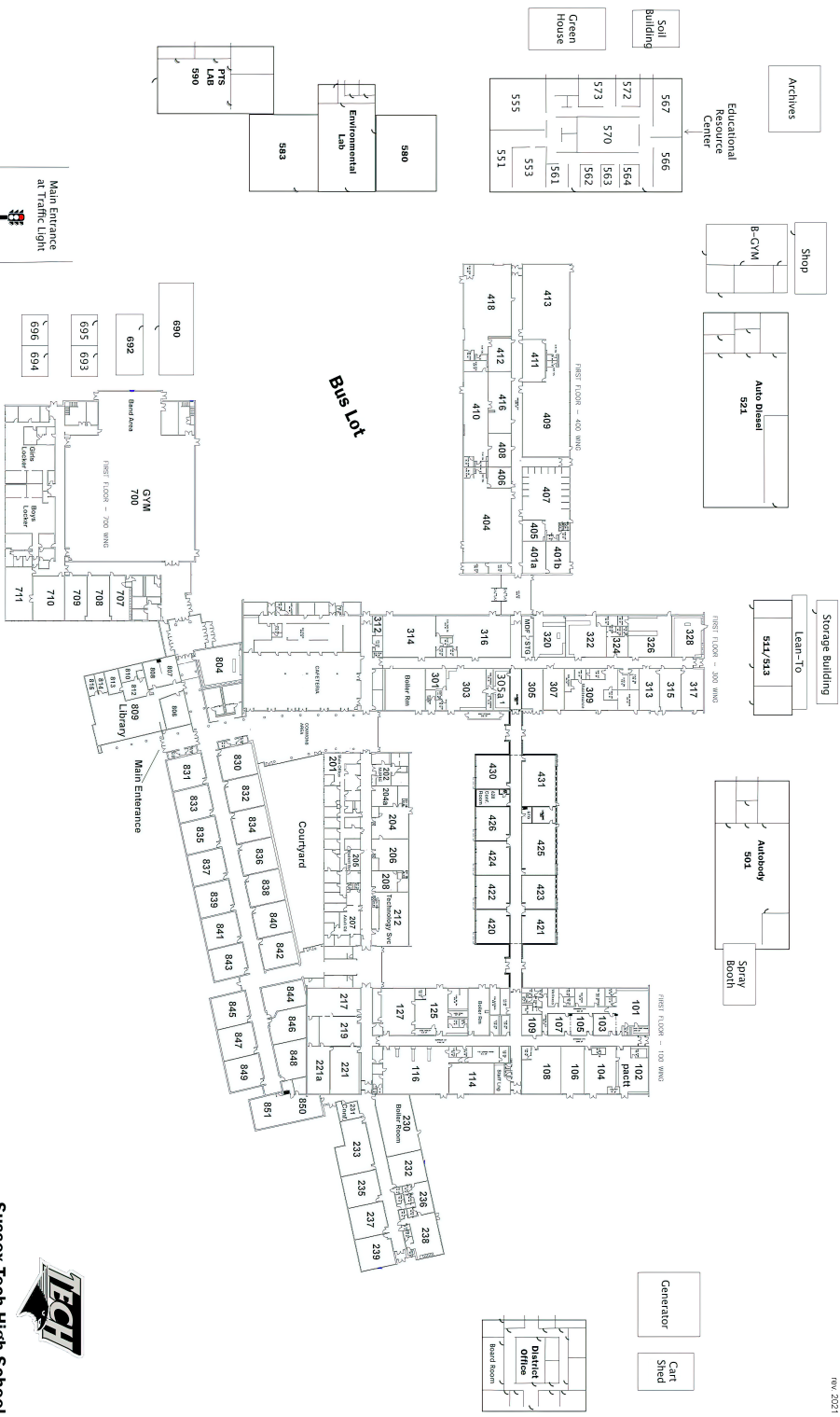
Vision: *To become a premier vocational /technical learning community and to be recognized regionally for student excellence.*

SCHOOL COLORS

SILVER & BLACK

SCHOOL MASCOT

RAVEN



Main Entrance at Traffic Light



Sussex Tech High School

YOUR EVEN DAY SCHOOL SCHEDULE

YOUR ODD DAY SCHOOL SCHEDULE

TIME	RM#	COURSE TITLE	TEACHER	TIME	RM#	COURSE TITLE	TEACHER
8:25		ARRIVAL & BREAKFAST		8:25		ARRIVAL & BREAKFAST	
8:30-10:00		PERIOD 2		8:30-10:00		PERIOD 1	
10:05-11:35		PERIOD 4		10:05-11:35		PERIOD 3	
11:40-1:40		PERIOD 6		11:40-1:40		PERIOD 5	
1:35-12:05	<input type="checkbox"/>	LUNCH A		11:35-12:05	<input type="checkbox"/>	LUNCH A	
12:07-12:37	<input type="checkbox"/>	LUNCH B	Check your lunch period	12:07-12:37	<input type="checkbox"/>	LUNCH B	Check your lunch period
12:38-1:08	<input type="checkbox"/>	LUNCH C		12:38-1:08	<input type="checkbox"/>	LUNCH C	
1:10-1:40	<input type="checkbox"/>	LUNCH D		1:10-1:40	<input type="checkbox"/>	LUNCH D	
1:45-3:15		PERIOD 8		1:45-3:15		PERIOD 7	
3:20		DEPARTURE		3:20		DEPARTURE	
Ninth-Grade Career Exploration							
Exploratory Course Title				Exploratory Course Title			
Rm #				Rm #			

Acceptable Use Policy for Online/Internet Services	7
Activity Bus Schedule	50
Acts of Misconduct	45
Annual Public Notice	12
Attendance	23
Attendance Appeal Process	25
Breakfast/Lunch Regulations	48
Building Access	55
Bullying	33
CellPhone Policy.....	22
Change of Name or Address	53
Competitive Events Eligibility Requirements – BPA, SkillsUSA, HOSA & FFA.....	51
Consequences of Expulsion	27
Course Scheduling	48
Course Weighting	20
Definitions	32
Disciplinary Steps	35
DISCLOSURE INFORMATION	57
Disclosure of Student Information	60
Dress Code	21
Driving Privileges	54
Drugs/Alcohol Policy.....	27
Early Career & College Partnership	16
Early Dismissal/Late Arrivals	25
Earning Sussex Tech Credits	20
Eight Period Block	10
Emergency Closing of School.....	57
Emergency Procedures	58
Expulsion	26
FERPA Rights.....	60
Field Trips	55
Grade Promotion Requirements	18
Grade Reporting	20
Grading System	18
Graduation	17
Graduation Requirements.....	17
Grievance Procedures.....	58
Hall Passes	55
Harassment	33
Hazing.....	33
Home Access Center	20
Honor Roll.....	16

Identification (ID) Badges.....	55
Internet	7
INSTRUCTIONAL PROGRAMS.....	14
Letter to Parents.....	5
Library	49
Lockers.....	53
Lost and Found/Missing Items	53
Map	2
Medical Requirements by the Nurses	8
National Honor Society	16
National Technical Honor Society	16
Nondiscrimination Statement	14
Personnel	12
Phone Message/Student Phone Use	54
Physical Education Excuses	25
Possession of a Weapon in a Safe School Zone.....	27
PROCEDURES	53
Right to Search	58
Rights Under PPRA	63
Sales of Products	56
School Colors.....	1
School Mascot.....	1
School Nurse.....	49
Senior Work-Based Learning	17
Sick Day Guidelines	10
Smoking/Possession/Use of Tobacco Products	33
Spanish Honor Society.....	16
Special Education Services.....	57
Sports Programs	50
Student Assistance Specialist/ Homeless Liaison	12
Student Class Dues	53
Student Clubs and Organizations	52
Student Debts	56
STUDENT EXPECTATIONS	21
Student of the Quarter.....	16
Student Schedule	3
STUDENT SERVICES	48
Surveillance Cameras	58
Suspension	26
Sussex Tech Student-Parent- School Compact.....	6
Valedictorian and Salutatorian	20
Visitors	54
Wellness Center.....	49

Sussex Technical High School

A United States Department of Education National School of Excellence



TO: All Parents/Guardians
FROM: Sussex Tech School District
DATE: August 23rd, 2024

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.

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://education.delaware.gov/educators/educator-credentialing/credentialing-application-deeds/>.

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: Jason Peel, Ed.D., Director of Personnel & Student Support Services, P.O. Box 351, Georgetown, DE 19947, telephone 302-853-1589.

El Distrito Escolar de Sussex Tech no discrimina en base a raza, color, sexo, religion, incapacidad, origen nacional, estado nacional, informacion genetica, otras categorias protectorados legalmente en sus programas o actividades. Las preguntas concernientes a las politicas discriminatorias pueden ser dirigidas a: Jason Peel, Ed.D., Director of Personnel & Student Support Services., P.O. Box 351, Georgetown, DE 19947, telefono 302-853-1589.

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.

STUDENT ACCEPTABLE USE POLICY FOR ONLINE/INTERNET SERVICES

RULES AND REGULATIONS FOR IPAD ISSUANCE AND USE

STUDENT/PARENT/GUARDIAN EXPECTATIONS:

1. An Apple iPad will be issued to students in good standing with Sussex Vocational Technical High School. The device will come with a district provided case.
2. The purpose of issuing this device is so that students can have 1:1 access to online texts, Schoology, and other school related instruction.
3. Students are expected to bring the device to school each day, fully charged. This means that they should establish a routine for charging the device at home overnight.
4. Students should treat this device with as much care as if it were their own property.
5. The district provided case should not be removed from the device. Removing the case should only occur through the school district's Technology department.
6. The student should always keep the device secure. This means that either the student has the device with him/her, or the device is in a secure place at school or home.
7. The power cord/charger must be cared for and damage prevented.
8. The student shall not disrupt the educational process of the school district or of other students through non-educational use of the device. This means that they shall not
 - a. Endanger the health or safety of themselves or anyone else with the device.
 - b. Invade the rights and privacy of others at school with the device.
 - c. Engage in illegal or prohibited conduct of kind with the device.
 - d. Violate the conditions and rules of the district's *Acceptable Use Policy*.
9. Students will not take or distribute any unauthorized pictures or recordings of other students, teachers, or the public using the device.
10. Students will not download any unauthorized applications, pictures or recordings on the device.
11. Communications via the School WIFI or Network should not be assumed to be private or privileged information.
12. Network Accounts such as Email, Managed Apple ID, Classlink and others are to be used only by the authorized student. Students will not share login information, credentials or passwords nor attempt to use another students login information, credentials or passwords.

Parent(s)/guardian(s) are responsible for their child's use of the device, including misuse, damage to or loss of the device.

1. **Problem with Functionality:** If a problem arises with the functionality of the device, the student must notify Technology Services of the problem within one school day. A loaner device will be provided until the repair is complete. Under no circumstances may the student or his/her parent/guardian attempt to fix or allow anyone but District staff to attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop.
2. **Accidental Damage:** In the event of the first case of accidental damage to the device, Sussex

County Vocational Technical School District will fund the repair/replacement unless it is deemed malicious (case by case). In the event the charger is damaged, the parent/guardian will be responsible for the replacement cost of the charger.

3. Repeat Damage: In the event of repeated damage to the device the parent is responsible for the entire cost of the repair or replacement for the second incident and all future incidents.
4. To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless the District, its Board of Education, and its Board members, employees, and agents, from any claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or this Agreement.
5. Theft: In the event of theft, upon presentation of a filed police report, Sussex County Vocational Technical School District will fund the entire replacement cost. In the event of a second theft, the parent/guardian will be responsible for the replacement cost.
6. District Property: The District teachers have the right to hold the device if they believe the student has violated the rules of this agreement. The district teacher will notify the District Administration whenever that action is taken. The District Administration reserves the right to retain the device at any time they believe appropriate. The device is District property; therefore, the District may examine the device and search its contents at any time for any reason. Neither the student nor parent/guardian have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects.
7. Loss: In the event that the device, case, or charger is lost, the parent(s)/guardian(s) are responsible to cover the entire replacement cost. The decision to assess a charge, as well as the amount of the charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device, case or charger.

Sussex Technical High School reserves the right to log WIFI/Network/Internet use; to monitor file server space utilization by users; and remove a user from the network in the event of unauthorized activity.

Abuse is considered serious misconduct and will be dealt with by loss of computer privileges and if appropriate, legal prosecution. It is understood that violations of any of the above expectations, could result in loss of technology privileges. This agreement is not solely limited to the information contained within this document but also includes information contained with the student code of conduct.

MEDICAL REQUIREMENTS BY THE NURSES

Welcome to the 2024-2025 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 1st 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 9th 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 1st 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 **302-271-2522**.
- 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:		Lunch Schedule:	
A Lunch	11:00-11:30	A Lunch	11:35-12:05

B Lunch	11:32-12:02	B Lunch	12:07-12:37
C Lunch	12:03-12:33	C Lunch	12:38-1:08
D Lunch	12:35-1:05	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 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

Jason Peel, Ed.D.	Director of Human Resources and Support Services
Matthew Donovan, Ed.D.	Director of Curriculum & Instruction
Kelly Whaley, M. Ed.	Director of Adult Education
Hud Athey, M.Ed.	Director of Administrative 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)
Krista Schirmer	School Counselor (L-Roe)
Tanya James	School Counselor (Rof-Z)
Dean Johnson	Work Based Learning Coordinator

Additional Assistance

Attendance	Kim Merritt– 856-0961
Admissions/Student Services	Steve Persolio – 854-2820
Athletics	Marc Quillin - 854-2817
Homebound Instruction	Main Office – 856-0961
Homeless Liaison	Brian Elliott – 853-1584
Lost & Found	Main Office – 856-0961
Nurses	Naomi Hastings/Lisa Fitter– 854-2819
Parking/Student Driving	Main Office – 856-0961
Special Education	Carol Wothers – 854-2821
Wellness Center	Cathy Schilling – 271-2522
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)]

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:

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

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

Title IX & ADA

Jason Peel
 Director of HR & Support Services
 Sussex Tech School District
 17137 County Seat Highway

P.O. Box 351
Georgetown, DE 19947
(302) 856-0961

P.O. Box 351
Georgetown, DE 19947
(302) 853-1589

NONDISCRIMINATION STATEMENT

The Board of Education of Sussex Technical School District is firmly committed to providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination.

The Sussex Technical School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), National Origin, citizenship or ancestry, age, disability, marital status, Veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by Federal, State or local law.

Sussex Tech maintains all of its policies and practices in strict compliance with all applicable Federal and State civil rights laws, including Titles VI and VII of the Civil Rights Act of 1964, Titles I and II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, Title IX of the Education Amendments of 1972, and 14 De Admin. Code 225 Prohibition of Discrimination.

From time to time, state and federal agencies, as well as court rulings, will revise or alter the scope of protected classes in the laws and regulations. In order to maintain legal compliance, the Sussex Tech definition of each protected class is, at all times, consistent with the definitions published by the regulatory agencies charged with oversight.

No person will be denied admission to any program on a basis that is contrary to the above stated laws.

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.

Architectural Engineering - Students are prepared with skills and knowledge essential for success in the field of engineering design technology. Instruction and hands-on experiences will help students learn how to use computer-aided design (CAD), develop technical drawings, and create three-dimensional solid models.

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.

Medical Assisting - Students will be prepared for both the clinical and administrative aspects of a medical facility. Through instruction and hands-on experience, students will learn clinical skills, such as assisting in physical examinations, administrative skills, such as medical records management, and professional ethics and law.

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 choose 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.

Welding and Fabrication - Students are prepared with entry-level skills to enter the welding field. Instruction and hands-on activities are designed to develop knowledge and skills in common

welding processes, cutting techniques, industry standards, and code requirements.

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.

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. 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.
2. 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.

3. 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.
4. 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 1st, 2nd, or 3rd marking period grade will be lower than a 50% for year-long courses.
- f. No 1st or 3rd 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.

- XI. Techademic Coaching (content specific tutoring) will be offered several days per week after school hours.

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*).

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, skirts, 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.

CELL PHONE POLICY

Rationale: At Sussex Technical High School, our primary purpose is to provide the maximum educational benefit for our students. We acknowledge that cell phones are centrally important in many students' lives; however, we have found that electronic devices distract many of our students from our primary purpose and that these devices disrupt the educational processes of our classrooms. We expect our students to always be "present" at school, which means paying attention to lessons, being fully engaged when operating equipment, being aware of their surroundings, and knowing when it is appropriate to be unplugged. We also want to support the development of healthy electronic device habits and hope students learn to use these items as a tool without becoming dependent upon them. The cell phone expectations below are created to address these issues and maximize learning.

Cell Phone Expectations during Instructional Time:

- Students' personal electronic devices are to be placed in a designated location, such as a cell phone caddy/box, upon entering the class. Personal electronic devices should be turned off/silenced and disconnected from all other peripheral devices.
- Students' personal electronic devices will remain in the designated location for the entirety of the instructional period, including when students are given permission to use a SmartPass (hall pass).

Consequences of Non-compliance:

1. If a cell phone is seen, heard, or used, students will be required to put the cell phone in the cell phone caddy/box.
2. If the student continues to have personal electronic device use violations, the next offenses will include confiscation of the personal electronic devices for the remainder of the school day. Students may retrieve the personal electronic device from the school's main office at

the end of the school day.

3. Subsequent offenses include confiscation of personal electronic devices for the remainder of the school day. Only parents may retrieve the personal electronic device from the school's main office during normal business hours.
 4. Subsequent offenses may include but are not limited to administrative conference, permanent placement of the personal electronic device in a designated location with the school administrative staff, parent conference, after-school detention, in-school suspension, out-of-school suspension.
- Only students with medical exemptions shall be authorized to use their personal electronic device for prescribed medical purposes.
 - Parents who need to contact their child may call the main office and a message will be sent to the student, or an arrangement may be made to have the student contact the parent.

Students bring personal electronic devices on school property or to school activities at their own risk. The school or school district is not responsible for lost, stolen, and/or damaged devices.

Electronic Communication Devices (ECD) Usage 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 these expectations or otherwise engages in misuse of the ECD.

A student is prohibited from using his/her ECD to make video recordings at school, to cheat, plagiarize, bully, haze, or disrupt the 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 who inappropriately use their ECD at school, during school events, or while involved in a school activity will be subject to disciplinary action and possible law enforcement involvement.

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 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.

CODE OF CONDUCT

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.

Weapons Detection Screening

All individuals entering Sussex County Vocational Technical School District buildings, facilities, and premises may be subject to screening on a daily basis. This system differs from a traditional metal detection system as it is designed to focus on the detection of weapons. Each person operating a weapons detection screening device shall be trained in the proper use of the device.

Weapons are not permitted in/on Sussex County Vocational Technical School District facilities, buildings, or premises except as afforded by Title 11, Section 1457. Refusal to cooperate with the screening procedure will result in the denial of entry and/or disciplinary/legal action. For detailed information: Review the Weapons Detection Screening Policy KIA available on the school website, sussevt.org under the District Office tab.

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. 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.

H. 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

Arson	The malicious burning of property
Assault	Intentionally or recklessly causing physical injury to another person
Bomb Threat	An expression of intention to do harm by use of an explosive device (see terroristic threatening)
Bullying	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
Cheating/Plagiarism	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
Computer Crimes	See pages 54-57
Dangerous Instrument	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
Defamatory or Demeaning Actions or Remarks	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.
Destructive Devices	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
Disorderly Conduct	Unruly or turbulent behavior
Disruption	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
Extortion	Act of obtaining by force or improper pressure
False Alarm	Intentionally untrue warning signal
Fighting	Taking part in a physical struggle
Forgery	Falsely or fraudulently signing or altering a document such as hall passes, progress reports, absence excuses, etc.
Gambling	Participation in games of chance for money or other things of value
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, genetic information, or any other characteristics protected by law. Sexual harassment is a form of discrimination and is illegal under Title VII-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.
Hazing	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
Indecent Exposure	An offensive display of one's person
Indecent Proposition	Offensive suggestion of sexual intercourse
Inflammatory Actions	Language, gestures, or actions which may create a disturbance
Insubordination	Refusal to comply with a reasonable request from any adult
Loitering	A student's unauthorized presence in a school area
Offensive Touching	Aggressive, insulting, or obnoxious bodily contact with another
Misuse of Technology	Accessing, printing, or distributing inappropriate material (may lead to loss of Internet privileges)
Possession	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
Profanity	Foul and/or abusive language or gestures

Reckless Driving	Operating a vehicle in willful or wanton disregard for the safety of persons or property
School Zone	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
Sexual Contact	Sexual contact with another person knowing the contact is either offensive or occurs without consent
Sexual Misconduct	Is considered any act of sexual activity involving willing participants
Stealing	Taking or carrying away without right or permission
Terroristic Threatening	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
Tobacco	<p>“Electronic Smoking Device” means any product containing or delivering nicotine or any other similar substance intended for human consumption that can be used by a person to simulate Smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor or as this term may be amended by 16 Del.C. §2902.</p> <p>Any product that is made from or derived from tobacco or that contains nicotine, including: cigarettes, cigars, pipe tobacco, hookah tobacco, chewing tobacco, snuff, snus, or smokeless tobacco and is intended for human consumption by any means including Smoking, heating, chewing, absorbing, dissolving, inhaling, or ingesting as this term may be amended by 11 Del.C. §1115</p>
Trespassing	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
Vandalism	Willful or malicious destruction or defacement of property
Weapons	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.

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

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 Comply to Search	D	E-G	
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	

OTHER STUDENT POLICIES

Suicide Prevention – Policy JIK

I. PURPOSE

The Sussex County Vocational Technical School District recognizes the serious problem of youth suicide. This Suicide Prevention Policy ("Policy") is in accordance with the requirements of 14 *Del. C. § 4124*, relative to Suicide Prevention. The District shall post this Suicide Prevention Policy in all student and staff handbook(s) and on the District website.

II. SUICIDE PREVENTION TRAINING FOR PUBLIC SCHOOL EMPLOYEES

Each employee of the District shall participate in a least one training each year totaling at least ninety (90) minutes in suicide prevention. The training materials shall be evidence-based and approved by the Department of Education, Department of Health and Social Services, and the Department of Services for Children, Youth and Their Families. More than one training program may be approved and, if so, the District has discretion on the training it requires for its public school employees. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 *Del. C. § 1305(e)*. All employees shall provide evidence or proof of participation and completion.

III. SUICIDE PREVENTION PROGRAM

The District is responsible for the development of a Suicide Prevention Program at Sussex Technical High School. An established committee pursuant to Section III is responsible for the implementation of the Suicide Prevention Program.

IV. SUICIDE PREVENTION COMMITTEE

A District Suicide Prevention Committee is responsible for coordinating the Suicide Prevention Program within the school.

- a. The committee consists of: The Principal, School Psychologist, School Counselors, SRO, Wellness Center Staff, School Nurses, and Mental Health Clinicians, and any other individuals deemed necessary by the Principal.

b. The Committee shall:

- a. Hold regular meetings.
- b. Coordinate any required staff training.
- c. Develop suicide prevention activities and a plan of response to student suicide.
- d. Coordinate methods for anonymous reporting.
- e. Coordinate plan for communication with mental health professionals.

V. PROCEDURE FOR THE CONFIDENTIAL AND ANONYMOUS REPORTING OF WARNING SIGNS OF SUICIDE

The School District's Suicide Prevention Committee has outlined the process used to provide for confidential and anonymous reporting of a student demonstrating the warnings signs of suicide. The document outlining the process will be maintained by the principal or a staff member designated by the principal. At a minimum, any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA) provisions.

VI. PROCEDURE FOR COMMUNICATION BETWEEN SCHOOL STAFF MEMBERS AND MENTAL HEALTH PROFESSIONALS

WHO ARE TREATING SUICIDE IDEOLOGY AND THREATS

The Suicide Prevention Committee will develop guidelines for communication between school staff members and medical professionals who are involved in treating students for suicide issues. The guidelines will include but not limited to:

- c. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIPAA and FERPA guidelines.
- d. If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child.
- e. School counselors maintain updated contact information for emergency evaluations and the Delaware Child Mental Health 24-hour hotline (1-800-969-4357) or Crisis Text Line: Text DE to number 741741. Non-emergency services can be obtained through Delaware Guidance (302)-652-3948 or by contacting your medical insurance for recommended providers in your area.

VII. RETALIATION RESTRICTIONS

No employee, school volunteer or student shall be retaliated against for reporting a student thought to be demonstrating the warning signs of suicide.

Responding to Teen Dating Violence and Sexual Assault – Policy JIL

I. Purpose

The Sussex County Vocational Technical School District (the "District") recognizes that safe learning environments are necessary for students to learn and achieve high academic standards.

The District strives to provide safe learning environments for all students. To further these goals and as required by 14 Del. C §4112E, the District prohibits sexual assault and teen dating violence by any person at any school function or on any school property.

II. Definitions

“Sexual Assault” - as used in this policy, means any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim, or who is known by the victim or related to the victim by blood, marriage, or civil union. Behaviors that fall under this definition include, but are not limited to:

Sexual Harassment: which includes when (1) a person threatens to engage in conduct likely to result in the commission of a sexual offense against any person; or (2) A person suggests, solicits, requests, commands, importunes or otherwise attempts to induce another person to have sexual contact or sexual intercourse or unlawful sexual penetration with the actor, knowing that the actor is thereby likely to cause annoyance, offense or alarm to that person.

Sexual Contact: which is defined as (1) Any intentional touching by the perpetrator of the anus, breast, buttocks or genitalia which touching, under the circumstances as viewed by a reasonable person, is intended to be sexual in nature. Sexual contact shall also include touching when covered by clothing.

Sexual Intercourse: which is defined as (1) Any act of physical union of the genitalia of another person. It occurs upon any penetration, however slight. Ejaculation is not required. This offense encompasses the crimes commonly known as rape and sodomy; or (2) Any act of cunnilingus or fellatio regardless of whether penetration occurs. Ejaculation is not required.

Sexual Penetration: which is defined as (1) The unlawful placement of an object (item, device, instrument, substance or any part of the body), inside the anus or vagina or another person; or (2) The unlawful placement of the genitalia or any sexual device inside the mouth of another person.

Child Sexual Abuse: means any act against a child that is described as a sex offense in 11 Del. C. § 761(h).

“Teen Dating Violence” as used in this policy, includes assaultive, threatening or controlling behavior, including stalking that one person uses against another person in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships. Stalking means when a person knowingly engages in a course of conduct directed at a specific person and that conduct would cause a reasonable person to: (1) Fear physical injury to himself or herself or that of another person; or (2) Suffer other significant mental anguish or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

“School function” includes any field trip or any District sponsored event.

“School property” means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by the District, or any motor vehicle owned, operated, leased, rented or subcontracted by the District.

“District employee” includes all persons employed by the District, subcontractors such as bus drivers; security guards; substitute employees; and persons hired by or subcontracted by other state agencies to work on District property.

“Principal” means the building principal, or the equivalent of the building principal, of any District School.

III. Consequences for Offenses

A student who commits the offenses of Teen Dating Violence or Sexual Assault is subject to disciplinary action up to expulsion in accordance with the Code of Conduct.

IV. Protocol for Responding to Incidents of Teen Dating Violence and Sexual Assault

Procedure Regarding Initial Response

1. If a student complains of Teen Dating Violence or Sexual Assault while it is happening, the District employee receiving the report will respond quickly and firmly to intervene, if safety permits. The District employee will provide the victim with a safe location separated from the alleged perpetrator.
2. The District will investigate all allegations of Teen Dating Violence and/or Sexual Assault in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Procedure for Reporting Incidents of Teen Dating Violence and Sexual Assault When a Report is Required.

1. A District employee who has reliable information that would lead a reasonable person to believe that Teen Dating Violence or Sexual Assault has occurred or is occurring, shall immediately report it to the Principal. The report shall be followed by a written report to the Principal within 24 hours.
2. The Principal shall immediately make reasonable efforts to notify the parents of any juvenile victim and shall immediately report the incident to the appropriate police agency. The report shall be made by telephone or in person immediately and shall be followed by a written report within 3 business days.
3. If the police agency determines that probably cause exists to believe that a crime has been committed, or if the Principal later learns that a suspect has been arrested for the offense, the Principal must file a written report of the incident to the Department of Education within 5 days.
4. Every reasonable effort shall be made to maintain the confidentiality of the victim.

Procedure for the Documentation of Incidents.

1. The written report from the District employee to the Principal shall be reasonably specific as to actions giving rise to the suspicion of Teen Dating Violence and/or Sexual Assault and shall include:
 - Persons involved, designating perpetrator and victim
 - Time and place of the conduct and alleged, number of incidents
 - Potential student or staff witnesses; and
 - Any actions taken
2. The principal shall document the substance of the report made to the police agency.

Procedure for Working with Victims

3. Confidentiality of complainants and victims shall be maintained to the extent practicable.
4. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.
5. The school counselor and school nurse shall be made available to the student, if requested.

Procedure for Working with Perpetrators

6. All suspected perpetrators will be afforded due process in accordance with the Code of Conduct.

V. Training

All administrators, school nurses, and school counselors in the District serving students in grades 7 through 12 shall receive this policy and shall attend protocol training during the first year of assignment as an administrator, school nurse or school counselor, and at least once in every 3-

year period thereafter pursuant to 14 Del. C. § 4112E. The training materials and trainings shall be developed and provided by the Delaware Domestic Violence Coordinating Council. Any in-service training required by this sectional shall be provided in 14 Del. C. § 1305 (e).

The District shall ensure existing health standard programming related to comprehensive healthy relationships, based on the Health Standards adopted by the Delaware Department of Education as approved by the State Board of Education, is provided in health education programs or related classes.

VI. Immunity

A District employee, District volunteer or student is individually immune from a cause of action for damages arising from reporting Teen Dating Violence and/or Sexual Assault in good in good faith and to the appropriate person or persons using the procedures specified in this policy, but there shall be no such immunity if the act of reporting constituted gross negligence and/or reckless, willful or intentional conduct.

VII. Relationship to School Crime Reporting Law

An incident may meet the definition of Teen Dating Violence and/or Sexual Assault and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of 14 Del. C. § 4112, or from reporting probably crimes that occur on school property or at a school function which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law.

School Bullying and Cyberbullying – Policy JCI

Purpose

The Sussex County Vocational Technical School District (District) recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. This policy sets forth process to provide safe learning environments for all students and all employees.

Definitions

“Bullying” - the intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances, should know will have the effect of:

1. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; and
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; and
3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; and
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological, or physical harm to another student, school volunteer or school employee.

“Cyberbullying” - the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which:

- A. Interferes with a student's physical well-being; or
- B. Is threatening or intimidating; or
- C. Is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs.

Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

- 1. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.
- 2. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.

Prohibition of Bullying and Cyberbullying

The Sussex County Vocational Technical School District (District) hereby prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated in the same manner as incidents of bullying in accordance with the goals and as required by 14 Del. C. 4112D.

Bullying Prevention Program

The District is committed to creating a school-wide bullying prevention program.

Sussex Technical High School adopts an on-going, schoolwide bullying prevention program. A coordinating committee will be created to establish the program and monitor bullying offenses.

Guidelines

Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement Title 14 Section 4112D of the Delaware Code.

Reporting Requirements

Any District employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying must immediately report it to the administration.

Staff members are encouraged to watch for early signs of bullying and stop them before they worsen. Even though there has been no report of bullying to a staff member, each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students whom inappropriate comments are made by other students, or who show signs of peer victimization.

Reporting Procedures

A student and parent, guardian or relative caregiver pursuant to § 202(f) of this Title or legal guardian to provide information on bullying activity will be as follows:

- 1. A letter box will be placed in a place or places selected by the committee, so that students who feel unable to talk to any staff can have a point of contact. This information will be handled confidentially by the school administrator or School Resource Officer. Blank "Bullying – request for support forms" will be available to all students, but are not required for a report. These forms will be available in the high school office.
- 2. Written reports shall be reasonably specific as to actions giving rise to the report and should

include information as to:

- a. Description of the incident
 - b. Persons involved, designated bully, target, and bystanders'
 - c. Time and place of the conduct alleged, number of incidents
 - d. Names of potential witnesses
 - e. Name and contact information of person submitting the report
3. An electronic system will be established whereby students can email complaints of bullying to a school administrator or School Resource Officer.
 4. Anyone may report bullying. A report may be made to any staff member. Reports should be made in writing
 5. All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations.

Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration.

Site-Based Committee

- A. Sussex Technical High School shall establish a site-based committee is responsible for creating and coordinating the school's bully prevention program including the design, approval and monitoring of the program. A majority of the members of the site-based committee shall be members of the school professional staff, of which a majority shall be instructional staff. The committee also shall contain representatives of the administrative staff, support staff, student body, parents.
- B. These representatives shall be chosen by members of each respective group except that representatives of the non-employee groups shall be appointed by the school principal. The committee shall operate on a 1-person, 1-vote principle. In the event a site-based school discipline committee has been established pursuant to § § 1605(7) a and b, of Title 14 of the Delaware Code, that committee shall vote whether or not to accept the aforementioned responsibilities.
- C. When setting up the Committee the principal may wish to consider including other persons in addition to those required,

Investigative Procedures

Sussex Technical High School will develop a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred.

- A. All reports of bullying will be investigated promptly to determine whether bullying has occurred and whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.A
- B. Il complaints must be appropriately investigated and handled consistent with due process requirements.
- C. The principal may designate a person or persons to be responsible for responding to bullying complaints.
- D. Each confirmed incident must be recorded in the School Register of Bullying Incidents.
- E. All reported incidents of bullying, regardless of whether the school could substantiate the

incident, must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations.

Non-Classroom Supervision

To the extent that funding is available, Sussex Technical High School will develop a plan for a system of supervision in non-classroom areas. The plan shall provide for the review and exchange of information regarding non-classroom areas including the identification of hot spots, and if necessary.

Consequences for Bullying

The appropriate range of consequences for bullying will be delineated in the Sussex Technical High School code of conduct.

Training

The District/Charter School will provide a combined training each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code. The training materials shall be prepared by the Department of Justice and the Department of Education in collaboration with law enforcement agencies, the Delaware State Education Association, the Delaware School Boards Association and the Delaware Association of School Administrators. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del. C. § 1305(e).

Anonymous Reports

Formal disciplinary action solely based on an anonymous report is not permitted. Independent verification of the anonymous report is necessary in order for any disciplinary action to be applied.

Notification of Parent, Guardian or Relative Caregiver

A parent, guardian or relative caregiver pursuant to 14 Del. C § 202(f) or legal guardian of any target of bullying or perpetrator of bullying must be notified and provided with a form describing the role of the Ombudsman and providing contact information.

Retaliation

Retaliation following a report of bullying is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the school administration after consideration of the nature, severity, and circumstances of the act.

Procedure to Communicate with Medical and Mental Health Professionals.

The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:

- Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel

regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIPAA and FERPA guidelines.

- If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child.
- After confirmation that a child has been involved in a bullying incident, if the principal or designated person recommends a mental health evaluation be completed, the school may:
- Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
- Require that student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
- Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school principal or designated person prior to return to school or the general population.
- School counselors maintain updated contact information for emergency evaluations and the Delaware Child Mental Health 24-hour hotline (1-800-969-4357) or Crisis Text Line: Text DE to number 741741. Non-emergency services can be obtained through Delaware Guidance (302)-652-3948 or by contacting your medical insurance for recommended providers in your area.

Implementation

The school bullying prevention program must be implemented throughout the year and integrated with the school's discipline policies and 14 Del. C. § 4112.

Immunity

A school employee, school volunteer or student is individually immune from a cause of action for damages arising from reporting bullying in good faith and to the appropriate person or persons using the procedures specified in the school district or charter schools' bullying prevention policy, but there shall be no such immunity if the act of reporting constituted gross negligence and/or reckless, willful, or intentional conduct.

Other Defenses

The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the District initiated under this policy provided there is sufficient school nexus.

This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district or charter school policy.

Relationship to School Crime Reporting Law

An incident may meet the definition of bullying and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function which are not required to be reported under § 4112 of this title. Nothing in this section abrogates the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting

requirement under State or federal law.

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. Schedule changes are for extenuating circumstances only and must be approved by an administrator.

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, under the Students tab.
- LINQ Connect gives parents the convenience and flexibility of one account to securely pay for all of their student meals and more with a credit card, debit card, or electronic check. Parents can go to WWW.LINQCONNECT.COM and register an account and link their Student's school account to their main account. Fees do apply and will be calculated at checkout.
- 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.
- At mealtime, students key in their ID number on the keypad. When the student's account is accessed, their picture appears on the cashier's screen. The system will determine if there is enough money in the account to pay for the meal and the transaction will be processed. *If sufficient funds are not available, the student will be served the meal, and the cost will be added to the account. Second lunches and ala carte items will not be available to students with a negative account balance.
- Students are not to use other students' ID badges or numbers.

- 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.
- 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 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 302-271-2522.

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 STOP	Depart @6:00 PM
ROUTE 1 - DUTTON BUS SERVICE 302-430-4205	
BJs, Millsboro	6:20
Royal Farms, Dagsboro	6:25
Hockers, Cmr RTS 26 & 17	6:35
BP, 36345 Lighthouse Rd	6:50
Food Lion, Rt 113 Selbyville	7:05
ROUTE 2 - DUTTON BUS SERVICE 302-430-4205	
Delux Dairy, Concord	6:10
Seaford Village, Seaford	6:15
ROUTE 3 - SMITH BUSING 302- 245-6162	
Reese Carey's, Laurel	6:15
Food Lion, Delmar	6:30
ROUTE 4 - DUTTON BUS SERVICE 302-430-4205	
Rite Aid, Georgetown	6:05
Dollar General, Market St Georgetown	6:10
Dollar General Rt 9, Harbeson	6:15
Redner's Market Rt 9, Lewes	6:20
Indian River VFD Rt 24	6:30
Best Ace Hardware, School Lane Long Neck	6:40
Shore Stop, Oak Orchard	6:45
ROUTE 5 - DUTTON BUS SERVICE 302-430-4205	
Fire Station, Ellendale	6:20
Food Lion, Milton	6:30
Christian Tabernacle, Lincoln	6:40
Redner's Market, Milford	6:50
ROUTE 6 - SMITH BUSING 302-245-6162	
Royal Farms, Bridgeville	6:20
Royal Farms, Greenwood	6:30

[HTTPS://WWW.SUSSEXVT.ORG/STUDENTS-PARENTS/TRANSPORTATION-OFFICE/](https://www.sussexvt.org/students-parents/transportation-office/)

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 and complete the Change of Address form. 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, 302-856-0961, between the hours of 7:30 a.m. and 3:30 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.

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).

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, especially during construction, the student will be issued a specific parking permit.
- Completed applications and required documentation must be turned in to the Main Office.
- 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, if space allows.

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/>

FIELD TRIPS

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. Student may also be denied field trip participation if they are non-compliant with their medical management/provider care plan orders.

DANCES

It is a privilege to attend school events (i.e., prom, homecoming, etc.). Students must maintain good attendance and disciplinary standings to be eligible for participation in said events. Failure to do so may result in a student being prohibited to attend.

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 may result in disciplinary action. 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 without approval 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 be allowed to attend dance(s)/prom until payment is made.
- If the student is a senior, he/she:
 - May not receive tickets for graduation ceremony.
 - May not receive a 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, Athletics
- Band Instruments
- Sheet Music
- Library Materials, fines and fees also
- Class 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

- Clothing from Nurse's Office

DISCLOSURE INFORMATION

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 Carol Wothers, Supervisor of Support Services, at 302-853-1459.

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.

STUDENT INJURIES

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 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 not offer student accident insurance through an insurance carrier, however, the school will put parents in touch with a third party carrier upon request.

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>

In accordance with safety regulations and to ensure the well being of all students and staff, it is strictly prohibited to pull a fire alarm unless there is a genuine fire or emergency. Misuse of the fire alarm system, including false alarms or pranks, will result in severe disciplinary action.

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 in and 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 conduct a search of any such area at any time with reasonable suspicion. This may include without limitation a student or student's property.

A student who refuses to comply with an administrator or assigned staff members instructions related to a search will be suspended-out-of-school and receive additional disciplinary actions including being placed in the Raven Intervention Classroom for an assigned period, placed on social probation and law enforcement may be contacted. The refusal to comply with instructions related to being searched may also be considered probable cause by law enforcement.

Any second refusal may result in a request for an expulsion or alternative placement not at Sussex Technical High School and grounds for your choice placement to be terminated by the district.

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: Jason Peel, Ed.D., Director of Human Resources and Support Services, Sussex County Vocational Technical School District, P.O. Box 351, Georgetown, DE 19947, telephone 302-853-1589. 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:

John Demby, Ed.D., Title IX/504 Coordinator, 17137 County Seat Highway, P.O. Box 351, Georgetown, DE 19947 - Tel: (302) 856-2541- Email: john.demby@sussexvt.k12.de.us

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 no later than 10 school days following the principal's receipt of the appeal.

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 adult 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 before the start of school. 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 Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the

parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education

where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

PPRA

Model Notification of Rights Under the Protection of Pupil Rights Amendment

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

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. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, 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 student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam 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 exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

[School District will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **[School District]** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **[School District]** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **[School District]** will make this notification to parents at the beginning of the school year

if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202