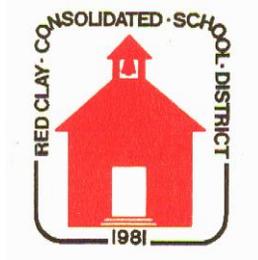


08.29.18



# **RED CLAY ADULT EDUCATION JAMES H. GROVES ADULT HIGH SCHOOL**

**2018-2019**

## **STUDENT HANDBOOK**

**RED CLAY ADULT EDUCATION  
1621 Telegraph Road  
WILMINGTON, DE 19804  
(302) 651-2709  
FAX (302) 658-7137**

## **CONTENTS**

Acknowledgments	2
Philosophy & Objectives	3
Background	4
High School Diploma Program	5-8
Certificate of Educational Attainment 3 (CEA3)	8
Plagiarism	8-9
In-School Credit Program	9-10
GED Certificate Program	10-11
Adult Basic Education (ABE) / English As A Second Language	11-12
Jobs for Delaware Graduates	12
Students Rights and Responsibilities	12-13
Codes of Conduct / Dress Code	13
Attendance & Other Policies	13-14
General Information	15-17
Course Descriptions	17-20
School Calendar	20-23
Student Rules and Regulations	24-25

## **ACKNOWLEDGMENTS**

James H. Groves Adult High School is sponsored and funded by the State of Delaware, under the jurisdiction of the Delaware State Board of Education and operated in cooperation with the Red Clay Consolidated School District.

### **Department of Education** **State of Delaware**

Dr. Dennis L. Loftus  
Dr. Susan Bunting  
Mrs. Maureen Whelan

President, State Board of Education  
State Secretary of Education  
State Director, Adult Education

.....

### **Administration**

Dr. Mervin Daugherty, Superintendent  
Dr. Hugh Broomall, Deputy Superintendent/  
School Support  
Mr. Theodore Boyer, Director of  
School District Services

Dr. Ted Ammann, Assistant  
Superintendent/District Operations  
Ms. Kellie Tetrick, Principal  
Mr. Ron Robinson, Site Coordinator

# **JAMES H. GROVES ADULT HIGH SCHOOL**

## **PHILOSOPHY**

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

Students are assured that administration and staff believe in and are committed to:

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

## **OBJECTIVES**

In order to practice these beliefs, the faculty and administration will:

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

# **WELCOME TO THE JAMES H. GROVES ADULT HIGH SCHOOL**

Now that you have enrolled in the James H. Groves Adult High School it is important for you to become acquainted with the history and organization of the school, characteristics which distinguish it from a daytime high school, and the regulations which govern the center's operation.

## **I. HISTORY AND ORGANIZATIONS**

The James H. Groves Adult High School will celebrate its 55<sup>th</sup> birthday during the 2018-2019 school year. Just five decades ago, in 1964, the State Legislature created the James H. Groves statewide evening high school system as an alternative for adults, who for one reason or another found it impossible to complete their high school education in a regular day-school setting. There are seven centers in different parts of the state: Dover, Georgetown, Marshallton, Middletown, Newark, Dover, and Wilmington. All seven centers are State-funded and they are organized into one state-wide adult education network, headed by Maureen Whelan, State Director, Adult Education, State Department of Education. However, each of the centers is operated by a different school district, which is responsible for site administration and day-to-day supervision. The building principal is therefore responsible to two administrations, each of which helps in different ways to keep the Groves centers operating effectively and efficiently.

This unique state-wide educational program was named in honor of Delaware's first State Superintendent of Schools in the late 1800's, underlining the significance of direct state involvement in the Groves operation. Delaware is one of the few states which has accepted full responsibility for developing a public (tuition-free) evening school accommodating those needing an alternative to a regular day-school program.

James H. Groves Adult High School was first evaluated by the Middle States Association of Schools and Colleges during the 1983-84 school year, and continues to be fully accredited state wide. The Groves program was expanded during the 1989-90 school year to include secondary students still enrolled in a public day-school who need extra courses in order to catch up with their class or who need flexibility in scheduling to allow for work or extenuating circumstances.

## **II. SPECIAL CHARACTERISTICS OF THE GROVES PROGRAM**

Because James H. Groves Adult High School offers an alternative to a regular day high school, one can expect differences in scheduling, student population, and programs which make the Groves operation somewhat more flexible than a regular day-school program.

### **JAMES H. GROVES ADULT HIGH SCHOOL DIPLOMA PROGRAM**

#### **Description and Purpose**

James H. Groves Adult High School is a State approved secondary school. Its purpose is to provide Delaware adults and out-of-school youths with an opportunity to complete a high school education and earn a regular State of Delaware High School Diploma.

#### **Operation**

Groves High School is staffed with administrative, instructional, and supportive personnel. Faculty members must hold a regular Delaware State Teaching Certificate in the subject being taught.

Instruction is free to residents of the State of Delaware or individuals who have worked in Delaware for a minimum of 6 months. **A \$20.00 per semester non-refundable materials fee must be paid when enrolling in the program and \$20.00 will be paid each quarter of enrollment. Outstanding payments will result in the student not being eligible for enrollment in the next quarter and the withholding of final and all transcripts.**

## **Graduation Requirements**

A regular Delaware High School Diploma is granted to students who satisfactorily complete a twenty-two credit secondary school program of study that includes:

English .....	4 credits
Social Studies.....	3 credits
(to include US History 1 credit)	
Mathematics.....	4 credits
(to include Algebra I, Algebra II, Geometry)	
Science .....	3 credits
Health Education.....	1/2 credit
Career Pathway .....	3 credits
Foreign Language .....	2 credits
Electives .....	4 1/2 credits
TOTAL .....	24 credits

In addition to acquiring these 24 credits, the student MUST meet the state minimum required competencies in reading, writing and mathematics.

\*\*Those students whose cohort graduated in 2014 and before may only need 22 credits.

\*\*Those students whose cohort graduated in 2011 and before may not need to take Algebra II

## **Acceptable Methods for Earning High School Units of Credit**

The following methods or any combination of the following methods are acceptable:

- b. **Course Enrollment** - Courses are offered in a classroom or distance setting.
- c. **Correspondence Study** - Approved courses offered through accredited correspondence schools are accepted for high school credit.
- d. **Summer School** - Approved courses offered through summer school are accepted for high school credit.
- e. **Distance Learning** - Approved courses offered through accredited distance learning programs are accepted for high school credit.
- f. **Independent Study** - Courses offered through independent study must be assigned an instructor who will monitor the progress of the student. The content will be the same as required in the course enrollment.
- g. **Employment or Training Experience** - Credit for employment or training experience will be evaluated to determine the number of credits that will be awarded based on length of employment, level of job responsibility and scope of work.
- h. **Vocational Courses** - Upon satisfactory completion of approved vocational or apprenticeship courses, units of credit will be awarded.
- i. **Military Experience** - Veterans may be granted credit based on military training and experience.
- j. **Higher Education Courses** - Higher education courses will be awarded credit as designated by other Delaware Department of Education policy.
- k. **Foreign School Attendance** - Credit for courses completed in schools in foreign countries will be evaluated in terms of equivalent content to Delaware high school graduation requirements.
- l. **Prior High School Credits** - Any high school credit earned by the student may be transferred into Groves and become part of the transcript toward graduation.
- m. **Community Service** - The community service unit of credit is designed to recognize the community life experiences of the student and to encourage the student to assume civic responsibility. The emphasis is upon volunteer service given freely for the betterment of the community and other persons.
- n. **Internships** - Internships are designed to provide practical real life experiences for students. Credit may be earned based on the skills and the length of time of the experience.
- o. **Certificate of Educational Attainment (CEA3)** - The CEA3 enables a student to demonstrate high school level skills through a written test. By passing the Official GED Practice Test with a score of 2,450 or better with no less than 470 in each sub-test area and writing a Groves approved content area research paper, students are awarded 10 units of credit toward graduation.

## Class Sessions

Classes meet during evening hours on Monday and Tuesday, and/or Wednesday and Thursday. All classes meet for 3 hours per class session. For high school diploma students, one credit (1) equals 120 hours of classroom instruction. Classes are scheduled in 8 ½ week quarters with a total of 2 quarters per semester, two semesters per school year. Enrollment occurs at the start of each quarter.

**Because of the nature of the Groves High School schedule, all the requirements for each course must be completed by the end of the course.**

Students may enroll in multiple classes. Previously earned high school credits are counted toward a diploma. Adult students are not required to have finished elementary school before enrolling in classes. Many adult students are able to earn a diploma within 1½ to 2 years.

## Graduation Plan

Upon receipt of a student's transcripts, students who wish to obtain a high school diploma will meet with a counselor to develop a proposed graduation plan and schedule of courses.

## Admission Criteria

The following individuals may enroll in the James H. Groves High School:

- a. Adults, 16 years of age and older, who reside in the State of Delaware or who have worked in Delaware for a minimum of one year.
- b. Out-of-school youth, 16 - 21, who have officially withdrawn from a day school and **who have not been expelled from a school district within Delaware or outside of Delaware or pending expulsion, an expulsion hearing from a school district, or withdrawn from school to avoid an expulsion within the past 12 months.**
- c. Non-residents who otherwise meet the eligibility requirements set forth in paragraphs A and B above.
- d. High school students who are at least 16 years of age and enrolled for at least one credit in their home school may earn an unrestricted number of credits in the Groves In-School Credit Program and still graduate from their home high school.
  1. To enroll in this program, students shall have the permission of their home high school, their parent or guardian, the Groves High School principal or designee, and meet all admission requirements as established by James H. Groves Adult High School.
  2. All students enrolled in the Groves In-School Credit Program shall be included in the September 30<sup>th</sup> unit count of their home high school.
  3. Students who withdraw from their home high school and transfer to the Groves High School shall no longer be considered as a student in the Groves In-School Credit Program and will be assessed the materials fee for that semester.

## Restrictions

- A. Attendance in the adult high school is not to be accepted as a substitute for attendance in a regular day high school for those persons who would normally be expected to attend day programs.
- B. High school graduates and out-of-school students may enroll for a fee when the class size permits.
- C. **Any individual expelled from a school district within Delaware or outside of Delaware will not be enrolled in an adult education program without a waiver for the duration of the expulsion. Any individual who enrolls without a waiver will not be given verification for program participation or allowed to take the GED Test during the expulsion period.**
- D. **Any individual who is pending expulsion, an expulsion hearing from a school district, withdrawing from school to avoid an expulsion, or not permitted to attend the regularly assigned school will not be enrolled in an adult education program without a waiver. Students who enroll without a waiver will not be permitted to take the GED Test or receive**

**verification of program participation.**

- E. **Individuals facing any form of criminal prosecution must complete the legal process before enrolling. Individuals on probation must notify the administration and provide documentation prior to enrolling.**

**Admission of Expelled Students / Waiver Procedure**

Any student, 16 years of age and older, who is expelled, pending expulsion from high school, withdrew to avoid expulsion, or not permitted to attend the regularly assigned school must follow the expelled student procedure for admission to adult education. This procedure is outlined below:

An expelled student may apply for admission to the James H. Groves Adult High School who:

- b. Intends to graduate from James H. Groves;
- c. Was expelled for a non-violent reason (examples: excessive absences, alcohol or tobacco); and...
- d. Demonstrates interest in continuing their education.

A waiver granted to an individual excludes attending an adult education program in the district from where the applicant was expelled. A waiver does not supersede any waiting list and regular enrollment period. To apply for an expelled student waiver, the individual must submit the following information to the State Director of Adult Education at the Department of Education:

- a. A letter of request for admission to adult education with the rationale for granting a waiver;
- b. Three (3) letters of reference at least one must come from the school where the student was expelled. No family member can write a letter of reference;
- c. Evidence of age 16 or older;
- d. Expulsion information from the school with the reason for expulsion clearly stated,
- e. High School transcript.

The Office of Adult Education, within 5 working days of receipt of a complete waiver request including all items above, will schedule an interview with the applicant. No other person may be present at the interview except by request of the Director of Adult Education. During the interview between the applicant and the Director of Adult Education, the individual seeking admission will describe the nature of the expulsion, future career plans, educational goals, and how his/her goals and education connect. Other questions will also be asked.

Following examination of the written documentation and the interview, a decision will be rendered in writing within 14 working days. Any individual permitted to enroll in adult education is admitted on a probationary status during the period of expulsion.

**Graduation, Transcript, and Diploma Policy for Students Under the Age of 18**

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

**Procedure**

1. Individuals under the age of 18 and graduating before their cohort will be given the graduation policy in writing upon enrollment.
2. Individuals under 18 are official graduates of the year in which they completed graduation requirements. Diplomas will be ordered for the academic year in which they complete their coursework; however; the diploma will be withheld until age 18 or until the student provides documentation that their class of entry has graduated.
3. Individuals under the age of 18 may participate in graduation ceremonies and any other graduating class activity following the same procedures as all other Groves students.
4. For individuals under 18 who participate or decline to participate in the graduation ceremony, the diploma will be eligible for distribution after the date of the ceremony.

5. The diploma may be picked up by the student or another member of the family with a letter of release from the graduate.
6. Transcripts will be issued upon written request.
7. Individuals under 18 are eligible for scholarships provided to Groves graduates.

## FEES

### Delaware Residents

No tuition fees are charged to non-high school graduates who have lived in the state of Delaware for 6 months or more. A materials fee of **\$20.00 per quarter** will be assessed.

### Grading and Graduation Criteria

- A. The grading system for the James H. Groves High School shall be based on a 100 point numeric scale. An alpha conversion chart to determine level of performance shall be:
  1. **93 - 100** Students receiving a grade of "A" have demonstrated superior understanding of the content and have demonstrated knowledge and competence at the highest level.
  2. **85 - 92** Students receiving a grade of "B" have a better than average understanding of the content and have demonstrated above average knowledge and competence.
  3. **75 - 84** Students receiving a grade of "C" have a satisfactory understanding of the content and have demonstrated knowledge and competence.
  4. **Less than 75** No credit awarded.
- B. James H. Groves High School graduates shall meet the state graduation requirements with the exception of physical education which is waived in lieu of another credit.
  1. All course content shall reflect the state content standards.

### Textbooks

Textbooks are loaned to students to be used during class time. If you desire to take a textbook out of the class you must sign a textbook form which holds the student accountable for the book. Books that are not returned or damaged will result in the student being charged the replacement cost for the book. High School Groves students may check out a book after the quarter fee of \$20.00 is assessed.

## CERTIFICATE OF EDUCATIONAL ATTAINMENT 3

Students entering the Groves program with few to no credits must earn a Certificate of Educational Attainment 3 (CEA 3). A CEA 3 can be earned by:

Passing the CEA 3 Assessment Test as determined by the Department of Education,

**and**

Completing one (1) research paper on an approved topic. The student will choose a topic, research the topic, and then write a 5 page research paper. The research paper must include a reference list citing a minimum of three different types of **current** sources. The research paper must be typed. All research papers must be written under the supervision of a teacher. The paper will be written in the APA format but does not require an abstract. **Research topics must be from the state approved topic list. Do not write your paper without prior approval.**

### Additional Information

Students must complete a CEA 3 application before testing. No student will be allowed to take the CEA 3 Assessment test until they have shown proficiency in the test content through attendance in classes. CEA 3 applications must be approved by the administration before testing will be allowed.

Documentation of successful completion of all CEA 3 requirements will be forwarded to the State Department of Education for final approval and issuance of the CEA3 certificate.

Students earning a CEA 3 will be granted up to 10 credits to be applied toward a James H. Groves Adult High

School Diploma. In order to successfully complete the CEA 3 process, it is important that all students adhere to the timelines provided by the instructors.

**NOTE: CEA 3 requirements must be completed by the date determined by the state to guarantee that the certificate will arrive from the State Department of Education in time to be counted toward fulfillment of Groves credits for graduation and subsequent participation of the student in commencement ceremonies.**

## **PLAGIARISM**

According to Webster's New Collegiate Dictionary (Third Edition), plagiarism is defined as "taking (ideas, writings) from another and passing them off as one's own" (without crediting the source). As per The Little Brown Handbook, Eighth Edition, "Whether deliberate or accidental, plagiarism is a serious...offense" (686). The following information was taken from the ~ Brown Handbook pages 686 through 690.

### **Deliberate Plagiarism is:**

- Copying a phrase, a sentence, or a longer passage from a source and passing it off as your own.
- Summarizing or paraphrasing someone else without acknowledging your source.
- Submitting a paper that was purchased, written by someone else, or copied from another student.

### **Accidental Plagiarism is:**

- Forgetting to place quotation marks around another's words.
- Unintentionally omitting a citation for another author's idea even if you are unaware of the need to cite the idea.
- Carelessly copying a source when you mean to paraphrase.
- Changing a few words, but leaving a majority of the author's exact words.
- Using actual words of the author, even though changing the sentence structure.

### **Ways to Avoid Deliberate Plagiarism:**

- Use quotation marks around an author's exact words or phrases.
- There usually is more than one citation in a paragraph. "Every time you borrow the words, facts, or ideas of others, you must document the source" (Fowler 698).
- Write your own paper, using your own words.

### **Ways to Avoid Accidental Plagiarism:**

- Be sure to use quotation marks around an author's exact words or phrases. ~ Cite any information that is not common knowledge. When in doubt, cite.
- When writing note cards use quotation marks around exact words of the author and indicate the source.
- Using even a few of the author's words without quotation marks is plagiarism. That is why understanding the research is important. Understanding the research will make it easier to use your own words.
- Sometimes authors use a "catchy" word or phrase that appeals to the research paper writer. Using that expression or phrase requires quotation marks.

**Special Note: Because of the seriousness of this offense, students who plagiarize will be removed from the Groves Adult High School for one (1) full year.**

Information from: Fowler, Ramsey Ho, Jane Eo Aaron, Janice Okoornian, The Little Brown Handbook, Eighth Edition. New York: Longman, 2000, Certificate of Educational Attainment 3 Research Paper Manual, 2<sup>nd</sup> Edition.

## **IN-SCHOOL CREDIT PROGRAM**

The in-school credit program recognizes that all students, especially those at-risk of dropping out of school, do not always learn best in the traditional high school environment or conform to the traditional setting. This alternative structure has been established for these students. It provides a flexible schedule allowing them to continue their high school education and graduate from their home school.

### **Goals**

- Assist students in overcoming life problems so that they can continue in a high school completion program.
- Provide a positive, supportive atmosphere for students.
- Foster increased responsibility in students to improve attendance and success in high school through graduation.

### **Home-School Partnership**

The home school forms a partnership with James H. Groves Adult High School to jointly provide an educational program for students. Students have the flexibility to attend during the late afternoons; the evenings and/or the extended year to obtain credits toward graduation. Students enrolled in the in school credit program remain enrolled in the home school provided that the student is taking one or more courses leading to at least one credit at the home school. In school credit students must meet the same graduation requirements as other students in the home school.

In the partnership, the home school:

- identifies potential students for the program, using established criteria.
- meets with the student to determine the suitability of the program for the student.
- consults the parent(s) regarding the inclusion of their youth in the program and identifies potential students for this program, using established criteria.

### **James H. Groves Adult High School and the home school:**

- develops a schedule with the student that best meets the needs of that individual.
- individualizes instruction in small classes.
- transfers credit back to the student's home school.
- encourages parents who have not graduated to enroll in James H. Groves Adult High School.

### **Identification Criteria**

Students recommended for this program are those who would benefit from an alternative structure and who meet one or more of the following criteria: These students:

- have been retained, are over age for their grade or have been administratively assigned.
- have a history of excessive absences and tardiness.
- are not passing the required courses for graduation.
- need to be employed during the daytime.
- have family obligations and responsibilities which prevent daytime attendance.

*In School Credit students may not take independent study Groves courses.* They must be registered for classes and regularly attend. Unless otherwise outline, Groves attendance policies apply to all in school credit students.

## **GED® CERTIFICATE PROGRAM**

### **Program**

The GED® Testing Program in Delaware is a branch of the Groves Adult School Program that provides an additional means of securing a secondary credential through testing. Persons who satisfactorily pass the GED® tests and other State requirements are issued a "State Board of Education Document of Endorsement of Secondary Attainment." The program is approved through Federal licensing and state guidelines.

Red Clay is now an Official Pearson VUE GED® Testing Center.

### **Purpose and Uses**

The purpose of GED® testing is to provide a method of measuring the educational achievement of adults who have not completed a formal high school diploma program, but have acquired comparable (secondary school) learning through formal learning experiences. The state document issued as a result of passing the tests is accepted in Delaware to satisfy high school equivalency for (1) some college admissions; (2) business, industry, state and civil service employment; and (3) state licensing requirements.

### **Skills Measured by the GED® Test**

The GED® Tests are organized into four subject areas:

- Reasoning Through Language Arts
- Social Studies
- Science
- Mathematics

In addition to the content-specific questions, the 2014 Series GED® Tests assess skills across subject areas. For example, reading comprehension and processing information are two skills that a candidate must master in order to do well in all subjects and earn a GED® high school credential.

The GED® Tests require students to demonstrate their critical thinking and problem solving skills. Higher order thinking skills are necessary when examinees are asked to:

- Apply concepts and principles
- Analyze relationships
- Synthesize information and ideas
- Evaluate the validity of information provided

### **Registration for GED® Preparation Classes**

Classes are scheduled in 8 ½ week quarters locks with a total of 2 quarters per semester. Enrollment follows scheduled school orientations.

### **Testing**

The Official GED® Test is administered on site at Red Clay Groves. The test is computerized and students must register online with the GED Coordinator prior to testing.

### **CHEATING**

All work submitted is to be original student work. This means that although you may seek help in learning from someone else, it is cheating if someone else does the work that you submit.

**Cheating, defined as obtaining answers from unauthorized sources or copying someone else's work, will result in permanent removal from the program.**

### **ADULT BASIC EDUCATION (ABE) PROGRAM**

Adult Basic Education classes offer basic instruction to individuals desiring to improve their reading, writing, and math skills. Instruction is individually self-paced supported by the instructional support and guidance of an ABE teacher. ABE students may go on to earn their GED® and/or James H. Groves High School diploma. **The ABE program is FREE.** ABE students are subject to the same rules and regulations covering attendance, dress code, plagiarism, etc. as James Groves Adult High School students.

### **ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM**

Everyday life functions may be very difficult if you cannot speak **English**. Red Clay is offering **FREE** English

classes for adults whose first language is not English. For registration dates, times, and locations, call the school. This is an English emersion course which helps non English speaking students improve their English speaking skills.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **Statement of Belief**

The administration and instructional staff of the James H. Groves Adult High School is dedicated to providing a safe environment for learning, where student responsibility and self-direction are recognized and nurtured.

### **Rights**

The school staff recognizes that students have rights as 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.

### **Responsibilities**

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.
- Follow all staff rules and requests in and outside of class.
- 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 matters 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, withdrawn from school to avoid expulsion, on probation, or pending court appearance for a violation of the law.

## **CODE OF CONDUCT**

It is a privilege to attend James H. Groves Adult High School classes. Any student not meeting attendance

policies or who disrupts the educational process of the school for other students will be automatically disenrolled from James H. Groves Adult High School classes. One warning will be issued. In extreme cases warnings will not be issued - disenrollment will be automatic.

James H. Groves Adult High School philosophy is to develop a climate where student creativity, responsibility and self-direction are recognized and may be nurtured in an atmosphere free from coercion and fear. The staff and administration recognize the fact that students have rights as citizens and these rights are in part guaranteed under the Fourteenth Amendment and the Bill of Rights. At the same time a school as any other institution, cannot function without reasonable rules that are consistently and effectively enforced.

Not all individuals choose to or are able to behave within the boundaries of individual responsibilities and freedom. It is, therefore, necessary to set up a conduct guide and a procedure for dealing with those individuals who exceed social, legal, and conduct boundaries. Disciplinary action, thus, becomes necessary when an act, among others, 1) disrupts the educational process; 2) violates the personal and/or educational rights of an individual; 3) violates state and/or federal laws.

### **WHEN IS THE CODE ENFORCED?**

The Code is enforced:

1. On school property prior to, during, and following regular school hours.
2. At all school-sponsored events and other activities where school administrators have jurisdiction over students.

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

1. Acts of violence which are punishable by law;
2. Sexual offenses which are punishable by law;
3. The sale, transfer or possession of drugs which would constitute an offense punishable by law.

### **DRESS CODE**

1. Students have the right to determine their own style of dress as long as such dress:
  - Does not jeopardize the health and safety of themselves or others.
  - Does not interfere with the teaching/learning process or create classroom disorder.
2. Students are not permitted to wear halter tops or half shirts (Examples - no bare midriffs, mesh/fish-net materials, tank tops or like items). Clothing must not be torn, cut-off, or inappropriately fitted.
3. Shorts are permitted as long as the hemline extends to mid-thigh (spandex type shorts and pants are not appropriate). Mid-thigh is determined by where the longest finger falls on the thigh.
4. Clothing with obscene, profane, or objectionable phrases, objectionable pictures, or references to alcohol, or narcotics are not permitted.
5. Students wearing inappropriate attire will be asked to change or cover the inappropriate attire or **will be asked to leave the building.**
6. Wearing of hoodies is not permitted in the building.
7. The final decision of appropriate dress will be made by the building administrator or designee.
8. Pants must be secured around the natural waste for both female and male students.

### **ATTENDANCE POLICY**

Students attending James H. Groves High School courses shall attend a minimum of 85% of the course hours in order to receive a unit of credit. **No provision is made for excused absences. Students who miss four classes in a quarter will be dropped. Failure to meet the attendance requirement will result in automatic disenrollment from the effected class or classes.**

Extenuating circumstances will be reviewed on an individual basis upon written request by the student. In the event of a student request for attendance review, a conference will be scheduled between the student, teacher(s), and principal. It is the responsibility of the student to maintain good class attendance and initiate all requests for attendance reviews.

**Note: Students who do not return after break will be marked absent for the entire class session. Students who do not attend at least 90 minutes of a 180 minute class will be counted as absent for the day.**

**Note: Students are expected to arrive on time and not to leave before dismissal. Time missed for lateness or early dismissals will be counted as part of the maximum allowable absentee time that can be missed in any individual class or quarter.**

## **SMOKING AND TOBACCO PRODUCTS POLICY**

Smoking and/or the use of tobacco products and electronic nicotine devices is not permitted in the building or on school property at any time. Violation of the smoking policy will result in disciplinary action and possible disenrollment from the program. This includes vaping.

## **CELL PHONE USAGE**

Unless sanctioned by teacher led class activities, cell phones should not be seen or heard during scheduled class times. This includes the use of cell phones in the classroom as well as in the hallways and/or restrooms during scheduled class times.

Students will receive verbal warning. If the cell phone is seen or heard again during that class period, the student will be dismissed for the remainder of the class period and will not receive any attendance hours for that class period. Repeated violation of the cell phone policy will result in dismissal from the program for a minimum of one quarter of classes.

## **COMMUNICATION OR OTHER DEVICES**

Unauthorized or disruptive use of computers, mp3 players, headphones, or any other type of communication devices by students will not be tolerated during scheduled class time. Individual exceptions to this policy require approval of the principal prior to bringing the device on campus. Violation of this policy will result in removal from class and possible disenrollment.

## **DUE PROCESS**

Students who feel that their rights have been violated are entitled to:

1. Provide a verbal and/or written explanation of the incident or violation to the school principal of the school or designee.
2. Receive an explanation of the school policy or code of conduct that was violated.
3. Receive written notification of disciplinary action connected with the violation.
4. An appeal process which includes the state Director of Adult Education.

## **THE APPEAL PROCESS**

1. Students seeking an appeal must make a written request to the Director of Adult Education within three (3) business days to discuss the violation and disciplinary action.
2. A response to schedule a meeting between the Director or designee and the student will be made within three (3) business days.
3. A meeting between the student and the Director of Adult Education (or designee will be scheduled as soon as possible.
4. If the decision is overturned in the appeal process, the student will be permitted to resume class without penalty for the absences accrued as a result of the appeal process, and with opportunity to complete all required assignments missed during that time.

## **GENERAL INFORMATION**

### **Adult Education Accommodations**

Students requesting a physical or learning disability accommodation on the admissions application must complete the Adult Education Accommodation form for the instructional/testing accommodation. Written documentation of the disability and an accommodation specific plan must be provided by a doctor. The documentation must be up to date. It is the student's responsibility to provide this information.

### **Fire or Evacuation Drills**

Evacuation instructions are posted in every room for the occupants of that particular room during a drill. All drills should be carried out with seriousness of purpose and in complete silence. All employees and students will return to the building upon receiving the appropriate signal or notification from the Red Clay official in charge.

### **Medical Emergencies**

Red Clay Adult Education does not have a nurse on staff. If a student becomes ill, or needs emergency assistance while attending school, the school will call 911 and medical charges are at the student's expense.

### **Grade Reports**

Grade reports are issued to high school students at the end of each marking period for all credit courses.

### **School Closings**

School cancellations due to inclement weather or emergency conditions will be announced via:

- local radio and television stations – WDEL 1150, WILM 1450, WJBR 99.5 FM, WNRK 1230, WXDY 103.7 FM or WDSO 94.7 FM. Television Stations: NBC (Channel 10); ABC (Channel 6); FOX 29
- The most detail is available on the district (RED CLAY) website, Facebook page, Twitter, and the DOE school closings website and radio stations.
- If you hear an early morning announcement that Red Clay School District is closed, Red Clay Adult Education will be closed and no daytime or evening classes will be held.
- Teachers can text their classes via the Remind App
- If there is an early start, all morning classes will start at 10:30 AM

### **Driving Policy**

Students must drive in a responsible and safe manner on school property. Failure to do so will result in automatic disenrollment.

### **Parking**

Parking is available in the front parking lot and the side of the building at the Red Clay Center in the evening. Handicapped spaces are in the rear of the school, for assistance, please contact office staff. Students who park in the CVS parking lot, do so at their own risk.

### **Building Entrance/Exit**

All students must enter and exit the building through the front entrance or the double glass doors at the end of the main hallway. Only Groves staff members may buzz students and visitors into the school building.

### **Personal Property**

The school does not assume responsibility for loss, theft, or damage to personal property brought on campus. If loss, theft, or damage does occur, notify the Adult Education office immediately.

### **Snacks/Break times**

Vending machines are available for use during break times. All food and beverages should be consumed outside of the classrooms or per teacher direction. There will be one 10 minute break for each class. Students are expected to return to class promptly after break. Students who do not return after break will be considered absent from the class for that entire morning/evening. It is suggested students eat before they report to school or bring food with them and eat it before class, during the break or per the teacher's direction.

## **Sexual Harassment**

James H. Groves Adult High School is committed to protecting the rights and dignity of all students. The school will not tolerate sexual harassment. Further, sexual harassment is a form of sexual discrimination and is a violation of federal and state law. Sexual harassment is defined as any unwelcome advances or requests for sexual favors, and other verbal or physical conduct of a sexual nature which leads to negative consequences if the student does not submit; or which has the purpose or effect of unreasonably interfering with an individual's study or creates an intimidating, hostile, or offensive school environment. The following types of actions may constitute sexual harassment, whether the harasser is a student, teacher, or other school employee:

- Demanding sexual favors accompanied by implied threats about the person's student status, or implied promises of preferential treatment.
- deliberate assaults.
- Sexually demeaning comments or jokes directed at one's sex.
- "Accidental" or unwanted brushes or touches.
- Staring, leering, or ogling.

It is a violation of school policy to retaliate in any way against employees or students who raise allegations of sexual harassment. Immediate and appropriate corrective action will be taken should cases of sexual harassment occur. Students who believe that they are being subjected to sexual harassment should discuss the matter with the Title IX Coordinator for the district. The Title IX Coordinator will:

- Provide advice.
- Investigate the problem.
- If the case is found to be valid, implement prompt and appropriate corrective action.

## **Affectionate Behavior**

Show of affection should be reserved for proper places and times. The school is not the proper place. Embracing, kissing, holding hands, or other such acts of affectionate behavior are inappropriate and will be corrected immediately. Continuation of such behavior could result in disciplinary action.

## **Classroom Expectations**

While in class, students are to be attentive and ready to learn. Each instructor has his/her classroom expectations and rules, however, the following expectations are to be followed at all times. The teacher will redirect the student once and if the student doesn't correct the behavior for the rest of the period, the student may be asked to leave for the rest of the class period.

- During classes, students may not sleep or rest their heads on the desks.
- Students may not leave class without being excused by the teacher. If excused, the student is to leave and return quickly to class.
- If the teacher has assigned seating, the students may adhere to it.

## **WAITING LIST**

In the event that classes are full, students will be placed on a waiting list. As seat space becomes available students on the waiting list will be contacted and scheduled on a first-come first-served basis.

## **VISITORS**

Students are not allowed to bring or invite visitors on school property. Exceptions must be pre-approved by the building administrator. *All non-students will be asked to report first to the front office and leave the building immediately unless having official business.*

## **EMERGENCY SITUATIONS**

In the event that an emergency situation occurs within your family while you are in class, a family member may call

the school, explain the situation to the office personnel on duty, and a member of the school staff will notify you in class.

## **STUDENT USE OF COMPUTER-RELATED RESOURCES**

Students are responsible for good behavior when they are using Red Clay's computer-related resources. General school rules for behavior and communications apply. The computer-related resources are provided for students to perform assignments related to classroom learning activities, such as but not limited to writing papers, performing calculations, creating/manipulating graphic images, organizing/analyzing data, conducting research, and communicating with others. Access to computer-related resources is given to students who agree to act in a considerate and responsible manner. Access is a privilege not a right. Access entails responsibility. During school, staff will guide students toward appropriate materials.

Individual users of the district computer-related resources are responsible for their behavior and communications when using resources. It is presumed that users will comply with district standards and will honor the agreements they have signed. Red Clay's computer-related data storage areas (, hard drives, file server volumes, Internet servers, etc.) may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that students are using the computer-related resources responsibly. Users should not expect that files stored on Red Clay's computer-related storage areas will always be private.

Red Clay students must abide by **The State of Delaware's Acceptable Use Policy**. In addition, student use of the Red Clay computer-related resources must be in support of educational objectives of the Red Clay School District. For this reason, the following actions are NOT permitted when using Red Clay computer-related resources:

- No modifications of system or system files
- No non-teacher directed chat rooms
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging any computer-related resources
- Violating copyright laws
- Giving a password to another individual or using another individual's password
- Trespassing in folders, work, or files
- Intentionally wasting limited resources
- Employing any of the Red Clay computer-related resources for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

If a parent does not want his or her student to have access to Red Clay computer-related resources, he/she must submit a letter to that effect to the principal.

Students are responsible for complying with all aspects of the State Acceptable Use Policy. To review the State Acceptable Use Policy please refer to:

<http://dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf>



**James H. Groves Adult High School  
Red Clay Center**

**STUDENT EXPECTATIONS  
FY19**

1. **It is a privilege, not a right to attend James H. Groves Adult High School and all students must conduct him/herself as an adult at all times. Adults must accept responsibility for his/her behavior.**
2. Each student is to make every attempt to attend each class session and to report to class on time. *Each student may miss three classes per 8 week quarter and on the occurrence of a fourth absence, the student may be removed from school.* The student will not be permitted to return to school within the same quarter and will be waiting on any waiting lists which exist. 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 Groves staff. If a student is not present for at least 90 minutes of a class, he/she will not be counted as present and that day will count as an absence.
3. Each class is worth 3 hours and students will receive actual time for attending class. If a student comes late to class or leaves early she/he will not receive the full time allotted for the class for that session which will result in delay of progress in the student's academic goals.
4. Each student is to make reasonable progress in his/her classes. If after 120 hours of an ABE or ESL class, reasonable progress has not been made, a student may be removed from school. If a Groves student does not complete a course within two quarters, the student may be removed from that course. Students are to take all classes and tests seriously.
5. Smoking or 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.
6. Students are expected to wear appropriate attire as outlined in the Groves student handbook. Unless for religious observation, no hoods of any type are permitted in the building. All students are to wear pants on his/her natural waist and all shirts should cover a person's midriff.
7. All breaks are to be taken at the designated time determined by the teacher or administrator. The break period is for 10 minutes. Classes will begin promptly at the designated class time.
8. Except during break, students may not leave the classroom. The instructor is to be informed of any emergencies or necessary reasons for leaving.
9. Unsanctioned food and beverage are not permitted in the classrooms. No food or beverage is permitted at any time in the proximity of school computers.
10. When a student leaves the building after dismissal, she/he is to leave the Red Clay premises and is not to return that day/evening.
11. Unsatisfactory student conduct will not be tolerated at any time. Unsatisfactory conduct includes but is not exclusive to: drug or alcohol use/possession or consumption on school grounds, willful destruction or defacing of school property, breach of peace, violence/threatening behavior toward staff or other students, inappropriate language, falsifying information, misrepresenting intentions, and insubordination.
12. Students will be respectful toward the Groves staff and other students at all times. If a student feels other students are not respectful toward him/her, it is up to the student to immediately inform his/her teacher.

13. James H. Groves Adult High School must follow the guidelines of HIPAA, therefore no private student information will be shared with other students and student information must be kept confidential at all times. If you would like for us to share your information with someone, please see the secretary.
14. Discrimination toward national origin, sexual orientation, color, age, creed, gender or religion will not be tolerated at any time.
15. Cell phones or other devices are not to be used during class time. Exceptions may be made in a special circumstance 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.
16. Students may use school computers for school business only. All students must follow Delaware's Department of Technology and Information rules and regulations. (<https://dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf>). Students are not allowed to be on any websites other than what is being used for the class, per teacher approval. No Facebook, instant messenger, YouTube or other streaming sites will be permitted unless assigned by the teacher.
17. Per the Red Clay Consolidated School District's Student Code of Conduct, James H. Groves Adult High School will not tolerate harassment or bullying at any time. If a student feels as if she/he is being harassed or bullied, it is his/her responsibility to tell a Groves staff member immediately.
18. James H. Groves Adult High School students must comply by the James H. Groves Adult High School student hand book as well as the Red Clay Consolidated School District's Student Code of Conduct ([http://www.redclayschools.com/pages/RedClay/Parents\\_and\\_Students/Forms\\_and\\_Publications/Code\\_of\\_Conduct](http://www.redclayschools.com/pages/RedClay/Parents_and_Students/Forms_and_Publications/Code_of_Conduct))
19. In most cases, when a student is not following the school expectations, they will be warned by the teacher. On the second occurrence the student may have a meeting with a coordinator or the principal. If there has not yet been a resolution, the student may be removed from school.

I, the undersigned, have read, understand and agree to abide by the specified rules and regulations as listed above. I understand that attending school is a privilege and I may relinquish my privilege by violating the rules above or specific classroom rules/expectations.

---

**Printed Student Name**

---

**Student Signature**

**Date**