

Dayton Business Technology

High School

2022-2023

Student Handbook



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

Dear Students and Parent(s)/Guardians,

It is with excitement that the staff of Dayton Business Technology High School (DBTHS) welcomes you to school for another stellar year of growth, learning, planning and striving for excellence. ***DBTHS is one of the few Dropout Prevention and Recovery schools in the state of Ohio that also has an Adult Education Program. Not only are we unique in our programming, we have received the National Urban Education Excellence Award for our service to our students.*** We are here to serve students who may have struggled in the past and are dedicated to enriching their lives through education and career planning. We believe it is not where you've come from but where you are going that makes a difference. We are here to make sure each and every student succeeds in reaching their goals and has a bright future.

In response to the survey taken by parents and students during the 2018-2019 school year, we have identified the barriers that can prevent a school from providing a safe and productive learning environment. DBTHS listened and from the results of the survey, DBTHS has developed the first step forward with the DBTHS Foundational Pillars Agreement, as an attempt to collaborate with students and their families to address the concerns and issues that create barriers to learning.

This summer, our staff has also been actively working to improve the overall culture of the building for staff, students and families by being trained in restorative practices. This focuses on restorative resolutions to problems vs. punitive responses. We are also dedicated to creating a culture where all students succeed and have adopted common values and beliefs to ensure an excellent learning experience for all stakeholders. As a business technology high school, we recognize that there are cases when the phone can be used as a learning tool. Although our no cell phone/smart device policy is still in place, teachers will have the flexibility of embedding cell phones into their lessons which require students to have them in class. We believe strongly in preparing all students for a professional workforce environment, therefore, students will be expected to demonstrate a level of professionalism in school, on their job shadowing experiences and internships. We will have designated days of professionalism that will require professional dress. Each student will be required to maintain a personal agenda with a calendar of important academic, college and career events.

We provide instruction and courses dedicated to improving test scores and our instructional framework is designed to allow students to transfer their knowledge of the curriculum into real life scenarios. Our staff has been trained in culturally responsive instructional practices that honors the diverse cultures and backgrounds of our students. Our programming supports social-emotional wellness, networking opportunities and career choices, through career technical education opportunities, industry credentials and career counseling throughout the year.

Lisa Minor, M.Ed, E.Ds.
Principal, Chief Academic Officer
Dayton Business Technology High School

SCHOOL OVERVIEW:

This student handbook has been created to assist you in knowing 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.

Belief Statements:

Every student can learn, and every student will learn if presented with the right opportunities to do so. It is our obligation to provide those opportunities.

A true learning organization reflects ongoing continuous learning among all stakeholders, not only the teacher and principal.

All students in our building will succeed, due to the fact we are a true learning organization with efficacy to meet the needs of all learners regardless of their individual challenges.

The core business of schools should be designing engaging work for students and leading students to success in that work.

Transformation leadership means that all key leaders in the building have a common belief and expectation that all children will succeed. Behaviors match beliefs and when they don't, they have the courage to hold each other accountable.

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 a revised curriculum and instruction in order to meet the 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's 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 students with special needs. 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. We teach these values using our mascot PUMA:

Providing Service

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.

Unstoppable

Early is on time and on time is late. The value of being where you are supposed to be, on time and prepared can be underestimated. Being on time is about reliability and responsibility; it's about focus and purpose.

- School begins promptly at 9:00 AM and students should arrive no later than 8:30 AM to allow adequate time to transition to your first period. Doors open for breakfast at 8:15 AM. Breakfast is served 8:15 AM- 8:55 AM.
- To ensure a secure and safe building, no students will be permitted entrance after 9:15 AM without a medical or court related/legal reason.

Management

Speaking with etiquette and respect is vital for a positive, productive environment. Perception, credibility and community are all built from verbal and non verbal actions of its members. Self-respect and respect for human life must be held in high regard by everyone. In order to support a positive school climate where all stakeholders grow and learn, there must be mutual respect among all staff, students and community members.

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.

Foundational Pillars

Foundational Pillars allow for every student to have a learning environment that is dedicated to the elimination of barriers that hinder learning and improve academic and personal development.

1. **Cell Phones/Smart Devices** - DBTHS has a no cell phone/smart device policy (including smart watches). DBTHS students are not permitted to use cell phones during class times. DBTHS will secure student devices prior to starting the school day and will return devices to students upon leaving the building. Students may **NOT** bring and use any laptops but school-provided ones.
2. **Uniforms** - DBTHS students are required to attend school with the proper uniform as detailed in the DBTHS student handbook. There are no exceptions to this foundational pillar. Many of the potential employers hiring our students have stressed the importance of compliance and uniformity.
3. **Fighting/Bullying/Threats** - DBTHS has a zero tolerance policy for fighting, bullying and threats. Any infractions related to fighting, bullying and/or threats will result in a strong uniformed response as indicated in the school's discipline policy.
4. **Drugs/Alcohol** - DBTHS has a zero tolerance policy for drugs and/or alcohol. Any infractions related to drug/alcohol usage, suspicion and/or appearance of drug/alcohol use will result in a strong uniformed response as indicated in the school's discipline policy. This includes vaping.
5. **Attendance/Tuancy** - To ensure that every student graduates, DBTHS students need to be in class and on time. Students are required to attend all classes daily. Attendance is tracked for excused and unexcused absences and tardiness.

ENROLLMENT (ATTENDANCE)/WITHDRAWAL PROCEDURES:

Enrollment:

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

- Completed Application
- Proof of Residency (no older than 90 days. NO disconnect notices)
- Picture ID Student and Parent
- Birth Certificate
- Social Security Card (student)
- Custody Papers (if applicable)
- Withdrawal from last school attended

Withdrawal:

A student who fails to participate in 72 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, students' 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. Students 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 reach the parent/guardian of students then the school's procedures for truancy will be implemented. No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

Students 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. Transcripts will only contain those credits that were earned from DBTHS unless Official Transcripts were received from the 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:

Student Attendance/Truancy/Absence Definitions

Our goal is for every student to graduate with a high school diploma and to be successful with their goals in life after high school. Each student needs to be in school and be on time, to be able to do this. Unexcused absence (s) from school (truancy) is not acceptable. DBTHS strives to work with our students to help them be successful. In addition, we follow the laws set forth by the Ohio Revised Code of attendance and truancy which includes 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 (1) month without a legitimate excuse.
- Absent 72 or more consecutive hours in one (1) year without a legitimate excuse.

2. Includes "excessive absences":

- Absent 30 or more consecutive hours without a legitimate excuse.
- Absent 42 or more hours in one (1) month without a legitimate excuse.
- Absent 72 or more consecutive hours in one (1) year 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 (18) years of age. In addition, to include new Ohio legislation, we will include H.B. 140 in our truancy policy which assigns an absence intervention team to students that exhibit truancy problems.

According to H.B. 410 the designation of “chronic truancy” has been eliminated, and the designation “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 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 that their child is not in school.
- An absence intervention team to include representatives from school and student’s parent/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 the 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 appointments.
- Death in the family. (DBTHS may require written proof of funeral attendance)
- 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 8:30 AM to report the student’s absence.

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- 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 (3) 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 dismissal.
- All absences require a written note from parent/guardian within 48 hours of return.
- Student absences due to illness must have a doctor's release to return if out more than three (3) days.

Student Tardy Policy

Breakfast begins at 8:15 AM. All students must be in their classroom, seated and ready to learn by 9:00 AM in order to avoid being marked tardy.

Students may enter the building as early as 8:15AM. 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.

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 before school or after school.
- Administrative Detention after school.
- Write-up form being submitted to 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 may 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.
- The Parent/Guardian physically comes into the school to sign out the 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 a written permission note signed by the custodial parent (s)/guardian. We will deny any requests that we cannot verify. Students who are 18 and over may not sign themselves out of school if they are not a verified Independent Student.

2022-2023 Bell Schedule

Doors Open for Breakfast	8:15 am
First Period	9:00 am - 9:47 am
Second Period	9:50 am - 10:37am
Third Period	10:40 am - 11:27 am
Fourth Period (split lunch)	11:30 am - 12:50 pm
Lunch A (class from 11:57a-12:50p)	11:30 am - 11:55 am
Lunch C (class from 11:30a-12:22p)	12:25 pm - 12:50 pm
Fifth Period	12:53 pm - 1:37 pm
Sixth Period	1:40 pm - 2:27 pm
Seventh Period	2:30 pm - 3:00 pm
Building Closed	3:30 pm

*Note Breakfast is available from 8:15-8:50am. Cafeteria doors close at 8:55am.

Scheduling and Assignment

- Schedules are provided to each student at the beginning of each trimester or upon enrollment.
- Schedules are based on the student's need and available class space.
- Any changes in a student's schedule should be handled through an email request.
- 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 by the DLT team prior to the student accepting the work schedule. DBTHS follows all laws pertaining to students working.

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 as 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 activities 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 or sent home?). If your child shows signs of illness, he/she should remain at home until symptoms are clear.

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 medicine 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 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 administer 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 a parent/guardian grants permission for Over-The-Counter medication, the student will need to sign his/her, date, and type of medication from the front office. Students shall 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.

COVID-19 Protocols

- As students head back to school, the Ohio Department of health (ODH) recommends following the same layered prevention strategies that were remarkably effective at controlling COVID-19 last school year.
- Strongly recommend vaccinations for staff and eligible students. Vaccines are our best tool to protect students and staff and prevent the spread of the virus.
- Wearing masks. Masks have been proven to be extremely effective in slowing the spread of the virus. Ohio researchers conducted an evaluation last year that showed that masking helped control the spread of the virus in Ohio schools.
- ODH strongly recommends that those who are unvaccinated wear masks while in school. Additional measures include improving ventilation, maximizing distance between people, and practicing good hygiene, among others.
- Consistent implementation of these core prevention measures helped limit the spread of COVID-19 in the classroom during the 2020-2021 school year. Continuing to follow these recommendations will prevent the spread of the virus.
- DBTHS staff, students, and visitors will not be required to wear masks while inside the school building. Masks will be optional
- If a staff member or student is exposed to the virus we will follow the recommended guidance from the CDC. Remain home if you feel sick or test positive for COVID-19. Remain home for at least 5 days without symptoms or upon receiving a negative COVID-19 test.

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 a note from the attending physician releasing the student to return to school.

Religious Rights

Displays of religious symbols, text 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.

Students With Disabilities

DBTHS operates in conjunction with ODE's requirement that all schools are in compliance with the Individuals with Disabilities Education Improvement Act (IDEA). Congress reauthorized the IDEA in 2004 and most recently amended the IDEA through Public Law 114-95, the Every Student Succeeds Act, in December 2015.

The Individuals with Disabilities Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.

The IDEA governs how states and public agencies provide early intervention, special education, and related services to more than 7.5 million (as of school year 2018-19) eligible infants, toddlers, children, and youth with disabilities.

Infants and toddlers, birth through age 2, with disabilities and their families receive early intervention services under IDEA Part C. Children and youth ages 3 through 21 receive special education and related services under IDEA Part B.

The U.S. Department of Education's Office for Civil Rights (OCR) provides additional resources of interest for individuals with disabilities and their families.

OCR does not enforce the IDEA; however, OCR does enforce the Rehabilitation Act of 1973, Section 504 and Americans with Disabilities Act of 1990, Title II rights of IDEA-eligible students with disabilities.

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 Breakfast and Lunch Program and it is available to every student for free. Everyone must complete a Free/Reduced Meal Application provided in your enrollment packet to participate in the program. Guidelines are available in the school office. Applications must be filed every year.

Lunch Time

DBTHS is a CLOSED CAMPUS. All students are required to remain on campus during the entire school day, including lunch. 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 Breakfast and Lunch Program and contracts with Baked By Anita for our food service program.

Students should:

- Keep all food and beverages in the cafeteria, in their bookbag, or their locker.
- Follow lunchroom procedures established by lunchroom personnel.
- Throw away all trash in the area, including any items 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 lunch.
- The CORE VALUES must be followed in the cafeteria at all times.

Students 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 damages 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 and or escort. This will be strictly enforced.
- Staff are 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 building 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 school building. At all times, the degree and nature of the inspection are not to go beyond what is necessary to allow staff to discharge their 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 detection 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 television stations (WDTN and WHIO) 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 DAYTON BUSINESS TECHNOLOGY High school (DBTHS) when determining school delays, early dismissals and closings.

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 or off school property. If you are found on school property you will be asked to leave. Failure to comply with the 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 the student is in school, extracurricular activities, or needs to be on school grounds for other authorized reasons.

Keep in mind:

- Driving to school is a privilege.
- All students are required by law to produce a valid driver's license and proof of insurance.
- 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 PARK ILLEGALLY 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 privileges 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 contents 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 a lost item, please notify the Main Office.

Use of School Telephone

Students may use or be called to the phone during school hours with permission of staff. Parents may leave a message for their students at any time. All classrooms have telephones available in the case of emergencies only.

ACADEMICS:

Student Success Plans

The Student Success Plan is one component of the Career Development process and will assist you in planning for your future. This is a working document that will change as you complete career exploration activities and learn more about your interests, skills, and values. Students enrolled in Dropout Prevention and Recovery (DOPR) schools must complete a Student Success Plan.

School Calendar:

Dayton Business Technology High School has its own calendar and does not follow any other school district's calendar. We provided you with a separate sheet that had the calendar during enrollment. Our calendar is also available on our website (dbths.org) and Facebook page. If you ever need an additional copy, please contact the main office.

Evaluation

- We provide Interim Reports three times each year, one per trimester or by request.
- We hold parent/teacher conferences each trimester that you are encouraged to attend.
- 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

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 took effect with the class of 2018 (first time in ninth grade 2014) . Additionally, every student will have the opportunity to take a nationally-recognized college admission exam free of charge in the 11th grade.

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 specific content areas (below).
 - Completion of Student Success Plan.
 - Completion of Graduation Seals (if applicable)

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 Advance Science)
- 4 credits of Math (including Algebra II)

- 0.5 credits Health
- 0.5 credits Economics
- 0.5 credits Financial Literacy
- 4 units of Electives (must include 1 Fine Art)

Valedictorian and Salutatorian

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

- Must have met OST (Ohio's State Testing) 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 2nd 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:

1. The completion of courses both traditional and/or online.
2. Testing out or otherwise demonstrating mastery of the course content.
3. Pursuit of one or more "educational options" (e.g., distance learning, educational travel, independent study, internships, music, arts, after school program, community service, engagement project, and sports).

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

1. A multi-disciplinary team.
2. A professional panel from the community.
3. 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 demonstrated.

Credits earned through this alternative will be reflected on the 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, a Student Success Plan will be amended and an agreement between the student, parent/guardian, DBTHS administrator, and possible provider beyond DBTHS will be developed, signed and implemented.
4. Attendance is counted daily.*
 - a. Students are required to meet with an assigned DBTHS instructor once every week.
5. Students are required to take end-of-course exams at DBTHS at scheduled times before they receive credit.
6. Grades will be reported on a student's report card and school transcript.

Attendance for Credit Flex

DBTHS will account for attendance and 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 a student is not able to log in, they need to contact the assigned teacher that same day to report the 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 Student Success Plan and academic progress monitored closely by school personnel. The administration has the discretion to revoke or to remove any student at any time 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.

College Credit Plus:

College Credit Plus Overview

College Credit Plus is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and

postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families.

Students must meet one of the following requirements for each of the subject areas to show that they are academically ready for college courses:

English & Social Sciences

- An ACT score of 18 in English or SAT score ≥ 480 in English, OR
- Score college-ready on Sinclair's ACCUPLACER placement test in English.

Math & Science

- An ACT score of 22 in Math or SAT score ≥ 530 in Math, OR
- Score college-ready on Sinclair's ALEKs placement test in Math.

*Students who have Assessment scores below college-ready, but within a specific Standard Error of Measure (SEM), may qualify with a 3.0 cumulative GPA or high school recommendation. See your CCP Coordinator for more information.**

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 Tests and/or required points from the End-Of-Course Exams (EOCs) by the graduation date.
- All school fees are paid in full before caps and gowns can be picked up (the date will be set yearly based on graduation date- some additional fees may be added later if books or 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 future graduation practices and the graduation ceremony.

Any misbehavior at commencement will result in your removal from the ceremony and may result in the withholding of your diploma and transcripts. 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 Core Values and ALL school rules apply to ALL field trips.

School-Sponsored Clubs and Activities

Extra-curricular activities do not reflect the DBTHS curriculum, but are made available to students to allow them to pursue additional, worthwhile activities such as recreational sports, drama, chess club, 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 the resident district's activities. Both academics and behavior must be deemed acceptable at all times. DBTHS has the following requirements:

- Students must have received passing grades in a minimum of five one-credit courses or the equivalent, which counts toward graduation and have at least 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.
- Students have to maintain proper attendance requirements.

DRESS CODE:

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

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. Ripped/Distressed 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-ups, or jackets are allowed to be worn during the day with no print on any of these items and also must be the same as Polo shirts/School colors.

ARTICLES NOT PERMITTED

- Slippers, “shower shoes”, house shoes, flip-flop shoes.
- No sagging pants.
- Pajamas, yoga pants, sweatpants, joggers, leggings, jeggings.
- Hats, wave caps, bonnets, 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, unless part of our apprenticeship or internship program

*Students not in proper uniform will be at risk of not being allowed into the building due to safety concerns.



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 weapon¹, 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.** 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 Phones/Devices:

Cell phones/smart devices will be taken upon entry to the school, the device will be stored in a lock box until the end of the school day. Students will be given the box number and the slot number. **(Exceptions to cell phones may be made in the case of a reward system or if the teacher has cell phones embedded into the lessons.)**

DBTHS is a one-to-one school with technology, so students are **NOT** permitted to bring and use their own personal laptops, tablets, etc.

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 Expectations is available on the student's Google drive.*

¹ 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 the 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.

2 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.

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 require 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.*

DBTHS school staff are required to follow all PBIS and Restorative Practice procedures when an incident occurs. 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
- Detention teacher and/or Administrative
- Teacher and/or administrator/student conference
- Parent contact
- Teacher and/or administrator/parent conference
- Parent shadow
- Suspension / pending parent conference
- Placed on a discipline contract
- 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 3:00 pm. Student activities after school begin at 3:05 pm, 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.

****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 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 sole discretion, to modify or change any portion of the handbook at any time.*

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.

Student's Printed Name

Date

Student's Signature

Date

Parent/Guardian's Signature

Date

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