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Mary Beth Freeman, Superintendent  
Christopher Bell, Treasurer

Dear DACC Students & Parents/Guardians,

August 3rd, 2020

We are excited to welcome all of you to the Delaware Area Career Center and the 2020-21 school year! We are busily preparing for the opening of school and getting ready for what will surely be another extraordinary year. This year will continue to challenge all of us to teach and to learn in ways that are new and different from traditional approaches. Whatever we face this year and no matter whether we are working face-to-face with students or through remote learning, our goal is to provide a high quality and engaging experience for all students.

The purpose of this communication is to give students, parents and guardians important information about the start of the school year. This year we will not be hosting Schedule Pick-Up and Acceptance (incoming students only) events like we have in the past.

Please know that we were on course to plan and implement these events, but decided that we needed to continue to consider the safety of our students, parents and staff and work through this process remotely this year.

**In order to have a successful and efficient start to the school year, we have a few “to do” items that we need all students and/or parents to complete over the next several weeks.** Listed on the following pages are those items and we have included instructions as to what needs to be done. If you have already completed that item, please skip it and move on to the next one.

Also listed on the following pages are important informational items for the first week of school and general operating procedures. Only our Level 1 students will be attending classes at DACC during the week of August 24 - 28. Our 1/2 day (lab only) students will return to their home school midday while our full day students (lab and academics) will remain on campus all day.

The students will rotate on our “Blue/Green” schedule this week. We will not have any classes on Wednesday, August 26. This is the only week we will do this as our intention is to help orient our students to our programs and interact with our academic teachers face to face before beginning remote learning. Our level 2 students will begin August 31. From that point forward we will be on our “Blue/Green” rotating schedule with academics on full remote learning.

As you review the rotation for the first two weeks, please pay attention to your programs’ specific schedule.

Please don’t hesitate to reach out to us if you have any questions. We are looking forward to welcoming all of our students and parents to another great school year. Enjoy the rest of your summer - we will see you soon!

Jim Gaskill  
DACC High School Principal

# DACC Schedule

## First Two Weeks

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# DACC Schedule

## First Two Weeks

### Week of August 24th

The below programs will attend on the Blue/Green schedule for the first week of school  
*“Level 1” means a student is in this program for the first year.*

App Development & Programming 1 Auto Collision Technology 1 Automotive Technology 1 Bioscience 1 CBI 1 (9th grade) Construction Technology 1 Cosmetology 1 Culinary Arts 1 Cybersecurity 1 Dental Assisting 1 Digital Design 1 Early Childhood Education 1 Engineering Technology 10 (P.M. only)	Equine Science 1 (at the Fairgrounds) Exercise Science 1 Fire Service Training 1 Food Service 1 Health Technology 1 Hospitality 1 Landscape Architecture & Construction 1 Law Enforcement 1 Medical Assisting 1 Power Sports & Diesel Technology 1 Welding & Sheet Metal Fabrication 1 Wildlife & Resource Management 1 (at Camp Lazarus) Zoo School 1 (at Columbus Zoo)
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August 24	August 25	August 26	August 27	August 28
BLUE	GREEN	NO CLASSES	BLUE	GREEN

*\*Pharmacy Technician students will not be on campus this week, but may begin meeting with the lab instructor remotely as communicated by the instructor.*

### Week of August 31st

All students will be in session this week. From this point forward we will be on our “Blue-Green” rotating schedule with academics on full remote learning.

Students will receive their Blue/Green Rotation assignment in the mail, which will outline exactly what days they will report to lab

### Second Week of School (Level 1 and Level 2 Students Attending 1/2 Day)

August 31	September 1	September 2	September 3	September 4
GREEN	BLUE	GREEN	BLUE	GREEN

*\*On the Blue/Green Rotation, Cosmetology, Fire, Food Service, and Hospitality to attend class all five days.*

**Parent and Student REQUIRED 'TO DO' Items Before School Starts**

✓	ACTION NEEDED	DUE DATE	DESCRIPTION
	<b>InfoSnap Registration</b>	<b>8/7/20</b>	<p>Parents should have received an automated email from InfoSnap after your student was accepted to DACC that provided you with directions to register your student at DACC (if you do not recall receiving this email, you may want to check your spam folder).</p> <p>It is imperative that you have your student registered so we have paperwork on file related to current demographics, medical information and acknowledgment of our policies and procedures. Your student will not be able to fully participate in the lab if registration is incomplete. For additional assistance with registration, please contact Kelly Wolfe in guidance at 740-203-2214.</p>
	<b>Digital Equity</b>	<b>8/7/20</b>	<p>Our district currently has a majority of CTE labs enrolled as a one to one lab. These one to one labs require students to have a Chromebook or compatible device to complete and enhance their educational experiences.</p> <p>These devices are available for purchase through our technology department during normal building hours or students are welcome to bring their own device. All students in one to one labs own their devices and are required to bring them to school and or home on a daily basis.</p> <p>We are asking that ALL students complete this <a href="#">DACCEquitable Access Through Technology</a> survey (even though you may have answered some of these questions through InfoSnap) so that we can be sure to plan accordingly.</p> <p>For detailed information on our one-to one experience please <a href="#">click here</a>.</p>
	<b>Acknowledge Health &amp; Safety Guidelines and DACC Pledge</b>	<b>8/20/20</b>	<p>We are asking for your help in keeping our buildings "COVID-19 Free" by following our district's guidelines, insisting that your child follow our district's guidelines, pledging to report your child's illness, and keeping students at home when necessary. Please click on this link to fill out the <a href="#">Health and Safety Guidelines and DACC pledge</a>.</p>

**Parent and Student REQUIRED 'TO DO' Items Before School Starts** *(continued)*

✓	ACTION NEEDED	DUE DATE	DESCRIPTION
	<p align="center"><b>Immunization Requirement</b></p>	<p align="center"><b>8/21/20</b></p>	<p>The State of Ohio is requiring an additional Meningitis booster before your child starts 12th grade.</p> <p>Please prepare now by checking your child's immunization record. Last Meningitis booster must be given on or after age 16 in order to be current. If not current, plan a doctor or clinic visit before the start of school. As soon as your child is current, provide the date of the meningitis vaccine or copy of immunization record to the school nurse.</p> <p>Each associate school will have an exclusion date in which your child will not be allowed to attend DACC until vaccinated. More information on clinics click <a href="#">HERE</a>.</p>
	<p align="center"><b>Parking Passes</b></p>	<p align="center"><b>8/21/20</b></p>	<p>In order for students to properly social distance at this time, we believe that it is important for students to drive separately to school. To encourage that, we have increased the number of student parking spaces this year and decided to give parking passes to students FREE OF CHARGE.</p> <p>However, it is important that students who drive to campus have a parking permit and properly display it when parked in our lots. If you would like to drive to campus this year, please click on this link <a href="#">STUDENT PARKING PERMIT</a> and complete the form (even if you submitted your vehicle information through InfoSnap registration).</p> <p>We will distribute passes to students in their labs on their first day of school.</p>
	<p align="center"><b>Purchasing Student Meals</b></p>	<p align="center"><b>8/21/20</b></p>	<p>Due to COVID-19 restrictions on handling money at food service operations, paying for lunches daily at the cafeteria cashier will not be permitted.</p> <p>Every student must have funds on their lunch account through <a href="#">PaySchools Central</a>. Click <a href="#">HERE</a> to download a step sheet to add money to an account.</p> <p><b>If you already have a Payschools account from your home school you will need to create a new account for DACC using a different email address than the home school account.</b></p> <p>If you wish to write a check for student meals, checks should be made payable to Delaware Area Career Center noting your student's name and lab in the memo section. Checks will be submitted to the student's lab teacher who will get it to the cafeteria manager for processing.</p> <p>Any questions about the cafeteria can be directed to Kendall Friend at <a href="mailto:friendk@delawareareacc.org">friendk@delawareareacc.org</a> or by phone at 740-203-2226.</p>

**Parent and Student REQUIRED 'TO DO' Items Before School Starts** *(continued)*

✓	ACTION NEEDED	DUE DATE	DESCRIPTION
	Student use of cameras & recording	8/24/20	<p>DACC Instructors utilize Microsoft Teams platform to deliver online instruction. Students are expected to use camera functions to be actively engaged during instruction and class sessions may be periodically recorded only by the instructor (students are not able to record).</p> <p>If you do not want your son or daughter to use the camera function or be recorded, please send an email to David Gilliam at <a href="mailto:gilliamd@delawareareacc.org">gilliamd@delawareareacc.org</a></p>
	Fee Payments	8/24/20	<p>Delaware Area Career Center 2020-21 Fees are listed on our high school webpage. An overall list of all programs fees can be viewed <a href="#">HERE</a>.</p> <p>If you are interested in the individual breakdown of program fees, please visit the specific program webpage on our website. All school fees are to be made at the start of the school year and no later than September 30. Checks should be made payable to Delaware Area Career Center noting your student's name and lab in the memo section.</p> <p>Fees can also be paid online through <a href="#">PaySchools Central</a> using a credit card. A step sheet to assist in this process is located <a href="#">HERE</a>. In order to use this option, you will need to know your six digit student number.</p> <p>You may also set up a payment plan to help break the payment up into smaller payments. To set up this payment plan, please call Renita Russell at 740.201.2201 or <a href="mailto:russellr@delawareareacc.org">russellr@delawareareacc.org</a>.</p> <p>Note: If your child is currently eligible for the free and reduced lunch program, you may be eligible to have some of your student fees waived. Click <a href="#">HERE</a> to download the application form.</p> <p>DACC must have our own form completed separate from your home school.</p>
	School Pictures	8/28/20	<p>All students are required to have school pictures taken but are not required to purchase a picture package. This is because we require our students to have an ID badge and display it while on campus. This is part of our safety procedures as it helps us to quickly identify our students and that they belong in our building.</p> <p>Our dates for school pictures will be September 2nd and 3rd. HR Imaging will send ordering information through the mail and we will post updates as we get closer to that date.</p>

## Other Important Start of the Year Information

<b>Class Schedules</b>	<p>We will be mailing all student class schedules home starting the week of August 3rd.</p> <p>In addition to the classes listed on this schedule, you will also find your Powerschool student and parent login information, current fee balance due, your chromebook login, student number, and the “Blue” or “Green” assignment (for our rotating schedule).</p>
<b>Arrival Times</b>	<p>For safety reasons, we want to reduce the interaction between students and maintain proper social distancing. Instead of opening our doors and allowing students to congregate in our common spaces before school and at midday, we are not going to open our exterior doors until five minutes before the lab periods begin.</p> <p>Students who drive should plan their arrival time accordingly. Bus riders will remain on the bus until the designated time.</p>
<b>Drop Off &amp; Pick Up</b>	<p>Drop off and pick up for all students will remain at door “A” again this year. Door “A” will open for entry at 7:45 a.m. for juniors and 11:18 a.m. for seniors.</p>
<b>Student Lunches</b>	<p>For safety reasons, we have to modify our processes for how we provide food service for our students and staff.</p> <p>To start the year, breakfast and lunch must be ordered using our DACC Breakfast or DACC Lunch order forms. You may place orders for the days you are on campus as well as the days you are off campus (these will be referred to as “Take Home” meals and “To Go” meals).</p> <p>Orders for breakfast must be received by 7:30 a.m. on that day.</p> <p>Orders for lunch must be received by 10:30 a.m. on that day.</p> <p>To minimize the contact with others, all meals will be delivered to the lab classrooms based on the orders received for that day (students will not have meals in the commons area this year).</p> <p>We also will not be accepting cash payments and require that students order meals using their 6-digit code from their PaySchools account.</p> <p><b>Use these forms to place an order for breakfast or lunch:</b>  <a href="#"><u>DACC Breakfast Order Form</u></a>   <a href="#"><u>DACC Lunch Order Form</u></a></p>
<b>Visitors</b>	<p>For safety reasons, visitors will not be permitted in the building. However, there will be instances when parents or guardians may need to come to DACC to conduct school business. We ask that only parents and guardians visit our campus and enter through door “A”.</p> <p>Upon entry, we will ask parents to follow our health and safety procedures and respond to our COVID-19 questionnaire. Once cleared to enter the building, all visitors will then be required to sign-in through our Raptor system using their driver’s license or state issued ID.</p>

<b>DACC Contact Information</b>	
High School Main Office	740-548-0708
High School Attendance Secretary	740-203-2268
High School Attendance Email Address	<a href="mailto:Attendance@DelawareAreaCC.org">Attendance@DelawareAreaCC.org</a>
High School Student Services Office	740-203-2214
High School Nurse's Office (Clinic)	740-203-2312

<b>School Time Schedule</b>	
Exterior Doors Open for AM Programs	7:45 a.m.
School Day for Full-Day Students	7:50 a.m. to 2:20 p.m.
School Day for 1/2 Day Freshmen, Sophomores & Juniors	7:50 a.m. to 10:50 a.m.
Exterior Doors Open for PM Programs	11:18 a.m.
School Day for 1/2 Day Seniors	11:23 a.m. to 2:20 p.m.

<b>Beginning of the Year Events</b>	
First Day of Classes for Level 1 Students	August 24
No Classes for Level 1 Students	August 26
First Day of Classes for Level 2 Students	August 31
DACC School Pictures (Students on the "Green" Schedule)	September 2
DACC School Pictures (Students on the "Blue" Schedule)	September 3
Labor Day - No Classes	September 7