

AED

Adult Education Division Student Handbook

Marshallton Education Center

1703 School Lane

Wilmington, DE 19808

(302) 683-3642

In-School Alternative - ALT

Adult Basic Education – ABE

General Education Development - GED

James H. Groves Adult High School – JHG

Apprenticeship and Technical Training

Bad Weather Hotline

(302) 683-3653

www.nccvtadulthoodeducation.com

New Castle County Vocational Technical School District



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NCCVTSD Non-Discrimination Policy

It is the policy of the New Castle County Vocational Technical School District not to discriminate on the basis of age, color, disability, gender, national origin, race or sexual orientation in its admissions programs, activities, employment, promotions, evaluations, or dismissals.

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SECTION I

MESSAGE FROM THE DIRECTOR

Dear Students:

Congratulations on your decision to continue your education. We believe that you have made an excellent decision by selecting our district to meet your educational needs, and the staff of the Adult Education Division is available to assist you in achieving your goals. Academic classes are offered at convenient locations throughout New Castle County including the Marshallton Education Center and the Fox Valley Department of Labor Office. Apprenticeship and Technical Training classes are held at Marshallton, Delcastle, Hodgson, and St. Georges Technical High School.

The purpose of this student handbook is to provide pertinent information concerning the training opportunities offered by our District. Contained on the following pages are: directions to the various schools offering instruction; descriptions of the various programs including our ABE/GED® prep training, and James H. Groves High School Diploma programs. In addition, you will find guidelines for enrollment and assessment procedures; prerequisites; important details regarding times, fees and attendance; plus information concerning school cancellation. Refer to this brochure throughout the school year for answers to your questions regarding our policies and training programs.

Please contact our Groves/GED®/ABE office at (302) 683-3642 or our Apprenticeship and Technical Training office at (302) 683-3652 with any questions that you may have concerning aspects of our course offerings. For questions pertaining to school cancellations, due to weather, holidays, or other events that may impact the schedule, please call the Adult Education HOTLINE at (302) 683-3653. We look forward to working with you throughout the coming year.

Sincerely,

Annemarie B. Linden

Annemarie B. Linden

Director, Adult Education Division

STUDENT RIGHTS AND RESPONSIBILITIES OF ADULT EDUCATION

STATEMENT OF BELIEF

The administration and instructional staff of all Delaware Adult Education Programs are dedicated to providing a safe environment for learning, where student responsibility and self-direction are recognized and nurtured.

RESPONSIBILITIES

It is a privilege, not a right to attend the Adult Education Division and all students must conduct him/herself as an adult at all times. Adults must accept responsibility for his/her behavior. It is the responsibility of each student to respect the rights of each teacher, student, administrator, support staff, and all others involved in the educational process. No student has the right to interfere with the education of another student.

Student responsibilities include regular school participation, conscientious effort toward classroom work, and adherence to school rules and regulations. Most of all, each student shares a responsibility with the administration and faculty to develop a school climate that is conducive to learning.

It is the responsibility of each student to:

- Be aware of and comply with all state and local laws, school rules, regulations, and procedures.
- Assist the school staff in operating a safe school.
- Attend and be on time for class and activities.
- Exercise proper care when using public facilities and equipment.
- Dress and groom in a manner that does not disrupt the educational process, offend others, or endanger the health and safety of self and others in the school.
- Arrange for making up work in a timely manner when absent from any class or portion thereof.
- Complete all assignments when due and with thought and effort that reflects sincere interest in learning.
- Refrain from abusive, indecent, inappropriate, offensive, or obscene language, behavior, or dress.
- Volunteer information in matter related to the health, safety, and welfare of the school community and the protection of school property and classroom setting.
- Disclose information to the administration if expelled pending expulsion, withdrew from school to avoid expulsion, on probation, or pending court appearance for a violation of the law.
- Inform the teacher of any disrespect.

RIGHTS

The school staff recognizes that students have rights of citizens. Each student has the right to:

- Pursue educational goals without interference by others.
- Obtain descriptions, requirements, and evaluation procedures for all courses.
- Have timely response to assignments submitted to the teacher.
- Discuss, inquire, and express personal views within the school setting in an appropriate manner that does not infringe on the rights of others.
- Be treated with dignity and respect as a member of the educational community.
- Receive instruction and services consistent with State Board of Education policies.

DAILY SCHEDULE

Credit classes at the Marshallton site will be offered Monday through Thursday from 9:00 AM until 8:00 PM. There will be no classes offered on Friday.

Academic prep classes for all of the AED's programs will be held at the Marshallton Education Center, Fox Valley Department of Labor, and Delcastle Technical High School. Morning and afternoon classes will be held Monday through Thursday. Evening classes (from 5:00 to 8:00 pm) will be held on Monday and Wednesday at Marshallton.

Apprenticeship and Technical Training classes are offered two nights per week (either Monday and Wednesday, or Tuesday and Thursday) at Delcastle, Hodgson, Marshallton, and St. Georges.

GUIDANCE

The Adult Education Division has a Counselor available to all students during both day and evening classes. The counselor will be meeting with students to review and evaluate transcripts, develop graduation plans, and address any situations that may arise. Students are encouraged to discuss situations/concerns/questions with any of the Groves or ABE staff members. Students should make appointments with the counselor, as well as the Director of the Division.

SCHOOL CLOSINGS

When bad weather or other factors cause us to change the normal schedule of the school day, we utilize the news media, and the NCCVT District website (<http://nccvotech.com>) to inform students and parents. The AED has a phone message service dedicated for special information and emergency updates. This 24-hour number is **683-3653**. Do not call other numbers for weather related information, as you will be directed to the hotline for updates. In the event that weather events occur after the start of the school day, late afternoon and evening sessions may be cancelled. We encourage you to tune in early when bad weather is predicted as we try to make the announcements as soon as the decision is made. **If the NCCVT school district has a one hour delay we will start at 9:00 a.m. If there is a two hour delay we will start at 10:00 a.m.** Please remember that any decision affects only one school day; a new announcement will be made if the situation continues.

Some other notification options:

- The Delaware School Closing Information website (<http://schoolclosings.delaware.gov>), Email notification (<http://diss.state.de.us/DWS/public.diss>)
- Wilmington News Journal Online - School closing information is available at <http://www.delawareonline.com>.
- Radio - listen for school closing information . . .
 - WDEL 1150 AM - view the Sno-Watch listings and listen online- <http://www.wdel.com>
 - WILM 1450 AM - listen online at <http://www.wilm.com>
 - WJBR 99.5 FM - view the Operation Snowflake listings and listen online <http://www.wjbr.com>
 - WSTW 93.7 FM - view the Sno-Watch listings and listen online - <http://www.wstw.com>
- Television - Channels 3, 6, 10, and FOX will carry school closing information when applicable.
- To check on cancellations of Adult Education classes due to inclement weather, call the Adult Education Information Hotline at **302-683-3653**. Emergency School Closing/Change in Schedule Notification.

TRANSPORTATION

Students with valid driver licenses are permitted to drive to any of the Adult Education program locations (Delcastle, Hodgson, Marshallton St. Georges and the DOL Offices at Fox Valley). There is ample free parking at all locations.

SECTION II

STUDENT RIGHTS AND RESPONSIBILITIES

The New Castle County Vocational-Technical School District Board of Education guarantees students the freedoms allowed by law, provided the freedoms do not endanger the health, safety, and welfare of others. Nowhere is it stated or implied in this document that the school should give up its authority and responsibility.

FREE SPEECH/EXPRESSION

Philosophical Basis:

One of the basic purposes of school is to prepare students for responsible self-expression in our society. Self-expression is permitted under the 1st and 14th Amendments to the U.S. Constitution. Students may inquire, question, and exchange ideas. Self-expression must not interrupt the orderly educational process of the school or be in violation of the code of conduct. Free expression must not be obscene, libelous, or disruptive. Profanity (cursing) is unacceptable language in the school setting and will not be tolerated. See Discipline Policy, Section VI, T (pg.13).

RIGHTS

Students have the right:

1. To participate in patriotic activities. Students also have the right to be excused from any patriotic act that is against their deep personal convictions. Students who do not wish to participate in patriotic activities shall not be forced to do so.
2. To be excused from any activity which is against their religious beliefs.
3. To petition and survey students' opinions by following guidelines established by the Superintendent and the Board.
4. To express their own opinions on issues.
5. To assemble peaceably on school property at a time and place designated by the principal. This right will be denied if it endangers the health or safety of others, damages property, or disrupts the activities of others.

RESPONSIBILITIES

Students have the responsibility:

1. To use appropriate language in the school setting.
2. To act in a dignified manner during patriotic activities and respect the rights of others who wish to participate.
3. To inform the school of activities which are in conflict with their religious beliefs.
4. To make reasonable requests to conduct surveys and petitions. The results obtained must be reported accurately.
5. To be well informed about issues and to express their opinions in a reasonable manner at a reasonable place and time.
6. To plan, get approval for, and hold activities which are based upon educational objectives.

STUDENT GOVERNMENT

Philosophical Basis:

The student government is a means for providing students with an opportunity to express themselves and to act on school matters through the democratic process. All members of the school community share the responsibility for helping the student government; students should be given the opportunity to participate in those decisions that affect the learning climate of the school. So that the student government operated through Organization of Adult Alumni Students in Service (OAASIS) can function as an informed organization, School Board policies and individual school policies should be made available.

RIGHTS

Students have the right:

1. To form and operate a student government within their particular school under the direction of a faculty and OAASIS advisor. This right shall be carried out within the guidelines and practices

recommended by the Adult Education Division of the Delaware Department of Education, the guidelines established by the Organization of Adult Alumni Students In Service and within the rules and regulations of the school district.

2. To recommend members of the faculty to serve as advisors for their school's government organization.
3. To seek office in student government, regardless of age, color, disability, gender, national origin, race or sexual orientation.
4. To attend official government meetings as student government officers and representatives in accordance with school regulations.

RESPONSIBILITIES

Students have the responsibility:

1. To work as members of the student government on the needs and concerns expressed by the student body.
2. To get the prior consent of any faculty member recommended.
3. To conduct election campaigns in a positive, mature manner with all due respect provided other candidates.
4. To participate regularly and to conduct themselves in an appropriate manner, to demonstrate positive leadership in school government, and to operate within district and school regulations.

PUBLICATIONS

Philosophical Basis:

One of the important roles of the school is to provide effective ways in which students may express themselves on a wide range of subjects. Official school publications, such as school newsletters, should reflect the policy and judgment of the student editors and should include viewpoints representative of the entire school community.

RIGHTS

Students have the right:

1. To possess, post, and distribute literature which will not disrupt the school program and which follows the district's guidelines for responsible journalism.
2. To be free from censorship of their publications within the guidelines previously agreed upon by students and administrators.

RESPONSIBILITIES

Students have the responsibility:

1. To use only those bulletin boards or wall areas assigned for use by students and student organizations. Students must also accept responsibility for the effect that the posting, publication or distribution of this literature might have on the normal activities of the school.
2. To refrain from publishing libelous and obscene materials, to seek full information on topics about which they write, to observe acceptable standards of good taste, and to observe the normal rules for responsible journalism.

AED staff members will recall literature which they consider primarily commercial or religious in nature or material which could disrupt the orderly operation of the school.

STUDENT DRESS

Student dress may vary with instructional activity and the physical conditions in the school. It is the goal of the New Castle County Vocational Technical School District to ensure our students practice professional manner of dress; therefore, the following examples of inappropriate dress are based upon administrative judgment.

- Clothing **must not** have inappropriate slogans, words, pictures, alcohol advertisements or references to illegal substances.
- Shoes **must** be worn at all times.
- Tank tops are **not allowed** during the school year for female or male students. Sundresses which are fashioned using tank top concept (tube, halter tops, spaghetti straps, strapless or backless dresses) are not permitted. Necklines on shirts/blouses should not be lower than the top of the armpits.
- A student's mid-section may not be exposed at anytime during school hours. Pants or shorts worn in a manner that exposes undergarments **are not permitted**. This rule applies to female and male students.
- The length of shorts, skirts, and dresses worn by students must be equal to or longer than the wearer's fingertips when standing upright, with arms hanging at his/her sides. Garments worn over stretch pants or hose such as dresses, shirts, shorts, or tops must be a length reaching at least the wearer's fingertips when standing upright with arms hanging at his/her side.
- Spandex garments for female and male students that are inappropriate and revealing are not permitted. Students are not permitted to wear sleepwear to school.
- Hats, headbands, head coverings (except for religious observation), and ear coverings are not to be worn by male or female students in the buildings.
- Chains or pointed objects are not to be worn or carried.

If inappropriate dress continues, students may be removed from the program. Students will be required to change clothing to meet appropriate status.

RIGHTS

Students have the right to dress and groom as they choose, provided they do not disrupt the educational environment, endanger the health and safety of themselves or others, or violate established guidelines.

RESPONSIBILITIES

Students have the responsibility to follow established guidelines by dressing and grooming in a manner which shows cleanliness, promotes safety, and respects the rights of others.

SEARCH AND SEIZURE

Philosophical Basis:

Students shall be free from unreasonable search and seizure of property as guaranteed by the 4th Amendment of the U.S. Constitution. This individual's right is balanced by the school's responsibility to protect the health, safety, and welfare of others. Since storage areas within the buildings are school property, school authorities reserve the right to maintain access to and to search school property at any time with or without suspicion.

RIGHTS

Students have the right:

To privacy in their personal possessions unless the principal or designee has reasonable cause to believe that illegal materials are being concealed by the student.

RESPONSIBILITIES

Students have the responsibility:

To refrain from carrying or concealing any materials which are illegal or may disrupt the educational process.

APPEALS/GRIEVANCES

Philosophical Basis:

A grievance may be filed when a student feels that he/she has been unfairly treated or has not been afforded due process. Students have the responsibility to discuss and to try to resolve their complaints with the person(s) involved before using the grievance procedure. Schools are responsible for providing a means for students to express and resolve their grievances.

RIGHTS

Students have the right:

1. To a procedure for expressing and resolving their grievances. This procedure specifies lines of communication, timelines, and a method of appeal.
2. To participate in the evaluation and modification of the grievance procedures through their OAASIS student government.

RESPONSIBILITIES

Students have the responsibility:

1. To discuss and to try to resolve their complaints with the person(s) involved before using the grievance procedure.
2. To state the grievance clearly, to follow the established procedures for resolving the grievance, and to abide by the decision that comes as a result of this process.

STUDENT RECORDS

Philosophical Basis:

Student records are defined as any materials concerning individual students kept in any form by the School Board or its employees, except for personal notes of teachers and other school personnel intended for their use only. Student records are maintained at the Marshallton Education Center to provide information contained therein as accurate and appropriate.

RIGHTS

Students have the right:

1. To release, inspect, review, and challenge the information contained in their school records within district guidelines if they are eighteen years of age or older. Parents of students who are under eighteen years of age also have this right. The school personnel shall provide assistance to students and parents to help them understand the material in the record. This access may not be denied because of failure to pay fines or fees.
2. To sign for a release of the information contained in their records to authorized agencies if they are sixteen years of age or older.
3. To be protected from the release of personally identifiable information to unauthorized persons.

RESPONSIBILITIES

1. Eligible students and parents have the responsibility to give school personnel notice that they want to inspect and review their records. Eligible students and parents have the responsibility to meet their financial obligations as they relate to school fees or fines. Transcripts and records will not be released until all student financial obligations are met.
2. Students have the responsibility to sign, without delay, a release of information contained in their records to authorized agencies.
3. Eligible students and parents or guardians have the responsibility to release information to those individuals or agencies who are working in a positive manner for the benefit of the student. The permission to release information, where required, must be in writing. (1Delaware Code: Title 14, Chapter 41, Section 4111)

SECTION III

DUE PROCESS POLICY

The Board recognizes the student's right to a free public education which may not be taken away without good cause. Students have the rights given to every citizen by the U.S. Constitution. These rights are protected through a procedure called "due process." This section defines due process and the procedure for filing a grievance. Due Process ensures that a student has the right:

1. To know the rules of the District and the consequences for violating those rules;
2. To know, prior to being suspended or expelled, the reason for such action;
3. To know the nature of the evidence against him/her;
4. To tell his/her side of the story; and
5. To appeal through the Grievance Procedure.

GRIEVANCE DEFINITION

A grievance is another name for a complaint. A student grievance must be filed within ten (10) school days from the time of the alleged infraction. The grievance procedure may be used where it is alleged that any student or group of students:

1. Is being denied access to an appropriate educational opportunity;
2. Is being denied participation in any school activity for which the student is eligible;
3. Is being denied the opportunity to compete for a position in an activity where the selection is limited;
4. Is being subjected to arbitrary or unreasonable regulation, procedure, or standard of conduct;
5. Is being subjected to sexual harassment. (Skip Step 1 of Grievance Procedure if a teacher is involved); or
6. Has not been afforded due process.

GRIEVANCE PROCEDURE

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly.
2. If the conference does not resolve the complaint, the grievant shall talk with the program coordinator or a guidance counselor about resolving the complaint.
3. If the conference fails to resolve the issue, the grievant shall file a written grievance with the AED Director.
4. The AED Director or designee will investigate the problem and render a written decision within ten (10) school days of receipt of the written grievance.

5. A grievant wishing to appeal the Director's written decision must file a written appeal with the Superintendent no later than ten (10) school days from the date of receipt of the Director's written decision.
6. The Superintendent or designee shall investigate the problem and render a written decision.
7. If the written decision of the Superintendent is not acceptable to the grievant, the latter has the right to a written appeal to the New Castle County Vocational Technical School District Board of Education. The written appeal to the Board must be submitted to the District Office within ten (10) days after the student receives the written decision from the Superintendent. The New Castle County Vocational Technical School District Board of Education will render the final decision in writing, within thirty (30) days of receipt of the appeal.

SECTION IV

ATTENDANCE & PROGRESS/CLASSROOM BEHAVIOR

School attendance has been identified as an important issue by our administrators, faculty, and by the employers who support our programs. We are concerned about students who miss too many school days, even when absences are legitimate. Attendance and achievement are clearly linked, and poor attendance often equals poor grades and school failure.

Responsibilities

The Adult Education Division of the NCCVTSD places the responsibility for attendance on the student. It is understood that students in the Adult Division have adult commitments, including work and family responsibilities. For this reason, there is flexibility in the delivery of instruction, which allows students to meet their personal and educational needs. The essential elements of the AED policy are as follows:

- Apprenticeship and Technical Training students will be removed from the program once they accumulate six absences. Three late arrivals or early dismissals that are 15 minutes or less will equal one absence. Late arrivals or early dismissals that are more than 15 minutes are considered an absence.
- ABE/GED students are expected to attend classes for a minimum of 6 hours per week. Each student may miss **two** classes per 8 week quarter and on the occurrence of a third absence the student may be removed from school. The student will not be permitted to return to school within the same quarter. If there is an extenuating circumstance which precludes a student from attending school, it is necessary for the student to discuss the situation with the Adult Education Division staff.
 - Each ABE/GED student is to make reasonable progress in his/her classes. If after 120 hours of class, reasonable progress has not been made, a student may be removed from school. Students are to take all classes and tests seriously.
- Groves and In-School credit classes are 60 hours per half credit. Students in these classes must attend a minimum of 51 hours (85% of the clock hours) to receive credit, which means students are only permitted to miss 9 hours of class. If a student comes late to class or leaves early, the time will be deducted from the 9 hours. After 9 hours of missed class time, the student will be dropped from the class and required to repeat the class.
- All breaks are to be taken at the designated time determined by the teacher or administrator. The break period may not exceed 15 minutes. Classes will begin promptly at the designated class time.
- If students are unable to attend their scheduled class, they are expected to call the appropriate office to inform the staff that they will be either late, or unable to attend.

- Except during break, students may not leave the classroom. The instructor is to be informed of any emergencies or necessary reasons for leaving.
- Students attending any of the **Apprenticeship** classes should call (302) 683-3652. Students attending class at **Marshallton** should call (302) 683-3642 and press 1. Students attending class at the **Fox Valley** location should call (302) 761-8162.
- It is the responsibility of the student to contact their teacher to make-up any classroom assignments or tests that may have been missed due to a late arrival, early dismissal, or an absence.
- Teachers are required to keep accurate daily attendance records and verify class absences on the appropriate attendance form. They will be submitted to the AED office in the Marshallton Building, so that accurate attendance data can be entered into the student accounting database.
- Food is not permitted in the classrooms. Any beverage without a lid is also not permitted in the classrooms. Beverages with a lid are not permitted at any time in the proximity of school computers.

SECTION V

GRADES (for credit classes)

The school year is divided into three trimesters, approximately 60 hours in length. Grading in subjects will be on a full trimester basis. James H. Groves's final exams will be administered at the end of the course. Students successfully completing most high school credit courses will earn 0.5 credits per trimester.

Graduation candidates must have successfully passed all course requirements for a diploma in order to participate in the rehearsal or actual graduation ceremony.

SECTION VI

DISCIPLINE POLICY

The purpose of the New Castle County Vocational-Technical School District's Discipline Policy is to create an environment in which learning can take place most effectively. The policy is based on mutual respect among students and between students and teachers. The discipline policy is in effect not only during the regular school day but also any other activity sponsored or sanctioned by the school. The staff is responsible for enforcing the discipline policy in a manner which is consistent, fair, and firm, treating each case on an individual basis and taking into consideration the overall school record of the student and other mitigating circumstances. All staff members are required to effect or assist in discipline situations. The aim of the AED is to promote self-discipline in each student; the student who practices self-discipline will be least affected by this policy.

The following pages list and define violations and possible disciplinary actions. **This list is not all inclusive, but merely a guide to show the most important ones.** When the word "day(s)" is used regarding missed time from school as a result of suspensions or expulsions, those days are "school days," not "calendar days."

GLOSSARY OF DISCIPLINARY ACTIONS

BEHAVIORAL CONTRACT

This is a written agreement of last resort among a student, the student's parent (if the student has not yet reached his/her 18th birthday), and the AED Director/Designee which specifically states the conditions that, unless met, will result in a recommendation for removal from the program.

BOOK BAGS/PURSES

The District presumes a student possesses, and is therefore responsible for, all items found in the student's book bag/purse or similar bag or container used to carry books or personal property. The student should regularly check the contents of his/her book bag/purse. Failure to secure one's book bag/purse or provide others access to one's book bag/purse does not eliminate responsibility for items found in the book bag/purse.

DENIAL OF DRIVING PRIVILEGES

The denial of driving privileges is the removal of permission to drive on school property for a specified time.

DISCIPLINARY PROBATION

Disciplinary probation is a condition whereby a student must fulfill specific commitments and/or be denied certain privileges until behavior improves.

FIREARM POSSESSION

Possession of a firearm on school property, in a DART bus, or at any school sponsored event or activity shall result in the removal from the program for a period of not less than 180 school days. "Firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.

MOTOR VEHICLES

The District presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle. This presumption applies to any car a student drives to school without regard to who owns the car. Before a student brings a car to school or a school activity, he/she should carefully inspect the car. If a student fails to lock one's car, the student remains responsible for items found in the car.

REFERRAL TO POLICE

Referral to police is the reporting of an alleged illegal act to a law enforcement agency. When appropriate, a charge of an alleged illegal action may be filed.

REMOVAL FROM CLASS

When, in the judgment of the teacher, a student's behavior is disrupting the instructional process as per the District's Attendance and Discipline policies, the teacher may remove the student from the classroom by referring him/her to the Director/Designee.

REMOVAL FROM PROGRAM

All persons attending any of the Adult Education Division's programs will be treated as adults. This adult like treatment includes having clear and unambiguous rules, with consequences for not following them. Any student violating specific rules contained within the code of conduct will be removed from the program for the remainder of the school year.

REPRIMAND

A reprimand is a verbal or written warning indicating that behavior is not acceptable.

RESTITUTION/RESTORATION

Restitution/restoration is the payment for and/or restoring of property or articles which have been damaged.

SUSPENSION

Suspension is a student’s temporary exclusion from regular school attendance and activities as determined by the AED Director/Designee for a period not to exceed ten (10) days. An earnest attempt will be made to contact the parent of each student under the age of 18 who is suspended.

VIOLATIONS AND DISCIPLINARY ACTION

The following list is not all-inclusive, and a student committing an act of misconduct not listed will still be subject to the authority of the Director/Designee.

Note 1: When selecting disciplinary actions from those listed under “Alternatives,” the Director/Designee will select one or more of the actions from among the alternatives. The least severe disciplinary action(s) needed to solve the problem, as deemed appropriate by the Director/Designee, may be selected. When selecting appropriate disciplinary actions from among those listed under “Optional,” the Director/Designee may select one or more of the actions listed in addition to implementing those listed as required.

Note 2: Any action or behavior which adversely affects the rights of a student to learn is subject to action or review by school staff.

PARENT CONTACT/CONFERENCE - (Only if student is under the age of 18)

All students will be required to follow the discipline policy as listed in this Handbook. Students violating the policies will be subjected to the disciplinary actions listed. In addition, students under the age of 18 will have a parent contact/conference, which depending on the violation may require a meeting with the Director of the AED as a condition of continued participation in the program.

A. GENERAL DISRUPTION OF THE ORDERLY EDUCATIONAL PROCESS

Behavior which seriously disrupts any school activity or the orderly operation of the school.

FIRST VIOLATION

SUBSEQUENT VIOLATIONS

Required: Restitution/Restoration
Disciplinary Probation
Optional: Behavioral Contract
Suspension

Alternatives: Behavioral Contract
Removal from program
Referral to Police Agency

B. GENERAL CLASSROOM DISRUPTION

Behavior which produces distractions, frictions, or disturbances which seriously or repeatedly interfere with the effective functioning of the teacher, the student, or the class will be considered to be a General Classroom Disruption.

FIRST VIOLATION

SUBSEQUENT VIOLATIONS

Alternatives: Reprimand
Removal from Class
Disciplinary Probation

Alternatives: Removal from Class
Behavioral Contract
Suspension

Suspension

Removal from program

C. DISRUPTION ON THE DART BUS

Any misconduct on the DART bus, disrespect to the driver, fighting, or vandalism to the bus.

FIRST VIOLATION

Alternatives: Reprimand
Restitution/Restoration
Disciplinary Probation
Suspension
Referral to Police Agency
Behavioral Contract

SUBSEQUENT VIOLATIONS

Alternatives: Reprimand
Restitution/Restoration
Disciplinary Probation
Suspension
Referral to Police Agency
Removal from program

D. UNEXCUSED ABSENCE/TRUANCY

Absence without authorization or approved reason from school or class.

FIRST VIOLATION

Alternatives: Reprimand
Removal from Class
Suspension

SUBSEQUENT VIOLATIONS

Alternatives: Reprimand
Removal from Class
Behavioral Contract
Removal from program

E. SMOKING

The District is enforcing the Delaware Department of Education Regulation 877, which prohibits the use or distribution of tobacco products by all staff, students, visitors, and parents on school property, in school leased or owned vehicles and at all school affiliated functions. Smoking and vaping are not permitted in the building or on school property at any time. This includes the sidewalk in front of the school, school parking lots and the back of the school.

FIRST VIOLATION

Required: Reprimand
Alternatives: Behavioral Contract

SUBSEQUENT VIOLATIONS

Required: Reprimand
Behavioral Contract
Removal from the program

F. TRESPASSING (Non-Students)

Being on school property without authorization.

FIRST VIOLATION

Required: Warning
Optional: Referral to police

SUBSEQUENT VIOLATIONS

Required: Referral to Police Agency

G. LOITERING

A student's unauthorized presence in any area.

FIRST VIOLATION

Alternatives: Reprimand
Suspension

SUBSEQUENT VIOLATIONS

Alternatives: Reprimand
Behavioral Contract
Removal from program

H. RECKLESS DRIVING

Driving any vehicle on school property or while under the jurisdiction of school authority with willful and wanton disregard for the safety of persons or property will be considered as reckless driving.

FIRST VIOLATION

Required: Restitution/Restoration
Suspension

Optional: Denial of Driving Privileges
Referral to Police Agency

SUBSEQUENT VIOLATIONS

Required: Restitution/Restoration
Denial of Driving Privileges
Suspension

Optional: Behavioral Contract
Referral to Police Agency
Removal from program

I. POSSESSION OR USE OF NOISEMAKERS

Phones, radios, whistles, horns, and other sound-producing devices are not permitted to be activated while in the building. Their use disrupts the educational process. The school is not responsible for loss or theft of any items.

FIRST VIOLATION

Required: Reprimand
Optional: Behavioral Contract

SUBSEQUENT VIOLATIONS

Required: Behavioral Contract
Optional: Removal from the program

J. GAMBLING

Gambling is defined as any participation in games of chance for money and/or other valuables.

FIRST VIOLATION

Required: Suspension
Optional: Behavioral Contract
Referral to Police Agency

SUBSEQUENT VIOLATIONS

Required: Behavioral Contract
Removal from program
Optional: Referral to Police Agency

K. SEXUAL HARASSMENT; INDECENT PROPOSITION/EXHIBITIONISM/SEXUAL GESTURES OR COMMENTS; POSSESSION OF OBSCENE MATERIAL

An unsolicited sexual proposal, indecent or improper display of bodily parts, sexual gestures or comments, possession of materials which are deemed of a nature inappropriate to the school setting.

FIRST VIOLATION

Required: Reprimand
Behavioral Contract
Optional: Suspension
Referral to Police Agency

SUBSEQUENT VIOLATIONS

Required: Suspension
Removal from program
Optional: Referral to Police Agency

L. ARSON

Arson is defined as any willful or malicious burning of school property, building, or its contents and/or personal property of others.

FIRST VIOLATION

Required: Reprimand
Restitution/Restoration
Suspension
Referral to Police Agency
Optional: Behavioral Contract

SUBSEQUENT VIOLATIONS

Required: Restitution/Restoration
Removal from program
Referral to Police Agency

M. ALCOHOL OR ILLEGAL DRUGS USE/IMPAIRMENT

SEE DRUG/ALCOHOL POLICY, SECTION VII - Page 27

N. POSSESSION OR PERSONAL USE OF ALCOHOL OR ILLEGAL DRUGS

SEE DRUG/ALCOHOL POLICY, SECTION VII - Page 27

O. DISTRIBUTION OF ALCOHOL OR ILLEGAL DRUGS

SEE DRUG/ALCOHOL POLICY, SECTION VII - Page 27

P. MISUSE OF COMPUTER SYSTEMS, COMPUTER NETWORK (INTERNET) OR OTHER TECHNOLOGIES

All students and staff are required to read and sign the Acceptable Use Policy (No. 608). Any violation of this policy will result in the following.

FIRST VIOLATION

Required: Reprimand
 Restitution/Restoration
 Suspension of technology access
 Behavioral Contract

Alternatives: Referral to Police Agency
 Removal from all technology access

SUBSEQUENT VIOLATIONS

Required: Reprimand
 Restitution/Restoration
 Suspension

Alternatives: Removal from all technology access
 Removal from program
 Referral to Police Agency

Q. DEFIANT BEHAVIOR

A refusal to comply with a reasonable request from school personnel.

FIRST VIOLATION

Required: Reprimand
 Removal from Class

Alternatives: Suspension
 Behavioral Contract

SUBSEQUENT VIOLATIONS

Required: Reprimand
 Behavioral Contract
 Suspension

Alternatives: Removal from program
 Referral to Police Agency

R. USE OF AUDIO-VIDEO/COMMUNICATIVE DEVICES

Cell phones or other devices are not to be used except when sanctioned for class by the instructor. Students may not take photos/video of other students and/or post on social media, text, etc. without proper school permission and documentation. Excluding times when students are on break and approval of the instructor, the use of any communicative devices, including cellular phones, is prohibited during class time. All communicative devices must also be turned on silent mode and kept out of sight during class time. If there is an emergency and the use of a communicative device is needed, a student is to go to the main office to use the phone. The school is not responsible for loss or theft of items.

FIRST VIOLATION

Required: Reprimand
Alternatives: Removal from class

SUBSEQUENT VIOLATIONS

Required: Behavioral Contract
 Suspension

Suspension
Behavioral Contract

Optional:

Removal from program

S. SAFETY VIOLATION/HORSEPLAY

Horseplay will be defined as the wanton disregard for the safety of oneself or others; intentionally or unintentionally jeopardizing one's safety; being involved or involving others in rough-housing or similar kinds of inappropriate behavior.

FIRST VIOLATION

Required: Reprimand
Removal from class
Optional: Suspension
Behavioral Contract

SUBSEQUENT VIOLATIONS

Required: Behavioral Contract
Suspension
Optional: Behavioral Contract
Removal from program

T. INFLAMMATORY ACTIONS / HARASSMENT / HAZING

Language, gestures, or actions which might be offensive, intimidating, or create a disturbance.

FIRST VIOLATION

Required: Reprimand
Removal from class
Optional: Suspension
Behavioral Contract

SUBSEQUENT VIOLATIONS

Required: Behavioral Contract
Suspension
Optional: Behavioral Contract
Removal from program

U. BULLYING

Intentional written, electronic, verbal, or physical action or actions against a student, school volunteer, or school employee that aims to dominate another person by causing pain, fear, embarrassment, humiliation, or creating a disruption of the educational process.

FIRST VIOLATION

Required: Reprimand
Removal from Class
Alternatives: Suspension
Behavioral Contract
Referral to Police Agency
and/or State Agency

SUBSEQUENT VIOLATIONS

Required: Behavioral Contract
Suspension
Alternatives: Referral to Police Agency
and/or State Agency
Removal from program

V. ASSAULT AND BATTERY

An unlawful physical attack resulting in injury to another.

FIRST VIOLATION

Required: Reprimand
Suspension
Restitution/Restoration
Referral to Police Agency and/or
State Agency if required by law
Behavioral Contract
Optional: Removal from program

SUBSEQUENT VIOLATIONS

Required: Restitution/Restoration
Referral to Police Agency and/or
State Agency if required by law
Removal from program

W. AGGRAVATED ASSAULT

An assault with a deadly weapon or chemical substance such as mace or pepper mace.

FIRST VIOLATION

- Required: Reprimand
- Suspension
- Restitution/Restoration
- Referral to Police Agency and/or State Agency if required by law
- Behavioral Contract
- Optional: Removal from program

SUBSEQUENT VIOLATIONS

- Required: Restitution/Restoration
- Referral to Police Agency and/or State Agency if required by law
- Removal from program

X. ASSAULT ON SCHOOL PERSONNEL

A deliberate or spontaneous physical attack on an employee by a student, resulting in an assault charge.

FIRST VIOLATION

- Required: Reprimand
- Suspension
- Referral to Police Agency and/or State Agency if required by law
- Optional: Restitution (if appropriate)
- Removal from program

SUBSEQUENT VIOLATIONS

- Required: Removal from program
- Referral to Police Agency and/or State Agency if required by law

Y. OFFENSIVE TOUCHING

Intentionally touching another person, either with a part of the body or with any instrument, **including laser beams**, thereby causing offense or alarm to the other person.

FIRST VIOLATION

- Required: Reprimand
- Suspension
- Referral to Police Agency and/or State Agency if required by law
- Optional: Restitution (if appropriate)
- Removal from program

SUBSEQUENT VIOLATIONS

- Required: Removal from program
- Referral to Police Agency and/or State Agency if required by law

Z. FIGHTING

Aggressive physical conflict between two or more students assaulting each other.

FIRST VIOLATION

- Required: Reprimand
- Suspension
- Referral to Police Agency and/or State Agency if required by law
- Optional: Restitution (if appropriate)
- Removal from program

SUBSEQUENT VIOLATIONS

- Required: Removal from program
- Referral to Police Agency and/or State Agency if required by law

AA. EXTORTION

To obtain or attempt to obtain money, goods, or information from another by force or threat of force.

FIRST VIOLATION

- Required: Reprimand
Restitution/Restoration
Suspension
Referral to Police Agency and/or
State Agency if required by law
- Optional: Behavioral Contract
Removal from program

SUBSEQUENT VIOLATIONS

- Required: Restitution/Restoration
Suspension
Behavioral Contract
Referral to Police Agency and/or
State Agency if required by law
- Optional: Removal from program

BB. POSSESSION AND/OR CONCEALING OF WEAPONS ON SCHOOL PROPERTY

Possessing or concealing articles commonly used or designed to inflict bodily harm or to intimidate other persons, including laser pointers or any object that could shine a laser beam, or using in an aggressive manner articles commonly designated for other purposes. Live ammunition, look-a-like weapons, incendiary devices, or explosive items are included in this definition.

FIRST VIOLATION

- Required: Reprimand
Suspension
Referral to Police Agency and/or
State Agency if required by law
Behavioral Contract
- Optional: Removal from program

SUBSEQUENT VIOLATIONS

- Required: Restitution/Restoration
Referral to Police Agency and/or
State Agency if required by law
Removal from program

CC. STEALING/ POSSESSING/TRANSFERRING OF STOLEN GOODS

The illegal taking or transferring of another person's property without that person's consent.

FIRST VIOLATION

- Required: Reprimand
Restitution/Restoration
Suspension
- Optional: Behavioral Contract
Referral to Police Agency
and/or State Agency if required by law
Removal from program

SUBSEQUENT VIOLATIONS

- Required: Restitution/Restoration
Referral to Police Agency and/or
State Agency if required by law
- Optional: Removal from program

DD. BREAKING AND ENTERING

Entering a locked or unlocked area without authorization or permission; entering a locked or unlocked area at other than authorized times.

FIRST VIOLATION

- Required: Reprimand
Restitution/Restoration
Suspension
Referral to Police Agency

SUBSEQUENT VIOLATIONS

- Required: Restitution/Restoration
Suspension
Behavioral Contract
Referral to Police Agency

Optional: Behavioral Contract
Removal from program

Optional: Removal from program

EE. ROBBERY

Felonious taking of personal property in the possession of another against his/her will, accomplished by means of force or fear.

FIRST VIOLATION

Required: Reprimand
Restitution/Restoration
Suspension
Behavioral Contract
Referral to Police Agency
Optional: Removal from program

SUBSEQUENT VIOLATIONS

Required: Reprimand
Restitution/Restoration
Suspension
Referral to Police Agency
Optional: Removal from program

FF. FORGERY

The willful act of imitating or counterfeiting signature of parents/guardians, teachers, or others.

FIRST VIOLATION

Required: Reprimand
Restitution/Restoration
Suspension
Behavioral Contract
Referral to Police Agency
Optional: Removal from program

SUBSEQUENT VIOLATIONS

Required: Reprimand
Restitution/Restoration
Suspension
Referral to Police Agency
Optional: Removal from program

GG. VANDALISM

The willful or malicious destruction of school property or the property of others.

FIRST VIOLATION

Required: Reprimand
Restitution/Restoration
Suspension
Behavioral Contract
Referral to Police Agency
Optional: Removal from program

SUBSEQUENT VIOLATIONS

Required: Reprimand
Restitution/Restoration
Suspension
Referral to Police Agency
Optional: Removal from program

HH. INTIMATE SEXUAL CONTACT

Intimate contact of a sexual nature with or without consent of the other person. This includes, but is not limited to, petting, kissing, sexual intercourse, sexual assault, statutory rape, or rape.

FIRST VIOLATION

Required: Reprimand
Behavioral Contract
Alternatives: Suspension
Referral to Police Agency

SUBSEQUENT VIOLATIONS

Required: Reprimand
Referral to Police Agency
and/or State Agency if required
Removal from program

and/or State Agency if required by law
Removal from program

II. TERRORISTIC THREATENING

The act of intimidating other persons by threatening to inflict bodily harm or to cause evacuation of school or facilities by making a false claim or a deliberate misleading action (for example, bomb scare, fire alarm).

VIOLATION

Required: Reprimand
1-10 Days Suspension
Referral to Police Agency
and/or State Agency if
Required by law
Behavioral Contract
Optional: Removal from program

SUBSEQUENT VIOLATION

Required: Referral to Police Agency and/or
State Agency if required by law
Optional: Removal from program

II. CHEATING / PLAGIARISM

The act of using or providing another person's work or ideas without giving credit to the source of information. This includes, but is not limited to, copying work of other students, Internet sources, printed sources, and media sources.

FIRST VIOLATION

Required: Reprimand
Failing mark for work
Behavioral Contract
Optional: Suspension

SECOND VIOLATION

Required: Reprimand
Failing mark for work
Suspension
Optional: Removal from program

ABE – Apprenticeship - JHG Cheating Policy

Representing someone else's work as your own is dishonest. It compromises your integrity and diminishes what we stand for as a school community. We believe that your success is dependent on your efforts. You are expected to honestly complete your own work, since this represents what you can and can not do. Cheating has no role in the adult education learning community! Cheating is defined as representing someone else's work as your own or allowing someone to represent your work as their own. In a broad sense, cheating includes, but is in no way limited to, the following:

- Copying work or allowing someone to copy your work;
- Looking on another's test or quiz or letting another student look on a test or quiz;
- Reporting to another student what is on a test or quiz, including providing questions or specific answers;
- Using any secretive methods of giving answers on a test or quiz;
- Taking information from another source that is not properly attributed (cited);
- Working with others on an assignment that was meant to be done individually;
- Taking someone else's assignment or portion of an assignment and submitting it as your own;
- Using summaries or notes instead of reading assigned material;
- Copying answers from the back of the text book where applicable;

When a student is not sure what would be considered cheating for a particular assignment, that student is responsible for requesting clarification from the teacher.

Individual teachers have, or will provide, guidelines as to what is or is not cheating within their course. You will be informed of their classroom policy, and it is at their discretion as to when an infraction has been made.

Consequences: It is left to the discretion of the individual teacher to impose a grade based consequence for that particular class. This may include, but is not limited to, a **zero** for the assignment, the possibility of failing the class, and the notification of parents (if under 18). In addition to the teacher's assigned consequence; the following procedure will be followed:

- The involved teacher will check the file for previous infractions.
- The teacher will place documentation of the incident in the student's school file.
- If none are found, the documentation stating the infraction will simply be placed in the file.
- If previous infractions are noted in the file, the teacher will report the presence of a pattern to an administrator.
- The administrator will contact the parent (if under 18) and any additional consequence will be determined. (depending on the individual situation)
- At the end of a student's time at Groves, single infraction documentation will be removed.
- More than one documentation of infractions will remain as part of the permanent record.

Beyond the stated consequences, the integrity of the student will be diminished. Trust between the student and the learning community will be hurt.

The following behaviors promote true student achievement:

1. Be prepared. Try to keep to a realistic schedule balancing academics, extra-curricular activities, and your social life.
2. Make sure that you understand your assignments and the grading scale that the teacher is using. Ask your teacher for clarification, not a classmate.
3. With the help of your teacher set up study groups with your classmates.
4. Seek help from your teacher.
5. Be organized. Have class notes in order and be sure they are easily accessible. This will save you time and anxiety when studying for a test or writing a paper.
6. Keep current with assignments. Do not wait until the last minute and play catch up!
7. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
- 8. Know what constitutes cheating, including all the variations of plagiarism.**
9. Accept the fact that some learning requires serious, even tedious effort.

Use of Online Platforms Cheating Policy:

1. Do not share your password with other students.
2. Do not go into any Online Platforms as another student.
3. Taking tests with the "cut and paste" without benefit of notes is cheating.

STUDENT FINES AND RETURN OF DISTRICT PROPERTY

Grades, diplomas, and transcripts may, following written notification to the student (if under 18 parent / guardian), be withheld from any student, or former student, who fails to return District

property (including but not limited to books, calculators, and supplies) in a timely manner. Grades, transcripts, and diplomas will be released when the student:

- Returns all loaned District property in usable condition, or
- Pays the charges for the replacement or repair (which would be at the District's discretion) of loaned District property which is lost or unusable, or
- Performs voluntary work, as designated by the principal or designee, in lieu of payment of the charges for replacement or repair. A student will not be permitted to participate in school activities including Graduation ceremonies unless the student pays all debts owed to the District.

SCHOOL / POLICE RELATIONSHIPS

To insure that both students and parents are aware of the required relationship between the school and the police agencies, the following section of the Memorandum of Agreement Between the Board of Education of the School District and Law Enforcement Agencies in New Castle County is quoted: "School Officials shall promptly report to the appropriate police agency all police matters coming to their attention, whether occurring on or away from the school premises, during the school day and/or which involve pupils attending the particular school. The following offenses should be reported to the appropriate police agency for investigation:

1. All felonies.
2. Serious assaults when any weapon is used.
3. Report of explosives, knives, firearms, ammunition or blasting caps being brought into school.
4. Narcotic offenses or allegations; drinking, if it appears to be other than an experimental experience.
5. Indecent assaults on male or female students.
6. Rape or assault with intent to rape.
7. Morals offenses (pornography, exhibitionism, peeping, etc.).
8. Organized gambling (numbers and pools).
9. Neglect or abuse of children.
10. Persons or conditions which are factors in contributing to the delinquency of minors.
11. Adults loitering on or near school property.
12. Unknown person(s) parked near schools at time pupils are going to and from school.
13. Observations of reckless driving and traffic hazards endangering lives of school children.
14. Telephone threats made to the school.
15. Arson or suspicion of arson.
16. Rumors or observations of gang rivalries or activities.
17. Reports of promiscuity or incest.
18. Evidence of threats or intimidations.
19. Larcenies involving the personal property of others.
20. Larcenies of school equipment.
21. Burglaries and attempted burglary of school buildings.
22. Malicious mischief and school vandalism.
23. Trespass on school property.

Police matters shall not include conduct which has been traditionally treated as a matter of discipline to be handled administratively by the particular school, except that all such conduct of a serious nature be promptly reported to the parent concerned.

CONDUCT OF STUDENTS OUT OF SCHOOL

The student discipline policy shall also apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students or District staff, or to the reputation of a school or the District. Such out-of school conduct shall include, but is not limited to:

- acts of violence which are punishable by law;
- sexual offenses which are punishable by law; or the
- sale, transfer, or possession of drugs which would constitute an offense punishable by law.

The District is notified by the Attorney General's office and/or law enforcement authorities whenever a student is arrested for committing a felony, even if it has nothing to do with school or has occurred off school property. When the District receives these reports, they will be reviewed. The District may take disciplinary action as outlined. The District will not wait for adjudication of said felony to proceed with alternative placement or procedures for removal from the program.

REMOVAL FROM THE PROGRAM

Removal from the program is defined as "... the exclusion of a pupil from school." When a student commits a violation which may result in a recommendation for removal, the following procedure shall be followed:

STEP I

- A. The student shall be suspended up to five (5) school days.
- B. The Director or Designee shall make every reasonable effort to investigate all aspects of the discipline problem, including a conference to inform the student of the charges against him/her, and an opportunity to tell his/her side of the story.
- C. The Director or Designee shall complete his/her investigation within three (3) school days after the day of the incident under investigation.
- D. If the Director or Designee determines that the student committed the offense and that the nature of the offense warrants a recommendation for removal from the program, the Director or Designee shall submit a summary of the Director's or Designee's investigation and the recommendation of removal from the program to the Superintendent's Office.
- E. If the Superintendent concurs with the recommendation for removal from the program, the student's suspension shall be extended for a period of no less than the remainder of the school year.

STEP II

- A. If the Superintendent concurs with the recommendation from the Director, the Director or his/her Designee shall, within ten (10) school days of the incident giving rise to the recommendation for removal from the program, notify the student and the student's parents or guardians (if under 18 years of age) of intent to remove the student. The notice of intent to remove the student from the program shall be sent by certified mail and shall state the reasons for the removal.

SECTION VII

DRUG AND ALCOHOL POLICY

I. THE FOLLOWING POLICY ON THE POSSESSION, USE, OR DISTRIBUTION OF DRUGS AND ALCOHOL SHALL APPLY TO ALL SCHOOLS/PROGRAMS:

- 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 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, or of a student's use of an electronic beeper or other communication device during the school day 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. All students are responsible for their own actions. **Students who are 18 years or older** will be treated as adults for the 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 substances, 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 a medical emergency, for identification. All substances shall be sealed and documented and, in the case of substances covered by Title 16 Delaware Code Ch. 47, turned over to police as potential evidence. A request for analysis shall be made where appropriate. All 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/Designee shall either donate the device to the State or local police or destroy the device within 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.

II. THE FOLLOWING DEFINITIONS SHALL APPLY TO THIS POLICY:

- 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 Chapter 47 of Title 16 of the Delaware Code, including, 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 Title 16 Delaware Code Section 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 nonprescription 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 express 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 Title 16 Delaware Code 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 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.

III. THE FOLLOWING REGULATIONS SHALL APPLY TO THIS POLICY:

- A. Each year all students shall receive an updated Student Handbook that contains the state and district drug and alcohol policies and regulations to be shared with their parents (if under 18 years old).

- B. The state and district policies shall apply to all students except that with respect to students with disabilities, the federal law will be followed. A determination of whether the violation of the drug and alcohol policy was due to the student's handicapping condition will be made prior to any discipline or change of placement in connection with the policy.
- C. Staff members will report incidents to the Director/Designee who will verify the identity of the student and the probable cause that a policy violation has been committed. The Director/Designee where required will report the incident to the police and will file a report to be sent to the Department of Education. Parents will be notified as quickly as possible via the telephone. If telephone contact cannot be made, a letter will be sent home. Records will be maintained in a separate discipline file, and confidentiality will be followed. Names and details of any particular incident will be revealed only to those staff persons who are required to know the specific information.
- D. Any physical evidence of a policy violation will be submitted to the AED director. The Director/Designee will document the date, time, and description of the evidence and the name(s) of the student(s) involved. Evidence will be locked in a secure area determined by the Director/Designee and submitted to the police upon their arrival.
- E. General searches of the property of a student may be conducted by the Director/Designee at any time upon reasonable suspicion. The Student Advisor/Principal Designee is responsible for enforcing the discipline policy in a manner which is consistent, fair, and firm. The administration reserves the right to treat each case on an individual basis, taking into consideration the overall school record of the student, self-referral, and other mitigating circumstances.
- F. All prescription and over-the-counter non-prescription drugs shall be presented to the school office upon entering the school building. The office will be responsible for dispensing those drugs to the students until they leave at the end of the school day. Any of these drugs not submitted to the school office will be considered in violation of this policy. Under some circumstances individual students may be permitted to carry a prescription drug after submitting written notification from a physician and obtaining approval from the director/designee.
- G. The discipline policy shall also apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students. Such out of school conduct shall include, but is not limited to, the sale, transfer, or possession of drugs which would constitute an offense punishable by law.
- H. Students removed from school must petition the District Board of Education for readmission. Evidence must be provided of having received appropriate related services pertinent to the expulsion offense.
- I. A District Substance Abuse Advisory Committee including teachers, parents, school nurses, and community leaders will be appointed.

IV. THE FOLLOWING DISCIPLINE POLICY SHALL APPLY FOR INFRACTIONS OF STATE AND DISTRICT DRUG AND ALCOHOL POLICIES:

A. USE/IMPAIRMENT

FIRST VIOLATION

Required: 1-10 Days Suspension
*Participation in a drug and Alcohol program (Parent / Guardian Responsibility)
Referral to Police Agency and/or State Agency if required by law

SUBSEQUENT VIOLATIONS

Required: Referral to Police Agency and/or State Agency if required by law
Optional: Referral to Outside Agency
Removal from program
Referral to Police Agency and/or State Agency if required by law

B. POSSESSION/PERSONAL USE

Possession of alcohol, a drug, a drug-like substance, and/or a look-alike substance, in an amount typical for personal use, and/or drug paraphernalia.

FIRST VIOLATION

Required: 5-10 Days Suspension
Referral to Police Agency and/or State Agency if required by law
*Participation in a drug and alcohol program
Optional: Removal from program

SUBSEQUENT VIOLATIONS

Required: Removal from program

*It shall be the Parent(s)/Guardian(s) responsibility to enroll their child in a drug treatment program, and provide the district with verification that the program has been successfully completed.

C. DISTRIBUTION

Possession of a quantity of alcohol, a drug, a look-like substance, and/or drug paraphernalia in an amount which exceeds an amount typical for personal use, and/or distribution of the above named substances or paraphernalia.

FIRST VIOLATION

Required: 10 Days Suspension
Referral to Police Agency
And/or State agency.
*Participation in a drug and alcohol program
Optional: Disciplinary Probation
Removal from program

SUBSEQUENT VIOLATIONS

Required: Disciplinary Probation
10 Days Suspension
Referral to Police Agency and/or State agency
Removal from program

*It shall be the Parent(s)/Guardian(s) responsibility to enroll their child in a drug treatment program, and provide the district with verification that the program has been successfully completed.

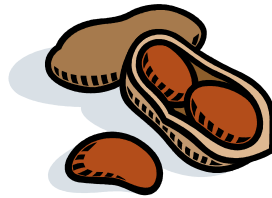
ANY REVISIONS OF THE NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT DRUG AND ALCOHOL POLICY WILL BE SUBMITTED TO THE DEPARTMENT OF EDUCATION FOR REVIEW AND APPROVAL.

What is Apprenticeship and Technical Training?

Registered Apprenticeship is a proven method of training involving “**On-the-job work experience coupled with related instruction**”, typically offered in a classroom setting. Registered apprentices work for their employer or sponsor and are paid while they learn their respective trade. Registered Apprenticeship, in simple terms, is a program of “**learning while earning.**”

The Federal Apprenticeship Act of 1937 authorizes the Federal government, in cooperation with the States, to oversee the nation's apprenticeship system. In Delaware, the Department of Labor manages and ensures compliance with all Registered Apprenticeship activity.

Apprenticeships are offered in a variety of occupations. The majority of apprenticeships are **four years in length or 8000 hours of on-the-job training. For each year of training, a minimum of 144 hours of related instruction is required.** Upon completion of the required on-the-job training and related instruction, the apprentice is eligible for **Journey Papers**. A journey person is nationally recognized as having a well-rounded ability in all phases of their trade.



“In a Nut Shell”

We, **the Adult Education Division**, provide the related theory instruction in our NCCVT high schools. Unless otherwise noted, classes are 156 Hours for level 1 students and 150 Hours for levels 2, 3, and 4. Upon completion, students are presented with the **AED Diploma**. This document will be recognized and accepted as proof of related training completion forever. There is no expiration date for this credential.

The **Delaware Department of Labor (DOL)** tracks and records all On-Job-Training (OJT) hours for all registered apprentices. Upon accumulation of the required number of hours and receipt of our Diploma, they are awarded Journey Person Papers!

Journey Papers are the Capstone event for the construction trades!

If you are interested in becoming an Apprentice or Apprentice Sponsor, call Kyle Maguire (302) 761-8330 at Delaware Department of Labor to find out how.

Apprenticeship & Technical Training Class Info

All Construction Trade Curriculum has been developed by the National Center for Construction Education and Research (NCCER).

New Castle County Vo-Tech's AED Apprenticeship and Technical Training Programs are VA Approved.

ALL STUDENTS will be charged the \$150.00 Administrative Processing Fee.

Tuition \$350.00 + Administrative Processing Fee \$150.00 = \$500.00 Total- for most classes.

*Tuition for some classes may be higher and will be noted with the class.

The State of Delaware pays the tuition for State of Delaware Registered Apprentices. Therefore, Registered Apprentices are only required to pay the \$150.00 Administrative Processing Fee. *Students must have a fully signed and completed Department of Labor Apprenticeship Training Agreement with them at the time of registration to be eligible for the tuition waiver.*

Cancellation of Classes

NCCVT's AED will do its best to ensure all courses run as listed. However, NCCVT's AED reserves the right to cancel a course and/or a student's enrollment in a class prior to the beginning of class for any reason. This includes insufficient enrollment and/or over enrollment.

Given situations where students are denied entry into a class due to over enrollment, the following student types will be given priority, in the following order:

1. State of Delaware Registered Apprentices
2. State of Delaware Technical Training Students
3. Out of State Technical Training Students

Students who registered for a course that was cancelled or were denied entry due to over enrollment will be given the opportunity to enroll in a replacement class or receive a full refund.

Employer Notification- NCCVT's AED will notify Registered Apprentice Sponsors when their apprentice reaches their 3rd and 5th absence. Students will be dropped from the program when they reach their 6th absence.

Electrical Examining Board Notification- NCCVT's AED will notify the State of Delaware's Electrical Examining Board when a student enrolled in the Electrical Trades Program who has an Apprentice Electrician License does not successfully complete the program.

Department of Labor Notification- NCCVT's AED will notify Delaware's Department of Labor when a Registered Apprentice does not successfully complete the program.

ASE Automotive Apprenticeship Program

Tuesday & Thursday from 6:30 - 9:30 PM (Hodgson)

Prerequisite...Students must have the ASE G1 credential or have a minimum of one-year of experience as an Automotive Technician.

ASE Automotive - Level 1

Course # 108

This 156-hour course focuses on the ASE Certifications - **A5 - Brakes** and ASE Certification - **A4 - Suspension and Steering**. Students will receive both classroom theory and study guides as well as practice hands-on skills that address the topics covered.

ASE Automotive - Level 2

Course # 109

Prerequisite...Successful completion of Level 1

This 150-hour course focuses on the ASE Certifications - **A1 - Engine Repair** and ASE Certification - **A6 - Electrical/Electronic Systems**. Students will receive both classroom theory and study guides as well as practice hands-on skills that address the topics covered.

Successful completers of these two levels of related theory and four ASE Certifications and 4000 hours documented On-Job-Training (OJT) will also receive **Journey Person Papers** from the State of Delaware Department of Labor.

Carpentry Program

Monday & Wednesday from 6:30 – 9:30 PM (Delcastle)

Carpentry – Level 1

Course # 131

This 156-hour course includes the initial Math enrichment, as well as the NCCER course which includes core topics such as: hand and power tools, history of the trade, safety, and an introduction to blueprints. Additional topics include types of lumber, fasteners, basic site planning, floor systems, wall and ceiling framing, roof framing, windows, doors, and basic stair layout.

Carpentry – Level 2

Course # 132

Prerequisite ... Completion of Carpentry 1 or equivalent

This 150-hour NCCER course includes topics such as commercial drawings, roofing applications, exterior finishing, steel framing, drywall, doors and door hardware, suspended ceilings, trim, and cabinet installation.

Carpentry – Level 3

Course # 133

Prerequisite ... Completion of Carpentry 1 & 2

This 150-hour course presents the essentials of exterior finishing, roofing applications, and reading information from working drawings. Topics also include framing with metal studs, drywall finishing, suspended ceilings, cabinet installation, and interior finish for windows, doors, floor and ceiling trim.

Carpentry – Level 4

Course # 134

Prerequisite ... Completion of Carpentry 1, 2, & 3

This 150-hour course provides training for site layout including: angular measurement, advanced roof systems, advanced floor systems, wall systems, and stair systems. Topics also include introduction to light equipment, metal buildings and crew leader skills.

Construction Craft Laborer Program

Monday and Wednesday from 6:30 to 9:30 PM (Hodgson)

Construction Craft Laborer 1

Course # 511

This 156-hour course includes an initial Math enrichment, as well as the curriculum developed by the NCCER for training Laborer Apprentices. The first semester of this course will focus on and use the Core Curriculum textbook. The Core Curriculum contains safety, an introduction to hand and power tools, rigging, math, and blueprint reading. The second half of the year includes orientation to the trade, building materials, fasteners and adhesives, site layout one, introduction to concrete, foundations and slab-on grade, reinforcing concrete plus handling and placing concrete.

Construction Craft Laborer 2

Course # 512

Prerequisite: Completion of Construction Laborer 1 or equivalent

This 150-hour course serves to enhance the curriculum taught in Level 1. This second year course expands the students learning experience by exposing them to a variety of related construction trades. The curriculum includes more advanced skills used in the following trades: Carpentry, Masonry, Mobile Crane Operations, Ironworking, electrical, Heavy Equipment Operations, and Welding

Early Childhood Teacher Apprentice

Tuesday and Thursday from 6:30 to 9:30 PM (Hodgson)

Full year cost for Apprentices with documentation = \$150.00

Full year cost for Non-Apprentices = \$500.00

***Note- Students must have a High School Diploma or GED in order to receive TECE Certification through The State of Delaware.**

No partial credit will be given to Apprentices taking the Early Childhood Teacher Apprentice class. Apprentices must complete both the fall and spring portion of the class.

Non-apprentices completing only the fall semester will receive credit for TECE 1, but will not receive a refund.

Course #510 (location to be determined)

This course includes the curriculum developed by Delaware First. Participants will make program visits and complete outside readings and assignments leading to the development of a portfolio. Participants will develop teaching strategies and reflective practice in working with young children. Topics include: developing relationships with children, supporting children's learning, language and literacy, supporting children's differences, and including children with special needs.

See listing for TECE I & TECE II detailed options (Pages 57-58)

Electrical Program

Tuesday & Thursday from 6:30 – 9:30 PM (Delcastle)

Students may be required to provide their own current National Electric Code (NEC) book.

Electric 1

Course # 181

This 156-hour course includes the initial Math enrichment, as well as the curriculum developed by the NCCER for electricians. The Core curriculum contains safety, an introduction to hand and power tools, rigging, math, and blueprints. The remainder of the year includes instruction in conduit bending, electrical theory, test equipment, raceways, boxes and fittings, and the NEC.

Electric 2

Course # 182

Prerequisite ... Completion of Electric 1 or equivalent

This 150-hour course will continue with the NCCER curriculum which includes instruction in alternating current, motor theory and application, grounding, conduit bending, boxes and fittings, conductor installations, terminations and splices, installation of electrical services, cable tray, circuit breakers and fuses, contactors and relays, and electric lighting.

Electric 3

Course # 183

Prerequisite ... Completion of Electric 1 & 2

This 150-hour course will continue with the NCCER curriculum which includes instruction in load calculations branch circuits; conductor selection and calculations; over current protection; raceway, box and fitting requirements; wiring devices; distribution equipment; distribution system transformers, lamps, ballasts and components; motor calculations; motor maintenance; motor controls; and hazardous locations.

Electric 4

Course # 184

Prerequisite...Completion of Electric 1, 2, & 3

This 150-hour course is based on NCCER Level IV curriculum and includes load calculations-feeders and service, practical applications of lighting, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, advanced motor controls, motor maintenance, HVAC controls, heat tracing, freeze protection, and high-voltage terminations /splices.

Electronics Systems Technician (EST) Program

Monday and Wednesday 5:30 – 9:15 PM (Marshallton)

***A capstone project in the form of an Employer Required Certification is required for the completion of EST 3.**

Electronic Systems Technician 1 (192 Hours)

Course # 141

The first course in the EST Program provides an introduction to the trade, basic safety and communication skills, hand tools, power tools, fasteners, as well as provides an introduction to construction drawings, basic rigging, material handling, pathways and spaces, hand bending of conduit, The National Electric Code, low voltage cabling, DC and AC circuits, switching devices and timers, semiconductors and integrated circuits, test equipment, electrical drawings, codes and standards, cable selection, wire and cable terminations, power quality, and grounding. Hands-on experience is a key part of this introductory course. Each module includes classroom instruction, multimedia presentation, and lab experiences.

Electronic Systems Technician 2 (192 Hours)

Course # 142

Prerequisite...Completion of Electronic Service Technician 1 or equivalent

This second-year EST course will further develop skills and knowledge gained in the first course by addressing the areas of buses and networks, fiber optics, wireless communication, site survey, project planning and documentation fundamentals of crew leadership, rack assembly, system commissioning, and user training, maintenance and repair, audio systems, video systems, broadband systems, and media management systems.

Electronic Systems Technician 3 (192 hours)

Course # 143

Prerequisite... Completion of Electronic Service Technician 1 & 2.

The third and final course in the EST program covers telecommunication systems, residential and commercial building networks, intrusion detection systems, nurse call and signaling systems, fire alarm systems, closed circuit TV systems, and access control systems. The last semester of this course requires students to complete a capstone project, which includes collaboration with the instructor and/or employer to select and complete a relevant industry credential.

Heavy Equipment Operator

Students enrolled in the Heavy Equipment Operator program will receive classroom instruction at Hodgson on Monday and Wednesday from 6:30 to 9:30 PM.

*Limited hands-on training may take place on Saturdays or Sundays as arranged by the instructor.

NOTE: This course will only be offered if there is an adequate enrollment of at least eight (8) or more students registered for fall classes.

Heavy Equipment Operator 1

Course # 611

This 156-hour course includes the initial Math enrichment in addition to the NCCER curriculum for Heavy Equipment Operation. Topics covered include orientation to the trade, heavy equipment safety, identification of heavy equipment, basic operational techniques, tractors, grades part one, and core modules.

Heavy Equipment Operator 2

Course # 612

Prerequisite: Completion of Heavy Equipment Operator 1 or equivalent

This 150-hour NCCER course includes introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part two, and civil blue print reading.

Heavy Equipment Operator 3

Course # 613

Prerequisite: Completion of Heavy Equipment Operator 1 & 2

This 150-hour NCCER course includes introductory skills for the crew leader, dozers, backhoes, excavators, motor graders, advanced operational techniques, finishing and grading, and soils.

HVAC Program

Monday and Wednesday from 6:30 to 9:30 PM (Hodgson)

Students may be required to provide their own current International Mechanical Code Book.

HVAC 1

Course # 411

This 156-hour course includes the initial Math enrichment in addition to the curriculum developed by the NCCER. Level one includes introduction to HVAC, trade mathematics, copper and plastic piping practices, soldering and brazing, ferrous metal typing practices, basic electricity, introduction to cooling, introduction to heating, and air distribution systems in addition to the core curriculum modules.

HVAC 2

Course # 412

Prerequisite: Completion of HVAC 1 or Equivalent

This 150-hour course provides an expansion of basic HVAC theory and principles through the use of field trips, lab exercises, videos and readings. Topics covered include refrigeration theory and its application to HVAC systems, electrical theory and troubleshooting including electrical circuits, motors and controls, heat pumps, electric, oil, and gas heating equipment plus an introduction to Hydronic heating and cooling.

HVAC 3

Course # 413

Prerequisite: Completion of HVAC 1 & 2

This 150-hour course provides an expansion of basic theories covered in HVAC 1 & 2. Topics include electrical power, heat loss/gain calculations, airflow and duct design principles, steam and water piping, appropriate codes, system design, and equipment selection plus blue print and schematic reading as it pertains to the items contained in the curriculum.

HVAC 4

Course # 414

Prerequisite: Completion of HVAC 1, 2, & 3

This 150-hour course provides an opportunity for students to expand upon their HVAC system troubleshooting techniques through the use of classroom theory and shop applications. Topics covered include electrical controls, code, and refrigeration equipment.

Instrumentation Program

Tuesday and Thursday from 6:30 to 9:30 PM (Hodgson)

Instrumentation 1

Course # 241

This 156-hour course includes the initial Math enrichment, in addition to the curriculum developed by NCCER. The Core Curriculum includes Basic Hand and Power Tools; History of the Trade; Safety, Rigging and Materials Handling; and Blueprint Reading. Trade specific topics include Instrumentation Safety Practices; Hand and Power Tools; Craft- related Mathematics; Instrument Drawings and Documents Part 1; Inspect, Handle and Store Instrumentation Materials; Electrical Systems; Fasteners, Gaskets, O- Rings and Packing; Lubricants, Sealants and Cleaners; Tubing; Steel Piping Practices: and Hoses.

Instrumentation 2

Course # 242

Prerequisite: Completion of Instrumentation 1

This 150- hour NCCER course includes the following modules: Temperature, Pressure, Level and Flow, Instrument Fitter's Math, Instrument Drawings and Documents- Part Two, Test Equipment, Panel-Mounted Instruments, Installing Field-Mounted Instruments, Raceways for Instruments, Clean, Purge, and Test Tubing and Piping Systems, Protective Measures for Instrumentation, Layout and Installation of Tubing and Piping Systems, and Instrument Air Filters, Regulators, and Dryers.

Instrumentation 3

Course # 243

Prerequisite: Completion of Instrumentation 1 & 2

This 150-hour NCCER course includes the following modules: Control Valves, Actuators, and Positioners, Detectors, Secondary Elements, Transducers, and Transmitters, Instrumentation Electrical Circuitry, Relays and Timers, Switches and Photoelectric Devices, Terminating Conductors, Grounding and Shielding of Instrumentation Wiring, Process Control Theory, and Controllers.

Instrumentation 4

Course # 244

Prerequisite: Completion of Instrumentation 1, 2 & 3

This 150-hour NCCER course includes the following modules: Instrument Calibration and Configuration, Proving, Commissioning, and Troubleshooting, Tuning Loops, Digital Logic Circuits, Programmable Logic Controllers, Distributed Control Systems, and Analyzers and Monitors.

Iron Worker Program

Monday and Wednesday from 6:30 to 9:30 PM (Delcastle)

Iron Worker 1

Course # 271

This 156-hour course includes the initial Math enrichment in addition to the curriculum developed by the NCCER. A broad range of topics include safety on-the-job, means and methods of access, use of tools and equipment, construction cranes, rigging, blue prints, structural iron working, plumbing aligning and guying, fastening, oxy fuel cutting, introduction to arc welding, metal decking, field fabrication, steel joists and joists girders plus the core curriculum modules.

Iron Worker 2

Course # 272

Prerequisite: Completion of Iron Worker 1

This 150-hour NCCER course includes the following modules: position arc welding, introduction to reinforcing steel, trade math, blue print reading 2, rigging 2, joists and joist girders, construction cranes 2, levels, transits and electronic survey devices structural iron working 2, and miscellaneous metals.

Iron Worker 3

Course # 273

Prerequisite: Completion of Iron Worker 1 & 2

This 150-hour NCCER course includes the following modules: weld testing, placing and tying reinforcing steel, construction cranes 3, special rigging, post-tensioning, pre-engineered systems, ornamental iron working, stud welding field fabrication 2, demolition, pre-cast/tilt up erection, and structural iron working 3.

Machinist Program

Monday and Wednesday from 6:30 to 9:30 PM (Hodgson)

Machinist 1

Course # 621

This 156-hour course includes the initial Math enrichment in addition to the history of machining and basic shop theory. Topics covered include shop safety, basic electricity, the care and use of precision measuring tools, the safe and proper use of hand and power tools used by machinists, understanding drawings, layout work, fasteners, jigs and fixtures. This first year course will also stress the development of mathematic skills necessary for the machining trade.

Machinist 2

Course # 622

Prerequisite: Completion of Machinist 1 or equivalent

This 150-hour course concentrates on blue print reading, including: sketching, mechanical drafting, and drawing methods for the machine trade. Students will also learn the fundamentals of Computer Aided Drafting (CAD) using 3-D modeling software to develop machine drawings.

Machinist 3

Course # 623

Prerequisite: Completion of Machinist 1 & 2

This 150-hour course concentrates on mathematical topics as they apply to the machine trade which includes common fractions and decimals, linear measurement (English and metric), geometric principals and figures, trigonometry, gearing, chord calculations and sine bar. The science and study of basic metallurgy is included in year three of this program.

Machinist 4

Course # 624

Prerequisite: Completion of Machinist 1, 2, & 3

This 150-hour course involves advanced blueprint reading and geometric tolerancing, gearing, mechanical advantage, horsepower, bearing load, expansion, and trigonometric calculations. In addition, students will gain insight into the application of newer and nontraditional methods of machining and automated manufacturing.

Masonry Program

Tuesday and Thursday from 6:30 to 9:30 PM *St. Georges*****

NOTE: This course will only be offered if there is an adequate enrollment of at least eight (8) or more students registered for fall classes.

Masonry 1

Course # 631

This 156-hour course includes the initial Math enrichment in addition to the curriculum developed by the NCCER. Level one includes an introduction to masonry, masonry tools and equipment, measurements, drawings and specifications, mortar, masonry units and installation techniques in addition to core curriculum materials. Techniques for level plumb, range, block to line, and facing materials will also be included.

Masonry 2

Course # 632

Prerequisite: Completion of Masonry 1 or equivalent

This 150-hour course provides instruction for the second year masonry student in brick masonry. Topics include residential plans and drawing interpretation, residential masonry, grout and other reinforcement, metal work in masonry, advanced laying techniques, construction techniques and moisture control, construction inspection and quality control.

Masonry 3

Course # 633

Prerequisite: Completion of Masonry 1 & 2

This 150-hour course includes instruction in masonry in hi-rise construction, specialized materials and techniques, repair and restoration, commercial drawings, estimating, site layout, distance measuring and leveling, plus introductory skills for the crew leader.

Millwright Program

Monday and Wednesday from 6:30 to 9:30 PM (Hodgson)

Millwright 1

Course # 601

This 156-hour course includes an initial Math enrichment in addition to the curriculum developed by the NCCER for training Millwright Apprentices. The Core contains an introduction to hand and power tools, rigging, math, and blueprints. The remainder of the year includes instruction in orientation to the trade, millwright hand tools, fasteners and anchors, basic layout, gaskets and O-Rings, plus Oxy-fuel cutting.

Millwright 2

Course # 602

Prerequisite: Completion of Millwright 1 or Equivalent

This 150-hour course utilizes the NCCER Millwright curriculum. Topics include intermediate trade math, field sketching, intermediate blue print reading, specialty tools, millwright power tools, rigging, setting baseplates and soleplates, lubrication, plus an introduction to bearings.

Millwright 3

Course # 603

Prerequisite: Completion of Millwright 1 & 2

This 150-hour course utilizes the NCCER Millwright curriculum. Topics include the following NCCER modules: Advanced trade math; precision measuring tools; installing packing, seals, and mechanical seals; removing and installing bearings; couplings; fabricating shims; alignment fixtures and specialty jigs; prealignment for equipment installation; installing belt and chain drives; and installing fans and blowers.

Millwright 4

Course # 604

Prerequisite: Completion of Millwright 1, 2 & 3

This 150 hour capstone course utilizes the NCCER Millwright curriculum. Topics include conveyors, trouble shooting and repairing conveyors, conventional alignment, pumps, troubleshooting and repairing pumps, compressors and compressor maintenance, basic pneumatic systems, troubleshooting and repairing pneumatic equipment, basic hydraulic systems, troubleshooting and repairing hydraulic equipment, and troubleshooting and repairing gear boxes.

Pipefitting Program

Tuesday and Thursday from 6:30 to 9:30 PM (Hodgson)

Pipefitting Level 1

Course # 281

This 156-hour course includes the initial Math enrichment in addition to the curriculum developed by the NCCER. The second semester curriculum includes orientation to the pipefitting trade, hand tools and power tools, oxy-fuel cutting, ladders and scaffolds, and motorized equipment.

Pipefitting Level 2

Course # 282

Prerequisite ... Completion of Pipefitting 1 or equivalent

This 150-hour course follows the curriculum developed by NCCER. Level 2 introduces piping systems including chemical, compressed air, fuel oil, steam, and water systems and explains how to identify piping systems according to color codes. Level 2 also introduces the student to drawings and detail sheets, identifying and installing valves, pipefitting trade math; threaded pipe, socket weld pipe, and butt weld pipe fabrications; excavations and underground pipe installation.

Pipefitting Level 3

Course # 283

Prerequisite ... Completion of Pipefitting 1 & 2 or equivalent

This 150-hour course follows the curriculum developed by NCCER. Level 3 introduces the use and inspection of basic equipment and hardware used in rigging, including slings, wire rope, chains, and attaching hardware. This course also describes the use of tuggers, jacks, hoists, and come-alongs.

Pipefitting Level 4

Course # 284

Prerequisite ... Completion of Pipefitting 1, 2, & 3 or equivalent

This 150-hour course follows the curriculum developed by NCCER. Level 4 contains the following main topics; Advanced Blueprint Reading, Advanced Pipe Fabrication, Stress Relieving and Aligning, Steam Traps, In-Line Specialties, Special Piping, Hot Taps, Maintaining Valves and Introduction to Supervisory Roles.

Plumbing Program

Monday and Wednesday from 6:30 to 9:30 PM (Delcastle)

Students may be required to provide their own current International Plumbing Code Book.

Plumbing 1

Course # 211

This 156-hour course includes the initial Math enrichment in addition to the curriculum developed by NCCER. This course will cover the NCCER Core Curriculum and Level 1 Plumbing course. It is designed to provide a working knowledge of installation practices, mathematics for the plumbing trade, plumbing drawings, plastic pipe and fittings, copper pipe and fittings, cast-iron pipe and fittings, carbon steel pipe and fittings, drain waste and vent systems, and introductions to waste distributing systems.

Plumbing 2

Course # 212

Prerequisite: Completion of Plumbing 1 or equivalent

This 150-hour course will cover the NCCER Level 2 plumbing course. It is designed to provide a working knowledge of installation practices, Mathematics for the plumbing trade, reading commercial drawings, structural penetration and fire stopping, installing and testing DWV piping, installing roof, floor and area drains, types of valves, water supply piping, fixtures, valves and faucets, and introduction to electricity and fuel gas systems.

Plumbing 3

Course # 213

Prerequisite: Completion of Plumbing 1 & 2

This 150-hour course will cover the NCCER Level 3 Plumbing course. It is designed to provide a working knowledge of installation practices, mathematics for the plumbing trade, sizing water supply piping, potable water treatment, backflow preventers, and types of venting, sizing DWV and storm systems, corrosive-resistant waste piping, and compressed air.

Plumbing 4

Course # 214

Prerequisite: Completion of Plumbing 1, 2, & 3

The first part of this 150-hour course is designed to provide a working knowledge of both the International Plumbing Code and the International Mechanical Code. The second part of this course will cover the NCCER Level 4 Plumbing curriculum.

Sheet Metal Program

Tuesday & Thursday from 6:30 – 9:30 PM (Delcastle)

The sheet metal curriculum includes the updated NCCER curriculum plus pattern layout and development. Welding is included as part of the shop experience during the third year of the program. Fabrication of fittings selected from the list of Kaberlein drafting assignments is included in all four years.

Sheet Metal 1

Course # 221

This 156-hour long course includes the initial Math enrichment in addition to the curriculum developed by NCCER. This course will cover the NCCER Core Curriculum and Level 1 which includes: Introduction to the Sheet Metal trade; Tools of the trade; Introduction to sheet metal layout and processes; Trade math – 1; Fabrication – 1/Parallel line development; Installation of duct work and air distribution accessories; Insulation; and Architectural sheet metal.

Sheet Metal 2

Course # 222

Prerequisite: Completion of Sheet Metal 1 or equivalent

This 150-hour course will cover the NCCER curriculum which includes: Trade Math – 2; Basic Piping Practices; Fabrication – 2/Radial Line Development; Bend Allowances; Blue Prints and Specifications; Air Properties and Distribution; Sheet Metal Duct Fabrication Standards; Soldering; and Fiber-glass duct.

Sheet Metal 3

Course # 223

Prerequisite: Completion of Sheet Metal 1 & 2

This 150-hour course will cover the NCCER curriculum which includes: Trade Math – 3; Field Measuring and fitting; Air systems; Introduction to Welding, Brazing, and cutting; Principles of Refrigeration; Principles of air flow; Comprehensive Blue Print and Specification Reading; Fabrication – 3/Triangulation; and Architectural Sheet Metal.

Sheet Metal 4

Course # 224

Prerequisite: Completion of Sheet Metal 1, 2, & 3

This 150-hour course will cover the NCCER curriculum which includes: Shop production and organization; Air Balancing; Louvers, Dampers, and Access doors; Fume and Exhaust system design; Fabrication - 4/comprehensive review; and Introductory skills for the crew leader.

SPRINKLER FITTING

Monday and Wednesday from 6:30 to 9:30 PM (Hodgson)

Sprinkler Fitting 1

Course # 681

This 156-hour course includes the initial Math enrichment in addition to the curriculum developed by the NCCER. This course will cover the NCCER Core Curriculum and Level 1 which includes: orientation to the trade, introduction to components and systems, steel pipe, CPVC pipe and fittings, copper tube systems and underground pipe.

Sprinkler Fitting 2

Course # 682

Prerequisite: Completion of Sheet Metal 1 or equivalent

This 150-hour course will cover the NCCER curriculum which includes the following topics: Hangers, supports, restraints, and guides. General purpose valves, general trade math, shop drawings, standard spray fire sprinklers, wet fire sprinkler systems, and dry-pipe systems.

Sprinkler Fitting 3

Course # 683

Prerequisite: Completion of Sheet Metal 1 & 2

This 150-hour course will cover the NCCER curriculum which includes the following topics: deluge/preaction systems, standpipes, water supplies, fire pumps, and application-specific sprinklers and nozzles.

Sprinkler Fitting 4

Course # 684

Prerequisite: Completion of Sheet Metal 1, 2, & 3

This 150-hour course continues with the NCCER curriculum which includes the following topics: system layout; inspection, testing, and maintenance; special extinguishing systems; introductory skills for the foreman; and procedures and documentation.

WELDING PROGRAM

Monday and Wednesday from 6:30 to 9:30 PM (Delcastle)

Full Year Welding Class – Tuition \$650 + \$150 Administrative Fee = \$800.00

Welding 1

Course # 261

This 156-hour course includes the initial Math enrichment in addition to the curriculum developed by the NCCER. This course will cover the NCCER Core Curriculum and Level 1 which includes: welding safety; oxy-fuel cutting; base metal preparation; weld quality; SMAW equipment and setup, electrodes and selection, beads and fillet welds, groove welds with backing, open V-groove welds, open root pipe welds; plus joint fit-up and alignment.

Welding 2

Course # 262

Prerequisite: Completion of Welding 1 or equivalent

This 150-hour course will use the curriculum developed by the NCCER. Participants will review shop and welding safety procedures. Participants will practice SMAW multi-position groove welds, plate and pipe, reading welding symbols, drawings, and practice joint fit up and alignment.

Welding 3

Course # 263

Prerequisite: Completion of Welding 1 & 2

This 150-hour course based on NCCER curriculum including safety practices, GMAW and FCAW equipment setup and use, practice multi position plate welds. Introduction to Basic Plasma Arc cutting, and GTAW equipment and basic welding procedures.

Welding 4

Course # 264

Prerequisite: Completion of Welding 1, 2, & 3

This 150-hour course based on NCCER curriculum that includes: GTAW carbon steel pipe multi-position welding, introduction to GTAW stainless and aluminum multi-position pipe welding.

Technical Training Classes

(Certificate awarded from AED upon successful completion)

72-HOUR SEMESTER LENGTH WELDING COURSES

6:30 to 9:30 PM (Delcastle) (Class Days are TBD)

Tuition \$350 + \$150 Administrative Fee = \$500.00 per Semester

All 72-hour semester length welding courses will be held at Delcastle from 6:30 - 9:30 PM in Room A-130. If a minimum of 12 students enroll, the classes will be held on Tuesday and Thursday. If there are fewer than 12 enrollees, classes will be held on Monday and Wednesday.

ELECTRIC ARC WELDING

Basic SMAW

Course # 305, September – December

Course # 315, January - April

This 72-hour course provides instruction on the safe assembly and operation of Shielded Metal Arc Welding (SMAW) equipment. The student will learn how to properly set up, adjust, and shut down the welding machines. Applications will include running beads, welding lap, and butt joints plus inside and outside corners in both the flat and horizontal positions.

Advanced SMAW

Course # 306, September – December

Course # 316, January - April

This 72-hour course provides instruction on the safety and procedures required for Shielded Metal Arc Welding (SMAW) techniques in both the vertical and overhead positions. The student will learn how to weld open V-Groove Joints. Students will also be introduced to basic pipe welding.

MIG WELDING

Basic GMAW/ FCAW

Course # 303, September – December

Course # 313, January - April

This 72-hour course provides instruction on how to safely set up, adjust, and shut down Gas Metal Arc Welding (GMAW) equipment. The student will learn to establish an arc, make weld beads, and weld basic joints on mild steel. Welding with Flux Core Arc Welding (FCAW) will also be introduced.

Advanced GMAW/FCAW

Course # 304, September – December

Course # 314, January - April

This 72-hour course provides instruction on the safe assembly and operation of Gas Metal Arc Welding (GMAW) equipment. The student will learn to weld fillet and groove welds in the flat, horizontal, vertical, and overhead positions with flux cored wire.

TIG WELDING

Basic GTAW

Course # 307, September – December

Course # 317, January - April

This 72-hour course provides instruction on the safe assembly and operation of Gas Tungsten Arc Welding (GTAW) equipment. The student will learn equipment setup and joint design as well as how to weld flat and horizontal butt, corner, lap and fillet weld joints on steel plate.

Advanced GTAW

Course # 308, September – December

Course # 318, January - April

This 72-hour course provides instruction on the safe assembly and operation of Gas Tungsten Arc Welding (GTAW) equipment. The student will learn equipment setup and joint design as well as how to weld stainless steel, mild steel, and aluminum in all positions using all weld joint designs.

Automotive Programs

Monday and Wednesday from 6:30 to 9:30 PM

All Automotive Tech Instructors are Automotive Service Excellence (ASE) Certified

Auto Body Repair

Course #101 (Hodgson)

This 150-hour course will include both discussion on and application of topics such as shop safety, tool identification and use, panel damage repair and replacement, sub assembly repair and replacement, determination and to diagnosis of hidden damage, and refinishing techniques. Students will be able to practice theories learned through hands-on activities with live vehicles. Students are responsible for the purchase of paint and primer used for repair of personal vehicles.

Auto Tech Basic

Course # 104 (Delcastle)

This 150-hour course will include both discussion and application of topics such as shop safety, tool identification and use, electrical theory, engine theory, starting and charging systems, and basic maintenance procedures. Students will be able to practice theories learned through hands on activities with live vehicles. Success in the automotive program is enhanced by class participation and attendance. Students will be required to provide a notebook for handouts, class notes, and assignments. Homework will be assigned and checked on a regular basis. Hands on activities will take place in either individual or group settings. As a result, proper shop attire (including safety glasses) is required.

Auto Tech Advanced

Course # 106 (Delcastle)

This 150-hour course will cover basic brake diagnosis and repair, basic suspension system repair, tune-up, and engine performance. Students will be able to practice theories learned through hands on activities with live vehicles. Success in the automotive program is enhanced by class participation and attendance. Students will

be required to provide a notebook for handouts, class notes, and assignments. Homework will be assigned and checked on a regular basis. Hands on activities will take place in either individual or group settings. As a result, proper shop attire (including safety glasses) is required.

Building Trades Core (Pre-Apprenticeship Program)

Tuesday and Thursday from 6:30 to 9:30 (Hodgson)

***Administration Fee Only= \$150.00**

The Building Trades Core Pre-Apprenticeship Program was specifically designed to help those without construction trades experience break into the construction industry. This program is taught using NCCER's Core Curriculum Introductory Craft Skills Textbook. Students will learn about various trades in the construction industry and receive targeted hands-on instruction by rotating through Hodgson's shop areas (Electrical, Plumbing, Millwright, and HVAC). Students will also receive help with resume creation, interview skills, and job placement through the help of NCCVT's business partners/apprentice sponsors and Delaware Department of Labor.

Successful completion of the Building Trades Pre-Apprenticeship Program will allow students to receive advanced placement into a Building Trade Level I Program. (Advanced placement will be for the Core Curriculum portion of the course only).

Certified Nursing Assistant

Monday and Wednesday from 6:30 to 9:30 PM at Hodgson plus Saturdays for Clinical Training

***Tuition \$550 + \$150 Administrative Fee = \$700.00**

This course is approved by the Delaware Division of Long Term Care Resident Protection. To meet the requirements, students must attend a minimum of 75 hours in both the classroom and clinical portion of the program. There will not be any make-up beyond the regularly scheduled 165 hours.

Applicants need to contact the AED office at 683-3652 to schedule a TABE (Test of Adult Basic Education) assessment prior to the end of the enrollment period. Applicants whose reading score is below the 10th level will not be allowed to enroll.

Course # 440 (Hodgson)

This 165-hour course includes the initial assessment, enrichment, and post-test in addition to the newly mandated requirements for certification. It also provides a basic level of both knowledge and skills necessary for the certification examination required by the State of Delaware. The course will be divided equally between clinical skills training and classroom instruction. Clinical training will take place on several Saturdays so that the minimum number of classroom and clinical hours can be achieved. Some of the approved topics include: The Nurse Assistant in Long Term Care, Work Ethics, Legal Aspects of Resident Care, Preventing Infections, Hygiene, Body Mechanics, Nutrition and Fluids, Understanding the Resident, Safety, Exercise and Activity, Oxygen Needs, Assisted Living, Confusion and Dementia, Rehabilitation and Restorative Care, Basic Emergency Care.

Criminal background check and drug screening are required prior to beginning the clinical training and are not included in the price of the class. **Tuition does not include the cost of the uniform or the State of Delaware CNA Licensing Exam.**

Dental Assisting

Monday and Wednesday from 6:30 to 9:30 PM (Delcastle)

Course # 347

This course provides 150-hours of lecture/lab preparation and the basic skills necessary to assist the dentist in an entry level position. Hands-on practice is essential to the understanding of the vital role of a dental assistant. The hands-on skills practiced will include: four-handed instrument exchange, impressions and study casts, preparing dental materials, and infection control procedures. The dental X-ray portion of the course provides knowledge of the production and use of X-rays in addition to clinical instruction while preparing the student for X-ray certification through the National Board as mandated by the State of Delaware. The X-ray certification fee is not included in the course tuition.

TECE I and TECE II

Tuesday and Thursday from 6:30 to 9:30 PM (Hodgson)

***NOTE: Students must have a High School Diploma or GED in order to receive TECE Certification through The State of Delaware.**

Fall semester open registration (Options 1, 2, 3, and 4).

Spring semester registration (Options 3a and 5).

Option – 1 TECE – I & TECE – II Full year cost \$150 State of Delaware Registered

Apprentices

\$150 Administrative fee (tuition waived for State Registered Apprentices) No partial credit. Students must finish both courses to receive any credit.

Option – 2 TECE – I & TECE – II Full year cost = \$500 Non-Apprenticeship

\$150 Administrative fee + \$350 tuition

Students completing both halves will receive credit for both TECE – I and TECE – II. Students who complete only the TECE – I portion will receive a certificate for this course. There are no refunds if the student does not complete TECE – II.

Option – 3 TECE - I Fall Semester cost \$350 Non-Apprenticeship

\$150 Administrative fee + \$200 tuition

Students will receive certificate for TECE – I upon completion.

Option – 3a TECE - II Spring Semester cost \$350 Non-apprenticeship

\$150 Administrative fee + \$200 tuition

Students will receive certificate for TECE – II upon completion.

Options 4 & 5 will depend on enrollment numbers:

Option – 4 TECE – II Fall Semester cost \$350 Non-Apprenticeship

\$150 Administrative fee + \$200 tuition

Students will receive certificate for TECE – II upon completion.

Option – 5 TECE – I Spring Semester cost \$350 Non-Apprenticeship

\$150 Administrative fee + \$200 tuition

Students will receive certificate for TECE – I upon completion.

Adult Education Division

Registration Information

www.nccvtadulthoodeducation.com

- *Registration will take place at the Marshallton Education Center at 1703 School Lane, Wilmington, DE-19808 in the Apprenticeship and Technical Training Office beginning Monday, May 11, 2020. Normal office hours are Monday through Friday from 8:00 AM to 3:30 PM. *Summer Hours begin mid June and continue until late August. Summer office hours are 7:30 AM to 4:30 PM Monday through Wednesday and 7:30 AM to 4:00 PM on Thursday. The school and office are closed on Fridays during summer hours. **Due to COVID-19, please see the Registration Info Sheet on the AED Website.**
- * Registration Fees: Tuition - \$350.00 + Administrative Fee - \$150.00 = \$500.00 for most classes. Tuition will be higher for some classes and will be noted with those classes.
- * All tuition and fees must be paid at the time of registration. Payment may be in the form of cash, check, or money order. Checks should be made payable to NCCVTSD. Registrations will not be accepted via telephone.
- * All students will pay the \$150.00 non-refundable administrative fee. State Registered Apprentices must provide a copy of their current, signed Apprenticeship Agreement at the time of registration to receive a tuition waiver.
- * Returning students who have filled out their registration card in their class as a group will still need to stop by the AED office and make a payment to complete the registration process for the following year's classes.

NEW CASTLE COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT NON-DISCRIMINATION POLICY

It is the policy of the New Castle County Vocational Technical School District not to discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or covered veteran status in employment, admission to, or participation in its programs, services, and activities. Inquiries regarding compliance with the above, and/or Title VI, Title IX, the Americans with Disabilities Act or Section 504 may be directed to the Director of Personnel Services at 995-8043.

New Castle County Vo-Tech's Adult Education Apprenticeship and Technical Training Programs are VA Approved.

New Castle County Vocational Technical School District

Apprenticeship & Technical Training

Important Student Information

ALL STUDENTS will be charged the (Non-refundable) **\$150.00** Administrative Processing Fee.

Tuition \$350.00 + Administrative Processing Fee \$150.00 = \$500.00 (tuition for some classes may be higher and will be noted with the class).

Registration: ~~All persons wishing to attend class must register each school year. Students who have previously attended are not automatically enrolled. Those students who are State of Delaware Registered Apprentices **MUST** provide a signed, current and valid apprenticeship agreement at the time of registration.~~

~~All first year students must be registered by Thursday, August 20, 2020.~~

~~All second – fourth year students can register until Wednesday, August 26th, 2020 at 3:00 without incurring a late fee. A late fee of \$150.00 will apply from August 27th – September 2nd at 3:00 pm.~~

~~All second – fourth year students must be registered by Friday, September 2nd at 3:00 pm.~~

~~All registrations will close on Friday, September 2nd at 3:00 pm. **No Exceptions**~~

Due to COVID-19, please see the Registration Info Sheet on the AED Website.

Telephone: We cannot accept enrollment information over the telephone.

Delaware Registered Apprentices: Delaware Registered Apprentices (RAs) will not be charged the \$350 tuition. RAs are responsible for the non-refundable \$150 Administrative Processing Fee.

Payment: **All tuition and fees will be paid at the time of registration.** Payment may be made in the form of cash, check or money order. Checks must be made payable to **NCCVTSD**.

Returning students who have filled out their registration card in their 2019-2020 class as a group still need to stop by the AED office **and make payment to complete the registration process for fall 2020 classes.**

Evening Registration: The Apprenticeship & Technical Training Office will remain open until 7:00 PM on the evenings of August 18, 19, and 20, 2020 to accommodate students who cannot register during daytime hours. Evening registrations will be held at the Marshallton Education Center.

Assessment: All first year construction trade students will be given enrichment classes in the areas of mathematics and reading. The first year students will be scheduled for fifty two (52) class sessions which will include additional math instruction to supplement the Core Curriculum materials.

School Year: State and Federal statutes require all apprentices to attend school for a minimum of 144 hours per year. Pending sufficient funding, the first year students will have fifty two (52) class meetings. All second, third, and fourth year students will attend fifty (50) classes. Enrichment classes will be in addition to the fifty (50) regularly scheduled sessions.

Employers: Employers are encouraged to send in completed registration forms. If the employees are State of Delaware RAs, proof of apprenticeship status **MUST** accompany the enrollment form along with the \$150 administrative fee. If the employer is paying for a course, full payment must be included along with the registration form.

Billing: Students and companies will not be billed for payment. All fees must be paid when the student enrolls. Please do not request to be either billed or placed on a payment plan, since all payment is due at time of enrollment.

Refunds: Refunds (for tuition only) **MUST** be requested prior to September 30, 2020. There will be no refunds after this date. Refund checks are not issued from the Adult Education Division. They are issued from the State Treasurer's Office, and require a minimum of four weeks to process. The charge for processing tuition refunds is fifty dollars (**\$50.00**), which will be deducted from the original fee.

***Veteran Refund Policy**

The following refund policy shall apply for all VA funded students enrolled in a non-accredited program under chapters 30, 32, 33, 35 of title 38 and Chapter 1606 of Title 10 U.S. Code: In event that Veterans or their eligible persons sponsored as students under Chapter 30, 32, 33, 35 and Chapter 1606 of Title 10 U.S. Code, fail to enter the program or withdrawal or are discontinued from any time prior to completion, the amount charged for tuition, fees, and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR21.4254 (C) (13). The pro rata portion may not vary more than 10 percent of total costs of tuition, fees, and other charges. NCCVT's Adult Education Division complies with the requirements of 38 USC 3679 (e).

New Castle County Vo-Tech School District will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligation to the institution due to the delayed disbursement funding from the VA under Chapter 31 or 33.

Advanced Placement:

Any student who wishes to attempt to test out of their first or second year of class must first submit a written request from their employer. This request should indicate that the sponsor/employer is in agreement with the request and should list the training and experience that would qualify the student to successfully complete the Advanced Placement Test (APT). A minimum grade of 85% is considered passing for the APT. Students who do not achieve this minimum score will not receive Advanced Placement Credit and will be placed into the appropriate class. * This test would also be used when verifying credential from outside learning institutions/colleges.

There is a non-refundable test out fee of **\$150.00**, which must be paid at the time of the request. All students must request to test out at the time they enroll in school, which must be on or before Thursday, August 20, 2020.

All Tests will be held in the Marshallton Education Center on Wednesday, August 26, 2020. The exams will begin at 6:00 PM. Students will be allowed three hours to complete the Advanced Placement Test.

Attendance:

Any student who accumulates **six (6)** absences will be dropped from the class. State of Delaware Registered Apprentices (RAs) will be reported to the Delaware Department of Labor and removed from the rolls of active apprentices when they accumulate **six (6)** absences (NO EXCEPTIONS).

An absence will also result when students arrive late or leave early 3 times. **The cutoff is 15 minutes.** Students who arrive later than or leave before this (15 minute timeframe) are considered absent. The Delaware Apprentice Program does not recognize or accept “excused absences”.

Registered Apprentices who accumulate **six (6)** absences will lose all privileges and benefits associated with their former RA status. All students, regardless of their apprenticeship status will be dropped from the program once they accumulate **six (6)** absences. If you belong to a Trade Union, Society, or any other organization that stipulates rules more stringent than ours, you will be required to follow those rules.

Times:

A school session is 3 hours (180 minutes). Classes are scheduled evenings from 6:30 to 9:30 p.m. An absence will result when a student arrives late or leaves early 3 times. **The cutoff is 15 minutes.** Students who arrive later or leave earlier than this (15 minutes) are considered absent. Each late arrival or early dismissal equals .33 absences.

Instructors will keep accurate attendance. It is imperative that instructors clearly indicate times, dates, absences, late arrivals and early departures. Students will be required to initial their individual cards following each attendance incident. Building administrators will notify students in writing once they have reached their 3rd and 5th absences.

Employer

Every attempt will be made to notify employers when State of Delaware

Notification: Registered Apprentices reach their third and fifth absence.

Grades: Numerical grading is the format that will be utilized. The lowest passing grade is 70. Any student who fails for the year (69 or below) must repeat the course. Letter grades **WILL NOT** be utilized.

Assessment Methods

Grading policy will be addressed in the class outline and may include the following: attendance, written examinations, classroom participation, field trip participation, hands-on projects, homework, and observed evaluations. Numerical grading will be used and based on a 0 – 100 scale. A grade of 70 or better (unless dictated by an outside agency, such as a certification or regulatory body. In this case, the specific grade required will be listed on the course syllabus) is considered passing for all Career Training students. Those failing a course must re-enroll in a subsequent offering of the course.

Satisfactory Academic Progress Policy

For programs lasting one semester, students are given their course grade and cumulative grade in writing after each course by the Career Program Specialist. For programs lasting more than one semester, students are given their semester and cumulative grades in writing by the Career Program Specialist at the end of each semester. Documentation regarding students' academic progress is kept in the students' files.

After each semester, students with cumulative grades lower than 70 are put on academic probation and referred to the Program Coordinator and/or Building Principal. Students failing to improve their cumulative grades enough to be able to attain the minimum cumulative grade required for graduation will be terminated from the program.

**Note: Veterans Education benefits will be terminated for Veterans not meeting NCCVT's AED Satisfactory Academic Progress policy.*

Academic Probation Policy

For programs that are a semester or less, students at academic and/or attendance risk are identified and notified in writing by the Program Coordinator and/or Building Principal halfway through the program. For programs that are more than one semester in length, students at academic and/or attendance risk are notified in writing by the Program Coordinator and/or Building Principal at the end of each semester.

Records: Official records including test out documentation, grades and attendance will be kept in the Apprenticeship and Technical Training Office. At the end of each school year, the students will be provided with a record of their attendance and grades on a report card. Diplomas are issued only upon the successful completion of the entire program. Duplicate diplomas are not issued.

*Students requesting Official Transcripts must contact the AED Office at (302) 683-3652.

Aggressive Behavior: There is a zero-tolerance policy for Aggressive Behavior in place for all students in the AED. Aggressive Behavior of a verbal and/or physical nature will result in suspension or expulsion from the program. Students also face possible arrest when actions warrant. Students accepted for readmission the following school year will be placed on a written Behavioral Contract that specifies student behavior while on NCCVTSD property.

Cell Phones: Electronic devices that interrupt the educational process are not permitted. A student who disrupts class by using a cell phone will be sent home and marked absent for the night. In an emergency, students can be reached by calling the main office in any of the buildings. During the day, the Apprenticeship Office can be reached at 302-683-3652. Delcastle can be reached at 995-8100, Hodgson is 834-0990.

Tobacco: The district is enforcing the Federal Regulation, which states that the use of tobacco products (**in any form**) while on school grounds is strictly prohibited.

Drinking: The consumption of alcoholic beverages on school property will result in suspension or dismissal from the program. Those who come to school under the influence will be referred to Delaware State Police.

Drugs: State and Federal regulations will apply in all cases involving drug use.

Gambling: Gambling (in any form) on state property is strictly prohibited.

Zero Tolerance Policy: New Castle County Vo-Tech School District and the Adult Education Division have a Zero Tolerance Policy for the behaviors listed above:
1st incident – The student will be removed from class and marked absent and possibly placed on a written behavioral contract.
2nd incident – The student will be dropped from the program

***Note- Please refer to the Official AED Policies listed in the front of this handbook for full Policy Information.**

Break: One 15-minute break is allowed each night. The evening principal will determine the time of the break to facilitate the flow of traffic. Under no circumstances are food or beverages to be brought into the classrooms. Cafeteria areas are available for the consumption of snacks.

Accidents: All accidents are to be reported to the instructor, and an accident form must be completed and presented to the Evening School Principal.

Field Trips: Field trips must receive **prior** approval from the evening principal to ensure that the information and experience acquired during the time away from school is appropriate and is aligned with the curriculum. Prior approval may also allow other classes to take advantage of a valuable opportunity.

Parking: State of Delaware Fire Marshall regulations prohibit parking in areas other than those marked for that purpose. The State Police will ticket (and possibly tow) vehicles left in areas other than marked for parking, since these are Fire Marshall regulations. Students who park in the handicapped spaces must have a clearly visible, valid, and current permit.

Closings: **The HOTLINE number for school closings is (302) 683-3653. (ex: Inclement Weather)**
Also, if you provide the AED staff at Marshallton with your email address we do send out an email notifying AED students of class cancellations.

Emergency Closings: The Evening school **WILL NOT** operate when the New Castle County Vo-Tech School District is closed for **emergency reasons** during the day (**when day students are off but teachers and/or staff are in, evening school will operate as scheduled**). When hazardous road conditions develop during the late afternoon, listen to the news on local radio stations. If in doubt, **do not** call the AED Office **call the information HOTLINE at 302-683-3653**. The HOTLINE will be updated as soon as information is made available from the district office concerning cancellations.

WDEL - 11.50 AM WILM – 14.50 AM WNRK – 12.60 AM
WSTW - 93.7 FM WJBR – 12.90 AM or 99.5 FM

Fire & Emergency Procedures: Instructors are to go over the emergency evacuation routes and procedures on the first night of class. Fire drills are to be held at least one time per semester and the instructor will stress the seriousness of the emergency procedures. Instructors are to remind students to exit to the area beyond the driveway in order to keep fire lanes open for emergency vehicles.

SPANISH TRANSLATION REQUEST

Si usted desea este handbook en español, por favor llame (302) 683-3642

If you desire this handbook in Spanish, please call (302) 683-3642