

# *Dayton Business Technology High School*

2018-2019

## Student Handbook



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## **TO THE PARENTS:**

We believe that well-informed parents promote the most successful school environment for our students. Consistent with this philosophy, we are providing you and your child a copy of the Student Handbook so that you are aware of the various expectations and requirements of your student at DBTHS. In this handbook, you will note that we have included regulations, policies and general information that will aid our youth in becoming productive students in our community.

It is also paramount that you keep us updated with your address and phone number if changes are made during the year. This will allow DBTHS to keep you updated with one-calls as well as receiving mailings from us (interims, report cards, and important forms). You will also receive access to Progress book during the first Trimester to help you stay in-touch with your student's grades and teachers.

It is truly my pleasure to be serving as Principal at Dayton Business Technology High School, and I look forward to seeing continue growth of our students as they embark on their future careers.

Anthony Fisher  
Principal, Chief Academic Officer

## **TO THE STUDENTS:**

This handbook has been developed for the purpose of informing you of the policies, procedures, and organization of your school. We hope that it will assist you in making your school days productive and pleasant. It is the responsibility of each student to read, understand, and abide by this handbook. All policies listed in this handbook are subject to change because of school administrative action. Students will be notified in writing when such changes occur as soon as practical.

**\*\*Please Note:** Although every effort will be made to update this handbook on a timely basis, Dayton Business Technology High School reserves the right, and has the sole discretion, to change any policies or procedures without notice, consultation, or publication, except as required by law. The school reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

## **SCHOOL OVERVIEW:**

This student handbook has been created to assist you in general information and procedures created for the students of Dayton Business Technology High School (DBTHS) within approved board policies. This handbook replaces all prior handbooks and other written material on the same subjects.

## **Vision Statement**

Dayton Business Technology High School creates an environment that lights the pathway to success where everyone becomes the best version of themselves. .

## **Mission Statement**

Dayton Business Technology High School, in collaboration with industry and post-secondary institutions, provides educational opportunities that demonstrate ambition, leadership, and motivation for students. Students are empowered to research industries and/or careers which match their interest and skill level. The process allows students to design a lifestyle versus making a living. This mission encompasses the following:

1. Curriculum and instruction. To maintain an revise curriculum and instruction in order to meet ever-changing needs of our students through curriculum revisions and professional development. Extend the level of staff development to comprise growing opportunities for academic and technical teachers to assimilate real life connection into the curriculum. Address the needs of a diverse student population in preparation for entering a rapidly changing and competitive job market.
2. Funding. Establish policy and procedures to ensure maximized utilization of current dollars and locate new sources of revenue.
3. Workforce and Community Development. To fulfill DBTHS belief that learning effective training for business and industry will prepare students for jobs in the future. Increase career awareness among students through developing well-articulated career pathways.
4. Student Services. Create and maintain an environment which addresses the psychological, emotional, physical, and social needs of students. Expand and enhance services to special needs students. Enhance school safety and student discipline to create greater clarity, effectiveness, and consistency of procedures. Research, develop, and implement a comprehensive guidance plan. Develop more effective procedures for student attendance and communication with the school community.

## **Core Values**

Every student at DBTHS is expected to be successful by demonstrating our “CORE VALUES” of Resilience, Leadership, Stewardship, and Lifelong Learning everyday in their learning journey at Dayton Business Technology High School. The Core Values are taught using the BE-Attitudes. The BE-Attitudes are as follows:

### **BE PREPARED**

Students must come to school ready to learn. This means homework is completed, hygiene is appropriate, and you are focused on the tasks at hand. Morning rituals help focus your thoughts. There will always be events in your life that cause distractions.

- NO ONE IS TO LEAVE CLASS 10 MINUTES AFTER CLASS STARTS OR 10 MINUTES BEFORE CLASS ENDS. Make sure you use the restroom and bring necessary materials to class within the allotted time. This does not include advisory or lunch periods
- NO FOOD OR DRINKS IN THE CLASSROOM EXCEPT FOR WATER. Eating should be done in the cafeteria prior to class.

### **BE ON TIME**

Early is on time and on time is late. The value of being where you are supposed to be, on time and prepared can never be underestimated. Being on time is about reliability and responsibility; it's about focus and purpose.

- School begins promptly at 8:00 AM and students should arrive NO LATER than 7:56AM to allow adequate time to transition to first period. Doors open for breakfast at 7:40 AM..
- To ensure a security and safety of our building, no students will be permitted entrance after 9:00 without a prior excused notice or medical reason.

### **BE RESPECTFUL**

Speaking with etiquette and respect is vital for a positive, productive environment. Perception, credibility and community are all built from verbal and nonverbal actions of its members.

Self-respect and respect for human life must be held in high regard by everyone. Respect must be given to teachers and staff at all times when carrying out activities, tasks and assignments.

### **BE ACCOUNTABLE**

Students will own their future, their work, and their actions. We will teach students to look at one's self, one's actions and decisions as the focal point for reflection. Everyone controls their own destiny.

### **BE CONSISTENT**

Please exercise the BE-Attitudes above on a daily basis in and out of school!

## **CODE OF CONDUCT**

01. Truancy - Unexcused absence from school or classes
02. Threatening – Intentionally or recklessly threatening physical or emotional harm to another or behaving in such a manner as to present an imminent risk of harm. (abusive, threatening language.)
03. Fighting/Violence – Inflicting physical violence, assault or menacing of staff or student. An unwarranted, unprovoked physical assault on another may rise to the level of expulsion, up to one year.
04. Vandalism/Damage to School or Personal Property – Willful destruction or defacement of school or personal, private property or behaving so as to present an imminent risk of such damage. (may rise to the level of expulsion, up to one year)
05. Theft/Stealing Personal or School Property – Unlawful taking of property belonging to others or the school.
06. Use, Possession, Sale or Distribution of a Firearm – Bringing a firearm (as defined in the federal Gun-Free Schools Act of 1994) on school property, in a school vehicle, or to any school-sponsored event is a mandatory expulsion for not less than one year.
07. Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas – Includes a weapon, device, instrument, material or substance, animate or inanimate, that is capable of causing serious bodily injury or death.
08. Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas – Any destructive device, which includes a bomb, or grenade, a rocket, a missile, mine or similar device.
09. Use, Possession, Sale or Distribution of Tobacco Products – Any substance containing tobacco or nicotine and any items used in conjunction with tobacco or nicotine are included, along with smokeless tobacco and electronic cigarettes / vaporizers.
10. Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages
11. Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol – Includes controlled drugs other than prescription medication that has been administered in accordance with the district’s policies.
12. Use, Possession, Sale or Distribution of Counterfeit Drugs and Substances – Includes the misuse of over-the-counter medications and substances in order to mimic the effects of drugs or alcohol and controlled substances designed to mimic the effect of drugs or alcohol.
13. False Reporting – Any false witness statements or reports against staff or students and making a false identification or forgery.

14. False Alarm/Bomb Threat – Any threats that are verbal, written or electronic to bomb or use devices or substances for the purpose of exploding, burning, causing damage to a school building or school property, or to harm staff or students. Also includes making or causing a report that falsely enlists emergency service agencies.
15. Misuse of Technology Privileges – Includes violations of the Acceptable Use Agreement and possession of electronic devices not approved for school use.
16. Tardiness – Persistent lateness for school or classes.
17. Gross Insubordination – Failure to comply with directions and school authority after intervention and specific warning of insubordination by school administrative personnel.
18. Disobedient/Disruptive Behavior – Insubordination to school authority, refusal to respond to a reasonable request, violation of school and/or classroom rules, the disruption of the learning environment, including dress code violations, inappropriate gestures, language that is profane, vulgar, racist or sexual. Also includes refusal to accept discipline such as failure to serve a detention or accept other consequences.
19. Harassment/Intimidation – Repeatedly annoying or attacking using physical, verbal, written or electronic (Cyberbullying) action that creates fear of harm, an intimidating or hostile environment, without displaying a weapon or subjecting the victim to actual physical attack.
20. Firearm Look-a-Likes – Any item that resembles a firearm, including but not limited to toy guns, cap guns, bb guns, pellet guns.
21. Unwelcome Sexual Conduct – Advances, requests for sexual favors, other physical or verbal conduct of communications of a sexual nature, including gender-based harassment that creates an intimidating, hostile or offensive environment. (pinching, grabbing, suggestive comments, gestures or jokes, or pressure to engage in sexual activity)
22. Serious Bodily Injury – An incident resulting in serious bodily injury to oneself or another, involving substantial risk of death, extreme physical pain, protracted or obvious disfigurement, or loss or impairment of the function of a bodily member, organ or faculty.
23. Extortion
24. Possession and/or Use of Fireworks
25. Setting or Attempting to Set a Fire
26. Gambling
27. Criminal Acts
28. Unauthorized Use of School or Private Property
29. Trespassing
30. Dating Violence
31. Gang Activity
32. Human Trafficking
33. Persistent or Flagrant Violations of the Code of Student Conduct

34. Aiding and Abetting any Violation of this Code of Student Conduct
35. And other acts, its, or behavior disruptive to the school environment

## **ENROLLMENT (ATTENDANCE)/WITHDRAWAL PROCEDURES:**

### **Enrollment**

All parents/independent students must complete one application per adolescent, each year; they wish to enroll along with the following:

- a. Proof of Residency
- b. Picture ID
- c. Birth Certificate
- d. Social Security
- e. Updated Immunization records (to the new rule for 12th graders in the 2016/2017 year)
- f. Official Transcripts
- g. Withdrawal form from last school attended
- h. Copy of OGT and/or OST test scores (if applicable)(may include ACT and SAT scores)
- i. Signed copy of Student Handbook (student and parent/guardian signatures)
- j. Discipline Records
- k. Custody Papers (if applicable)

### **Withdrawal**

A student who fails to participate in 105 consecutive hours of learning opportunities will be automatically withdrawn, unless the school is notified and the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary withdrawal form with the Principal or his/her designee.

Upon withdrawal from school, student records shall be completed and closed. The reason for withdrawal shall be indicated, and the new address, if known, shall be entered. When withdrawing from school, students shall turn in textbooks and any other property belonging to DBTHS. Student shall pay all fees or other money due, and provide information relative to the receiving school. Upon receipt of a signed parent release, appropriate records will be sent to the receiving school.

- The office must be notified as far in advance as possible if a student plans to withdraw or transfer.
- The student must obtain the appropriate forms from the office and have them completed by the teacher(s).

Additionally, within fourteen (14) days of a student withdrawal, if the receiving school district has not sent a release of records, contacted school administration, or our administration fails to be reach parent/guardian of student then the school's procedure for truancy will be implemented.

No student under the age of eighteen (18) will be allowed to withdrawal from school without the written consent of his/her parents.

Student and/or parents must pay all fees/obligations owed to the school and return all school property on or before the student's last day. The official transcript will be withheld until all bills are paid and school property is returned. Transcript will only contain those credits that were earned from DBTHS unless official transcripts were received from previous school.

### **Resident District Notification**

Upon the withdrawal of a student, the Office Manager is required to inform that student's resident district of their withdrawal from DBTHS. The Business Manager will document the attempt and its result if applicable. The method of notification (phone, email, mail, fax, etc.) will be determined based upon the details of the withdrawal. The documentation log is on file in the Attendance office.

### **Custody**

DBTHS is required by law to honor all custody agreements decided through legal proceedings. It is imperative that the school be provided with any legal documents pertaining to custody rights. School personnel have no legal means of prohibiting an estranged parent from seeing or picking up a child unless custody information has been provided to the school. In the event of a change in custody, a copy of the **Court Orders** pertaining to the child's custody needs to be given to school officials immediately.

### **STUDENT ATTENDANCE/TRUANCY POLICY:**

Our goal is for every student to graduate with a high school diploma and to be successful with your goals in life after high school. Each student needs to be in school and to be on time, to be able to do this. Unexcused absence(s) from school (truancy) is not acceptable.- DBTHS strives to work with the student to help them be successful. In addition, we follow the laws set forth by the Ohio Revised Code of attendance and truancy which includes the newly passed House Bill 410.

#### Definition of Truancy and Excessive Absences

- 1) Definition of "habitual truant" has now changed from days to hours. The new definition:
  - Absent 30 or more consecutive hours without a legitimate excuse
  - Absent 42 or more hours in one month without a legitimate excuse
  - Absent 72 or more hours in one year without a legitimate excuse
- 2) Includes "excessive absences":
  - Absent 38 or more hours in one school month with or without a legitimate excuse
  - Absent 65 or more hours in one school year with or without a legitimate excuse

### **School Procedures for Truancy**

In the event of habitual and excessive absences, the attendance officer in accordance with section 3321.14 or 3321.15 of the Revised Code investigates cases of non-attendance at school for students under eighteen years of age. In addition, to include new Ohio legislation we will include HB 410 in our truancy policy which assigns an absence intervention team to student's that exhibit truancy problems.

*According to H.B. 410 the designation of "chronic truancy" has been eliminated, and the designation of "habitual truant" is defined as any child of compulsory school age who has been absent without legitimate excuse for: 1) 30 or more consecutive hours(5 days); 2) 42 or more hours in a school month; or 3) 72 hours or more in a school year.*

Whenever a student's absences become excessive or the reasons for a student's absences become suspect, the school attendance officer will be assigned to initiate an investigation. DBTHS will take several steps to engage the student and family before filing a complaint with the juvenile court. This will include the following:

- Parental notification via mail and/or phone calls. (We use the "One Call Now" system at DBTHS. We do our best to send this out each day to parents/guardians, informing them that their student is not in school)
- An absence intervention team to include representatives from school and student's parent and/or guardian;
- An absence intervention plan to follow

1. Ohio School Law (ORC) states that it is the responsibility of the parents to assure the regular daily school attendance of their child/children (ages 6-18), unless absences are a result of the following:

- Personal illness. (DBTHS will require a written statement of a physician if deemed appropriate for an illness lasting more than 3 days)
- Family illness requiring the student to remain at home.
- Doctor or other medical related appointment.
- Death in a family.
- Quarantine of the family home.
- Religious holidays.
- Emergency as determined by the local superintendent or his/her designee.

2. Steps to follow when absent:

- Call the school office before 8:00 AM to report the student's absence.

- When a student returns to school after an absence, she/he must bring a note from his/her parent or guardian stating the reason and dates for each absence. The note must also include a working number to contact the parent.
- Excuses are granted at the discretion of the administrator in charge and must be accompanied with official paperwork. Ex. Doctor's note, obituary, police report etc.
- Students with unexcused absences will not get credit for makeup work.
- Parents must provide written notes within 48 hours of return. If more than three days, a doctor's note is also required.

### **Attendance Tracking**

- All students attending DBTHS are required to attend all classes daily and teachers will record individual student daily attendance for participation
- If a Student has an early dismissal they need to sign out with the office and include the time, reason, and person authorizing the dismissal.
- All absences require a written note from parent/guardian within 48 hours upon return.
- Students absences due to illness must have doctors release to return if out more than one day.

### **Student Tardy Policy**

Breakfast begins at 7:40 AM.

All classes start promptly at 8:00 AM. All students must be in their classroom, seated, quiet, and ready to learn before 8:00 AM in order to avoid being marked tardy. (*Students who are tardy may be required to make-up lost time during after school detention*).

Students may enter the building as early as 7:40. When entering the building before school, all students must process through the metal detector and report to the cafeteria unless they have **written** permission to do otherwise from the staff member that is assuming responsibility for the student. The cafeteria is located on the second floor and may be reached by the stairs located on either side of the building.

The Student Study Table program starts at promptly at 9:00 AM and no students will be permitted entrance without prior written approval from school administration.

### **Class Tardy Policy**

*BEING LATE TO CLASS DISRUPTS THE EDUCATIONAL PROCESS and will not be tolerated.*

Students are given adequate time (3-minutes) to move in between classes. Excessive daily tardiness in multiple classes can result in disciplinary action. Students who habitually violate this policy may be assigned any/all of the following reprimands at the discretion of the teacher:

- Detention with the teacher after school/or before school

- Maintenance Duty ex. Lunch, Recycling, School Beautification
- Write-up form being submitted to administration
- Other consequence(s) deemed appropriate by teacher and/or administration

### **Cutting/Skipping Class**

Each teacher takes attendance in Progress Book each period. A teacher will refer a student to the administration if the student is not in class and has not been reported as absent. Any student who cuts class will receive a disciplinary consequence.

### **Early Dismissal**

No student may leave school prior to dismissal time without a parent/guardian completing one of the following:

- Submitting a signed written request
- Receiving a verifiable verbal request
- The parent/guardian physically coming into the school to sign out student.
- No more than 5 early dismissals per trimester permitted due to impact on course grade.

No student will be released to a person other than a custodial parent/guardian without written permission note signed by the custodial parent(s) or guardian. We will deny requests that we cannot verify. Students who are 18 and over may not sign themselves out of school if they are not an independent student (verification required).

### **Scheduling and Assignment**

- Schedules are provided to each student at the beginning of the school year or upon enrollment.
- Schedules are based on the student's needs and available class space.
- Any changes in a student's schedule should be handled through the counseling office.
- Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses.
- Students are expected to follow their schedules.
- Adjustments for Work schedules need to be discussed and approved prior to student accepting work schedule, DBTHS follows the law.

### **STUDENT WELL BEING:**

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office. This form must be in place on or before the first day of school and updated each school year. Students who do not have this form on file, will be excluded from school until such time it is provided to the school where the student attends.

A complete emergency medical authorization form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, and

co-curricular activities, athletic and other extracurricular activities. The emergency medical authorization form is provided at the time of enrollment and at the beginning of each school year.

Students with specific health care needs must deliver written notice about such needs, along with physician's documentation to the school office.

### **Reporting Requirement**

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Illness and Injury**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

If a student becomes ill in school, he/she will report to the office. If necessary, the parent will be notified for advice (e.g., Should the student be picked up?). If your child shows signs of illness, he/she should remain at home.

Following your child's absence, send a note to us for our files so that we may be in compliance with state law. Teachers will give students an opportunity to make up required assignments if a note is rendered upon the student's return. If the assignments are not completed, the student will not receive credit for that work.

### **Use of Medications**

In adherence with Ohio Revised Code a school employee is permitted to administer medication *under strict guidelines*. DBTHS, in an effort to accommodate families in the District, will in certain instances administer required medicines to students during the school day. Students, who must take prescribed medication during the school day, must comply with the following guidelines:

1. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. All medication must be documented with DBTHS and must be delivered by the student's parent or guardian in the original containers in which they were dispensed by the prescribing physician, dentist, or licensed pharmacist. The label is to include the name of the student, the physician, current date, dosage instructions (quantity and times to be given), and name of medication. Dosage must match the Doctor's order.
3. No employee authorized by DBTHS to administer medication and who has a copy of the most recent physician's statement shall be liable in civil damages for

administering or failing to administer the medication, unless he/she acts in a manner that constitutes “gross negligence or wanton or reckless misconduct”.

4. No person employed by the DBTHS shall be required to administer medication to a student except in accordance with the requirements established under the policy. DBTHS shall not require an employee to administer medication to a student if the employee objects on the basis of religious convictions to administering the medication.

### **Non-Prescribed (Over-The-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization (if the student is under age 18). If parent/guardian grants permission of Over-The-Counter medication the student will need to sign his/her name, date, and type of medication from the front office. Students shall not carry any medication upon their person either prescribed or Over the counter.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School’s Code of Conduct and will be disciplined. Any needed over the counter medication must have proper documentation and stored in the office.

### **Religious Rights**

Displays of religious symbols, texts or artwork on school property are not permitted unless a display is integrated into an appropriate secular curriculum. Violation of this policy will result in disciplinary action as determined by the principal.

### **Control of Casual-Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chickenpox and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified by the school’s administrative guidelines.

Students, who have been out of school with any communicable disease, must check in at the office prior to being admitted to the classroom along with note from attending physician releasing the student to return to school.

### **Smoke-Free Environment**

To protect the health of students and employees, smoking or the use of any tobacco products, including vaping, shall be prohibited on school property.

## **Nutrition**

DBTHS participates in the Federal school lunch and breakfast program and it is available to every student. Everyone must complete a Free/Reduced Meal Applications provided in your enrollment packet to participate in the program. Guidelines are available in the school office. Applications must be filed each year.

## **Lunch Time**

DBTHS is a **closed campus**. All students are required to remain on campus during the entire school day, including lunch. Parents, friends, or the like, should not deliver lunches to students during any period. Students may bring lunch from home for consumption during the lunch period, but may not order or have food delivered by anyone. DBTHS participates in the Federal School Lunch Program and contracts with DPS for our food service program.

Students should:

- Keep all food and beverages in the cafeteria, in their book bag, or their locker.
- Follow lunchroom procedures established by lunchroom personnel
- Throw away all trash in the area, including any items left on tables, chairs or the floor
- The principal will advise staff and students of any exceptions to these policies.
- Parents of students who have special food-related problems may bring a lunch.
- The CORE VALUES must be followed in the cafeteria at all times.

## **Student with Disabilities:**

DBTHS operates in conjunction with ODE's requirement that all schools are in compliance with the Individuals with Disabilities Education Improvement Act.

## **Student Fees and Fines:**

Students enrolled in our school are furnished with basic textbooks without cost. A fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates.

- We will bill students upon promotion, withdrawal or graduation.
- Charges may also be imposed for loss, damage or destruction of school equipment, textbooks and for damage to school buildings or property.
- Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.
- Failure to pay fines, fees, or charges may result in the withholding of grades/transcripts.

## **SCHOOL SAFETY:**

### **Visitor Safety**

For the security and protection of the students, faculty, and staff, the following safety measures are in place at DBTHS:

- All visitors/parents must stop in the office for a pass and sign in and out.

- No parent may walk their child to the classroom without a pass. This will be strictly enforced.
- Staff is expected to question people in the building who they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

### **Security Monitors**

DBTHS utilizes cameras and video equipment to monitor our buildings and grounds. The purpose of this equipment is to assist the school in providing a safe and secure environment for its students, staff and the general public. The school reserves the right to use tapes in disciplinary occurrences.

### **Use of Metal Detectors**

Weapons or explosives of any kind are prohibited on school property, in school buildings, or at school related functions. Possession of weapons or explosives is a violation of school policy and will subject an individual to disciplinary action and possible criminal penalties.

Administration possesses the authority to take all reasonable, necessary and proper measures provided by law and school board policy and regulations to safeguard the students, employees and property of the school, including, but not limited to, the use of stationary or mobile metal detectors.

The purpose of the metal detector scan is to prevent and deter weapons and explosive devices from entering the schools. At all times, the degree and nature of the inspection are not to go beyond what is necessary to allow staff to discharge its responsibility of promoting a safe learning environment.

### **Use of Drug Detection Dogs**

DBTHS believes that school must be a safe place for students and staff. Therefore, the school authorizes use of drug detecting dogs in the school, primarily for the purpose of deterrence, not criminal prosecution. Such searches may be necessary to ensure that our students have a drug-free environment and to protect the reputations of our students.

### **Fire and Tornado Drills**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado and crisis drills, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he should notify a staff person immediately.

Remember these basic rules:

1. Review the instructions in each classroom. They are posted and include how to leave the building in case of fire.
2. Walk quickly and quietly to designated areas without talking or distracting others.

Violations of these procedures will result in disciplinary action.

### **School Cancellation**

Due to inclement weather and other emergencies, information will be released to local radio and WHIO TV (7) station as well as notification by school messenger (One Call Now Automated System).

Dayton Business Technology High School is not always on the same schedule as Dayton Public Schools. Students should look for DBTHS when determining school closing, delays and early dismissals.

### **Trespassing**

If you are Suspended or Expelled, you are not permitted to enter or be on school property. You are not allowed to attend any school functions or sporting events held on school property that is sponsored by the school. If you are found on the property you will be asked to leave. Failure to comply with directive to leave, subjects you to criminal trespassing and proper authorities will be notified.

### **Student Operated Vehicles**

Students may park vehicles behind the school, but only during the times when student is in school, extracurricular activities, or needs to be on school ground for other authorized reasons.

- Driving to school is a privilege.
- All students are required by law to produce a valid driver's license and proof of insurance. It must be placed on file in the main office before being issued a parking pass for \$5 per trimester.
- Students will park in the student lot only.
- You are expected to drive safely and courteously.
- You may not visit your car in the parking lot during the day for any reason.
- STUDENTS WHO ILLEGALLY PARK IN THE LOT ARE SUBJECT TO BEING TOWED AND MUST LEAVE THE LOT IMMEDIATELY
- Failure to comply with parking regulations will result in disciplinary consequences, which may include loss of your parking privilege and/or suspension, and may result in ticketing or towing.

Dayton Business Technology High School and its employees are not responsible for any loss or damage to student vehicles parked on DBTHS premises or the content(s) of student vehicles under any circumstances.

### **Lost And Found**

The school cannot be responsible for lost or stolen items. Students are encouraged not to bring large sums of money and valuables to school. The school cannot assume responsibility for money, any property or valuables, either lost or stolen.

We do have a space reserved for lost items. If you have lost an item, please notify the main office.

### **Use of School Telephones**

Students may not use the phone or be called to the phone during school hours except in cases of extreme emergency (this will be determined by the Building Administrator). Parents may leave a message for their student at any time. Office telephones may not be used for personal calls. Except in an emergency (to be determined by the Principal), students will not be called to the office to receive a telephone call.

### **ACADEMICS:**

#### **New High School Graduation Requirements**

Beginning with the Class of 2018, House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. The new requirements take effect with the Class of 2018 (ninth graders in Fall 2014). Additionally, every student will have the opportunity to take a nationally-recognized college admission exam free of charge in the 11th grade.

#### **School Calendar:**

Trimester 1: August 22-November 16; Interims September 28, Parent/Teacher conference Oct 5

Trimester 2: November 26-March 1; Interims January 11, Parent/Teacher conference Jan 18

Trimester 3: March 11 - June 7; Interims April 12, Parent/Teacher conference Apr 12

Details for each trimester, days off etc. please refer to published School Calendar on our website

#### **Evaluation**

- We provide interim reports three times each year.
- We provide report cards after the end of each Trimester.
- Please familiarize yourself with our grading scale.

#### **Grading Scale**

GRADE	POINT VALUE
A 90-100	4.00
B 80-89	3.00
C 70-79	2.00
D 60-69	1.00
F 59 and under	0.00

## Graduation

- Participation in graduation activities is a privilege.
- To receive a diploma all students must:
  - Meet all State Testing Requirements
  - Completion of at minimum one Career Technical Course/Business Course
  - Earn at least 20 credits in specified content areas (below).

The current unit requirement is 20 credits as follows:

- 4 credits English Language Arts
- 3 credits Social Studies (which includes World History, American History and Government)
- 3 credits Science (Physical Science, Biology, and Adv. Science)
- 4 credits of Math (including Algebra II)
- 0.5 credits Physical Education
- 0.5 credits Health
- 0.5 credits Economics
- 0.5 credits Financial Literacy
- 4 units of Electives (Business or Marketing Classes)

## Valedictorian and Salutatorian

The following are the requirements to become the Dayton Business Technology High School Valedictorian and Salutatorian.

- Must have met OST requirements by the start of your senior year. (Consideration may be made if a student only needs their Government OST)
- For Valedictorian, have the highest cumulative G.P.A in your current senior class,
- For Salutatorian, have the 2<sup>nd</sup> highest cumulative G.P.A in your current senior class
- The student must represent DBTHS as noted by his/her leadership skills in school and in all extracurricular activities.

## Credit Flex Program

Dayton Business Technology High School (DBTHS) offers Credit Flex opportunities to our students. The program serves several purposes it broadens the scope of curricular options available to students, *and it* increases the depth of study available for a particular subject while tailoring the learning time or conditions needed. Interested students must apply and be qualified to participate, due to the program's flexibility.

## Credit Flex Guidelines

Students may earn credits through any of the following or a combination of:

- A. The completion of courses both traditional and/or online

- B. Testing out or otherwise demonstrating mastery of the course content
- C. Pursuit of one or more “educational options” (e.g., distance learning, educational travel, independent study, internship, music, arts, after school program, community service, engagement project, and sports)

Issuance of credit will determine locally, by teacher of record (defined in the Ohio Adm. Code 3301-35-09) or through the use of:

- A. A multi-disciplinary team
- B. A professional panel from the community
- C. State performance-based assessment

Courses and educational options may be counted for full or partial credit and/or credit in more than one area, such as multiple academic areas or academic and career-technical credit, if partial mastery is demonstrated.

Credits earned through this alternative will be reflected on student’s transcript in the same way as traditional credits earned via seat time.

### **Credit Flex Plan Requirements**

1. The student must complete the Credit Flex application to be considered.
2. Necessary documentation needs to be provided prior to application being processed
3. If selected an Individual Academic and Career Plan (IACP) will be amended and an agreement between student, parent/guardian, DBTHS administrator, and possible provider beyond DBTHS will be developed, signed, and implemented.
4. Attendance is counted daily\*.
  - a. Student is required to meet with assigned DBTHS instructor once every week.
5. Students are required to take end-of-course exams at DBTHS at scheduled time before they receive credit
6. Grades will be reported on student’s report card and school transcript

### **Attendance for Credit Flex**

DBTHS will account for attendance will be counted in the same manner as students not enrolled as Credit Flex Learner. Attendance will be calculated through daily educational opportunities (e.g., Projects, Packets, PLATO) to be counted as present. Students are only excused from this requirement when the school is closed (school calendar, holidays, inclement weather (where school is closed), etc.). If there is a situation where student is not able to log in they need to contact assigned teacher that same day to report reason.

Because DBTHS focuses on meeting the individual needs of our students, alternative and/or flexible scheduling may be provided for qualified students based on the discretion of the school's administration.

Credit Flex Learners will have their IACP and academic progress monitored closely by school personnel. The administration has the discretion to revoke or to remove any student at anytime from Credit Flex Program opportunities who they deem are not being successful in the program.

In addition, the Ohio School Law policies are still applicable to Credit Flex students

## **STUDENT ACTIVITIES:**

### **Graduation Ceremony**

To be eligible to participate in graduation exercises you must:

- Complete your credit requirements and pass all required portions of the Ohio Graduation Test and/or required points from the OST test by the graduation date.
- Have all school fees paid in full before caps and gowns can be picked up (the date will be set yearly based on the graduation date - some additional fees may be added later if books and other materials are not returned).
- Attend the REQUIRED graduation practices and the graduation line-up.
- Comply with the dress code for the graduation ceremonies:

Failure to fulfill all of the above requirements will result in your elimination from graduation ceremonies.

Any misbehavior during the last few days of the school year, or during graduation practice, may result in a loss of privileges to participate in graduation practices and the graduation ceremony.

Any misbehavior at commencement will result in the withholding of your diploma and transcripts and may result in your removal from the ceremony. The diploma and transcripts will be held at the discretion of the school principal.

### **Field Trips**

Prior to any field trip, a note is sent home with each student describing the trip and explaining any fees involved. This note includes a permission slip and must be signed by the parent/guardian and returned to the teacher. No student may participate in any school-sponsored trip without parental consent (if under 18 years old) and a current emergency medical form on file in the office. The B's attitudes apply to all field trips.

### **School-Sponsored Clubs and Activities**

Extra-curricular activities do not reflect DBTHS curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, etc.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of participation in such activities by authorized school personnel without further notice, hearing, and/or appeal in accordance with DBTHS Policy.

### **High School Athletics**

At DBTHS, our students are allowed to participate with their resident district's athletics department, permitting the resident district allows it. Students participating in any athletics must meet their resident district's requirements in addition to those of DBTHS. It is a privilege to be able to participate in resident district's activities. Both academics and behavior must be deemed acceptable at all times. DBTHS has the following requirements:

- Student must have received passing grades in a minimum of five one-credit courses or the equivalent, which counts toward graduation and have a 2.0 G.P.A
- Follow all policies in the Resident District's Athletic Handbook as well as Dayton Business Technology High School's Student Handbook..
- Student has to maintain proper attendance requirements.

### **DRESS CODE:**

DBTHS is a uniform school. We request that students dress in an "Interview Ready" attire. Students should be well groomed and neat.

No item of clothing will exhibit violent or inappropriate graphics or language. We do expect all students to adhere to the guidelines below:

1. A solid **GREY, PURPLE, OR BLACK** Polo Style Shirt
  - a. Polo styled is 2-3 buttons at the top with a collar
  - b. Shirts are not to be oversized or too small
  - c. May be short or long-sleeved
2. Solid, size appropriate, **BLACK** or **KHAKI** Dickies Style Pants, Skirts and Shorts (knee length ONLY)
  - a. Jeans are not acceptable
  - b. Pants are not to be oversized or too small
  - c. There will be no holes in pants or shirts
3. A **BELT** must be worn at all times
4. Hoodies, sweatshirts, zip-up, or jackets are allowed to be worn during the day;

### **ARTICLES NOT PERMITTED**

- Slippers, "shower shoes", house shoes, thong or flip flop shoes
- No Sagging pants

- · Pajamas, yoga pants, sweatpants, joggers, leggings, jeggings
- · Hats, wave caps, bandanas, hairnets, combs, or head coverings of any kind, unless required by bona fide religious requirement
- · Bare midriffs, tank tops, swimsuits, short shorts, transparent garments, beach attire, low neckline, low back line, spaghetti straps, or back/shoulder exposing garments
- · Undergarments may not be exposed (this means see-through shirts also)
- · Chains, badges patches, spiked accessories, and initialed belt buckles
- · T-shirts or White shirts (White is NOT a DBTHS uniform color)
- · No work uniforms
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\*Students not in proper uniform will not be permitted into the building due to safety

## **DISCIPLINE:**

### **Zero Tolerance**

Our approach to discipline is based upon prevention and respect for others and ourselves.

However, there are situations deemed zero tolerance offenses. **DBTHS uses a Zero Tolerance approach concerning drugs/alcohol, possession of any weapon<sup>1</sup>, and any violent and/or disruptive behavior in school, on school grounds, buses and/or other local school premises that threatens school safety and order, and gang affiliation<sup>2</sup>**. Any infractions related to the above-mentioned areas will be subjected to a strong and uniform response. This includes a firm application of the school's discipline policy with appropriate penalties and criminal charges filed as necessary.

### **Cell phone:**

1. Devices can be used during breakfast and lunch as long as it does not violate any of the policies listed below. Students are not allowed to use the any devices in the hallway; they should not be visible in the hallway.
2. Students should set up their email as well as their progress book access on their cell phones, devices. This will assist students in the educational process allowing them to better keep track of

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<sup>1</sup> Federal Law: Dayton Business Technology High School adheres to the Gun-Free School Act (GFSA) that states each school district receiving federal funds must have in effect, a state law requiring local educational districts to expel from school, for a period of not less than one calendar year (from date of infraction), a student who is determined to have brought a firearm (loaded or unloaded) to school, other property, or to an activity under its jurisdiction.

<sup>2</sup> Including but not limited to, gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

what is going on in the school, classroom and their progress. Students should also install any apps that will also assist them (e.g. Google drive, Google Classroom)

3. Devices may be used in the classroom to aid in the educational process, if the classroom teacher has determined them appropriate. Devices shall not be used in a manner that disrupts the educational process, or educational mission including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off during the School day. They may be stored in the Student's backpack during the School day, but may only be turned on and operated before and after the regular school day.

4. When Students violate this prohibition, they shall be subject to disciplinary action, including but not limited to losing the privilege of bringing the device onto School property. In addition, an administrator may confiscate the device, which shall only be returned to the Student's Parent. All requests to confiscate these items must be complied with in a spirit of cooperation. If, upon confiscation, the School becomes aware of other misuse of the device, or, has a reasonable suspicion of other violations of School policy, the Student may be disciplined for additional violations of this or other School policies. In other words, a Student loses his/her privacy rights in the device and information contained in the device, once a School policy is violated and the device confiscated so long as the School has a reasonable suspicion of misuse.

5. Students are responsible for devices they bring to School. The School shall not be responsible for loss, theft, or destruction of devices brought onto School property.

6. Students shall comply with any additional rules developed by the School concerning appropriate use of electronic communication devices.

7. Students shall not utilize an electronic communication device in a manner that would violate the School's Technology and Internet Acceptable Use Policy or its Student Code of Conduct.

8. Examples of types of prohibited behavior involving electronic communication devices include, but are not limited to:

- a. text messaging on or off School Property during School hours to or from a student on School Property;
- b. sexting, which is the act of sending sexually explicit messages or photographs, primarily between mobile phones or other electronic communication devices;
- c. using digital cameras or camera phones to invade the privacy of others by transmitting unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web;

- d. using digital cameras, camera phones, or any other device to cheat on examination;
- e. playing digital games;
- f. using digital cameras, camera phones, or any other device to harass or bully another

Students will not be provided access to the school's internet on their personal devices. It is a student's choice if they want to use their devices in the school. Students will also not be permitted to use "hot spots" within the school building.

### **Bullying/Intimidation:**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. In accordance with federal and state laws, Dayton Business Technology High School will not tolerate harassment against any staff member or student on the basis of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, sexual orientation, and status as a parent, military status and other human differences. This includes any speech or action that creates a hostile, intimidating, threatening or offensive learning environment.

### **Discipline Plan**

Dayton Business Technology High School is a school of choice that students have elected to attend. All students are expected to follow the Student Code of Conduct when at school, while attending school activities, or traveling to or from school. Behavior that disrupts learning, or is disrespectful of others will not be tolerated. *No student has the right to prevent another student from learning. A student whose behavior is disruptive will receive discipline and, in extreme cases, removed from the school. The Student Handbook containing Code of Conduct and Expectation is available on the student's Google drive.*

**Disciplinary Consequences:** Discipline is viewed as an instructional process to help students develop self-discipline, appropriate school work habits and social skills. It is recognized that violations of the student code of conduct requires consistent consequences to ensure a safe and orderly learning environment. ***Students must assume responsibility for their actions and respect the rights of others.*** All students have a right to learn, but no student has the right to disrupt the learning of others.

The school uses a broad range of disciplinary options designed to ensure appropriate student conduct. A student's failure to follow the Student Code of Conduct will result in teacher or administrator intervention that may include, but not limited to, the following:

- Reminder or warning
- Teacher and/or administrator/student conference
- Parent contact
- Teacher and/or administrator/parent conference

- Teacher and/or administrator assigned detention
- Removal from class
- Parent shadowing
- Change in their class schedule
- Removal from school pending parent conference
- Placed on a discipline contract
- Suspension
- Expulsion
- Withdrawal from school

### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973. It is the policy of DBTHS to provide a free and appropriate public education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

### **Student Dismissal Procedure**

Students are dismissed from school promptly at 2:30pm. Student activities after school begin at 2:35, and students must report to that activity director immediately at dismissal in order to continue in the activity. Violation of this rule could result in being removed from the after school activity. Students may not loiter in the school parking lot or within 100 feet after dismissal.

**HANDBOOK PLEDGE:**

As a student, I affirm that I have read the student handbook and understand the expectations while I'm enrolled at DBTHS. I promise that I will be the best student I can, both academically and socially. I also understand that I will be held accountable for abiding by the expectations set forth in the handbook and adhere to DBTHS core values and student code of conduct.

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Student's Printed Name

Date

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Student's Signature

Date

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Parent/Guardian's Signature

Date

**\* Please detach and return to the Main Office. Thank you!\***