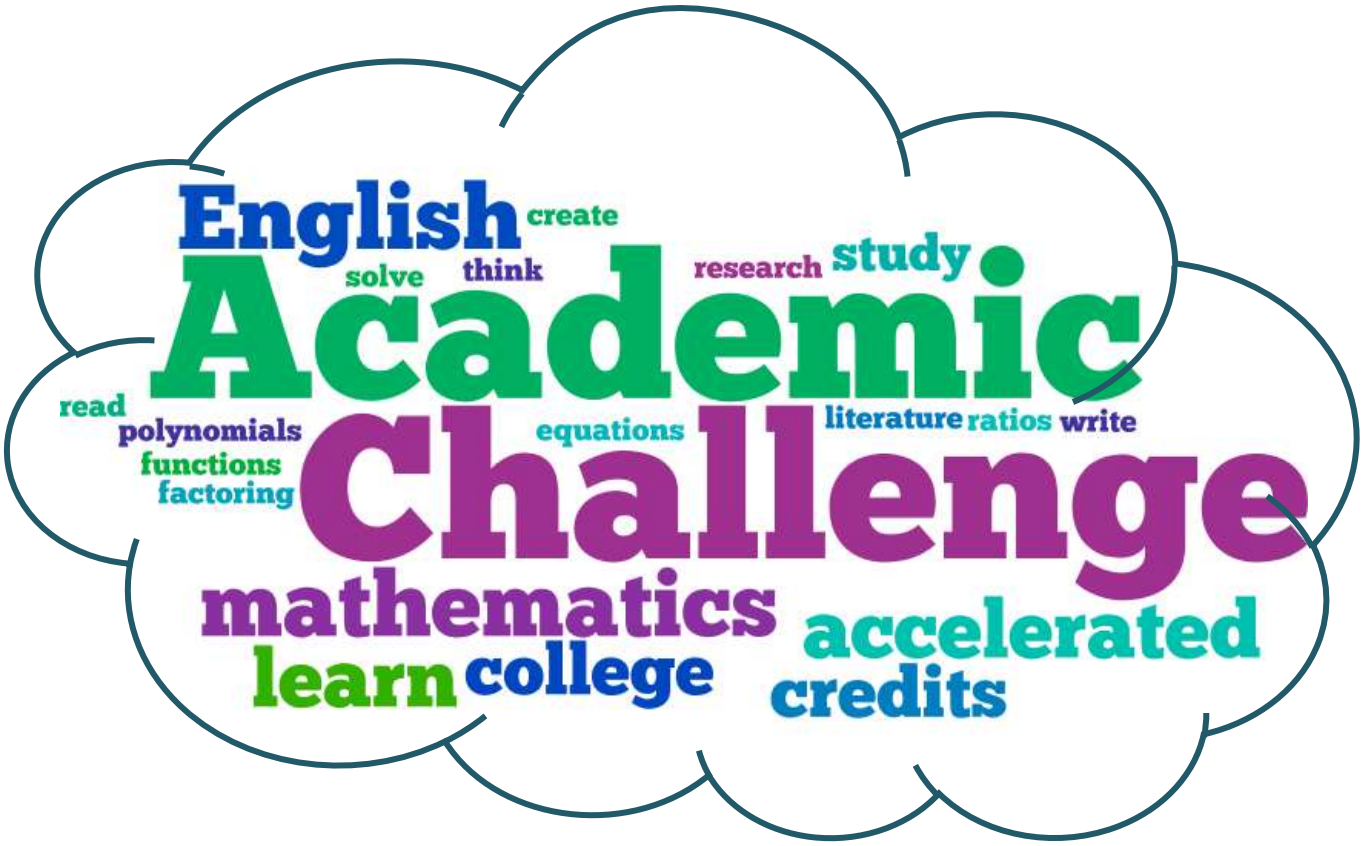

Student Handbook

2020-2021

Over 30 Years

of

Excellence in Education

http://www.academicchallengetheflyingcow.com

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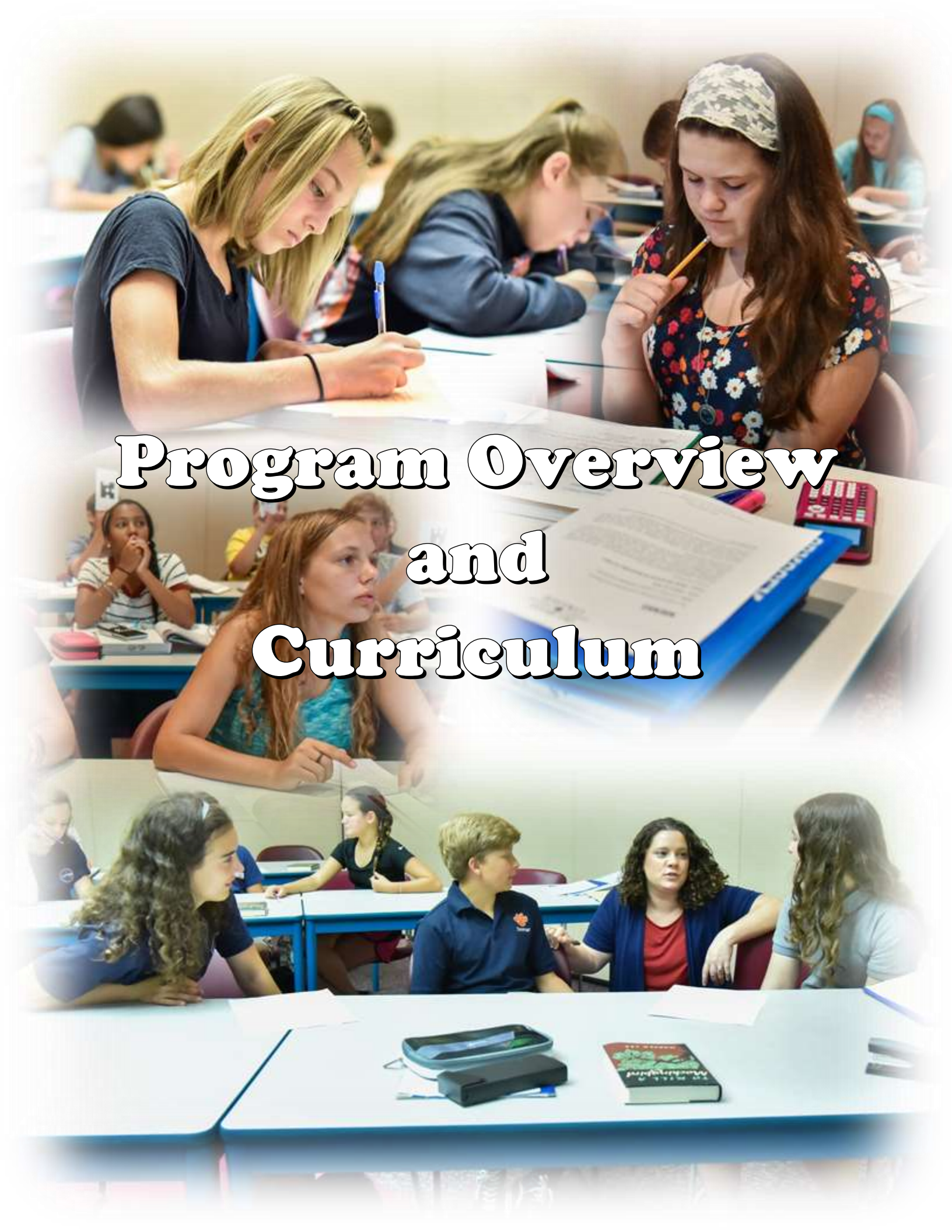

Program Overview and Curriculum

Mission

The Academic Challenge Program provides an atmosphere that nurtures the scholastic and creative abilities of highly motivated and academically talented students in the disciplines of mathematics and English.

Goals

- To provide a five-year accelerated program of instruction in mathematics and English.
- To provide activities that will enhance the academic experience and contribute to developing the well-rounded student.
- To foster independent learning that promotes responsibility, time management, and accountability.
- To provide students with a foundation for lifelong development.
- To provide a model that promotes the value of education in an ever-changing society.
- To provide the opportunity to earn college credit in mathematics and English.

Academic Challenge Program

"Discover the adventure of Academic Challenge." This inviting statement provides an introduction to an exciting program for talented middle and high school students from Sussex County, Delaware. Established in 1987, the Academic Challenge Program is a college-school partnership between the nine Sussex County School Districts and the Owens Campus of Delaware Technical Community College.

The students range in age from eighth graders to high school seniors. This five-year program offers them the standard Delaware high school curriculum in mathematics and English at an accelerated pace, allowing for college course work during the junior and senior years. The college courses are provided at the Owens Campus through Delaware Technical Community College. Students can earn up to 12 college credits in English and 15 college credits in mathematics.

The complete curriculum includes 20 program courses (10 English and 10 mathematics) with course outlines, objectives, and syllabi. The Academic Challenge high school curriculum aligns to United States Common Core Anchor Standards in both English Language Arts and mathematics. As a result, the program is a fully accredited replacement option for the students' home school[1] subjects, approved by the Sussex County school districts and the Delaware Department of Education.

The key element for the success of this program is cooperation and the achievement of an atmosphere of merited support between Academic Challenge, Delaware Technical Community College, The University of Delaware, and the Sussex County School Districts. The Program's long record of success makes it a model for other dual enrollment programs currently being implemented throughout Delaware.

[1] Home school refers to the school a student is attending and does not refer to schooling at home.

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Fact Sheet

- The Academic Challenge Program is a five-year program of accelerated instruction in mathematics and/or English.
- In addition to satisfying high school credit requirements, students may earn 12 college English credits and/or 15 college mathematics credits.
- The Academic Challenge Program is an alternative educational opportunity for high-ability students who benefit from accelerated instruction.
- The Program's eligibility criteria is based on a numerical formula that measures aptitude, achievement, student performance in the specific subject area, and overall student performance.
- The Program's eligibility criteria is applicable to students who are completing the third marking period of their seventh grade.
- Students begin the program as eighth graders and complete upon high school graduation.
- The qualification requirements ensure equal ability grouping and the single point of entry ensures similar age grouping for peer interaction.

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Classes 2020-2021

Level 1-3 Curriculum

	Math	
LEVEL (GRADE)	FALL	SPRING
1 (8th)	ACM 011 Algebra I	ACM 012 Algebra II
2 (9th)	ACM 021 Geometry	ACM 024 Functions, Statistics & Trigonometry
3 (10th)	ACM 032 Pre-Calculus A	ACM 023 Trigonometry & Pre-Calculus B

English	
FALL	SPRING
ACE 025 Fundamentals of Language, Grammar & Writing	ACE 026 Fundamentals of Writing, Research & Presentation
ACE 033 World Literature	ACE 034 British Literature
ACE 035 American Literature	ACE 040 Writing & Research

Level 4-5 Curriculum

	Math*	
LEVEL (GRADE)	FALL	SPRING
4 (11th)	DTCC MAT 281 Calculus I (4)	DTCC MAT 282 Calculus II (4) *or* MAT 251 Finite Math (3)
5 (12th)	MAT 283 Calculus III (4) *or* MAT 255 Statistics I (3)	MAT 251 Finite Math (3) *or* MAT 256 Statistics II (3) *or* PHY 281 Physics I with Calculus(4) *or* BIO 140 General Biology (4) *or* ECO 111 Macroeconomics (3)

English*	
FALL	SPRING
DTCC ENG 124 Oral Communications (3)	ENG 111 Honors Composition (3) *or* ENG 129 Creative Writing (3)
ENG 128 African American Lit (3) *or* ENG 122 Technical Writing & Communication (3)	COM 246 Introduction to Film (4) *or* ENG 129 Creative Writing (3) *or* HIS 111 US History: Pre-Civil War (3) *or* HIS 112 US History: Post-Civil War (3) *or* ECO 122 Macroeconomics (3)

**All Level 4 and 5 courses in this curriculum transfer to the University of Delaware as outlined on the transfer matrix, which can be viewed at Delaware Technical Community College or University of Delaware's websites. Just Google the title of the institution and "transfer matrix."*

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Course Catalog

ENGLISH

Each course in the Level 1-3 English program aligns with the United States Common Core Standards of English Language Arts.

ACE025 Fundamentals of Language, Grammar, and Writing

Students learn the fundamentals of language, grammar, and writing. This course concentrates on developing skills through the use of literary texts and relevant fiction.

ACE026 Fundamentals of Writing, Research, and Presentation

Students learn the fundamentals of writing, research, and presentation with emphasis on: public speaking, writing informative and explanatory essays, writing for an audience, using technology, and conducting short research projects. Skills are developed through the use of informational texts.

ACE033 World Literature

Students continue the progression of skills through World Literature, with an emphasis on evaluating speakers' points of view, writing arguments to support claims, gathering and using information from sources, citing evidence to support analysis, analyzing authors' uses of text and evaluating the claims made in a text. This course uses both literary and informational texts from a variety of cultures and traditions.

ACE034 British Literature

Students continue the progression of skills through a survey of British fiction and nonfiction. Areas of focus include integrating multiple sources of information; writing informative/explanatory/analytical texts; analyzing the development of complex characters in a text; analyzing multiple interpretations of a story, drama, or poem; and analyzing documents of historical and literary significance.

ACE035 American Literature

Students develop skills through the study of American fiction and nonfiction. Particular attention is given to the writing process; using technology to produce, publish, and update writing products; drawing evidence from literary or informational texts to support analysis, reflection, and research; gathering relevant information from authoritative print and digital sources; analyzing how an author develops a text.

ACE040 Writing and Research

Students continue to develop all of the skills from the previous courses and apply them to produce a research paper on a literary topic. The goal of the course is to prepare students to write at a level and depth appropriate for introductory, collegiate composition courses.

COM246 Introduction to Film *(4 credits)*

Delaware Technical Community College course that reviews the language concerning the technical structure of film and all its components to include cinematography, sound, lighting, casting, storyboarding and scriptwriting. It also allows students to convey their opinions to an audience as well as analyze a film's impact on society and culture.

Transfers to University of Delaware ENGL217 Introduction to Film

ECO111 Macroeconomics *(3 credits)*

Delaware Technical Community College course in which students learn the basic principles of supply and demand as they impact the American economy. Special emphasis is placed on national policy decisions used to solve the problems of inflation and unemployment, such as Keynesian, monetarist, and supply-side policy approaches.

Transfers to University of Delaware ECON101 Introduction to Microeconomics

ENG111 Honors Composition *(3 credits)*

Delaware Technical Community College advanced writing course that focuses on high order critical reading (analysis, synthesis, contextualization, and evaluation) and presentation skills. The course emphasizes sophisticated approaches to argumentation and research that are informed by cultural studies theory.

Transfers to University of Delaware Department Elective

ENG122 Technical Writing & Communication *(3 credits)*

Advanced Delaware Technical Community College course designed to enhance skills in the creation of professional communications and reports through the interpretation and analysis of primary and secondary sources.

Transfers to University of Delaware ENGL 410 Technical Writing

ENG124 Oral Communications *(3 credits)*

Delaware Technical Community College course designed to improve listening and oral communications skills through practice in individual and group research and presentations.

Transfers to University of Delaware COMM350 Public Speaking

ENG128 African-American Literature *(3 credits)*

Delaware Technical Community College literature course that traces the contributions of African-Americans from the colonial era to the present.

Transfers to University of Delaware ENGL344 African American Literature I

ENG129 Creative Writing *(3 credits)*

Delaware Technical Community College course designed to foster creativity and improve writing skills through practice in writing essays, short stories, and literature critiques.

Transfers to University of Delaware ENGL227 Introduction to Creative Writing

HIS111 US History: Pre-Civil War *(3 credits)*

Delaware Technical Community College course that is a survey of colonial America and United States history through 1877. The course covers political, social, cultural, and economic factors that shaped the pattern of life in the United States through the period of Reconstruction.

Transfers to University of Delaware U.S. History to 1865

HIS112 US History: Post-Civil War *(3 credits)*

Delaware Technical Community College that course surveys United States history through 1877 to present and covers political, social, cultural, and economic factors that shaped life in the United States.

Transfers to University of Delaware U.S. History Since 1865

MATHEMATICS

ACM011 Algebra I

Students study terminology, properties, polynomial operations, factoring, fractional simplification, exponents, roots; and coordinate graphing and solving of linear equations, linear inequalities, and quadratic equations.

ACM012 Algebra II

Students study functional notation, basic principles of coordinate geometry; systems of equations and inequalities; complex numbers, sequences and series. Students develop skills for solving and graphing quadratic, polynomial, exponential, and log-arrhythmic equations and functions.

ACM021 Geometry

Students study postulates and definitions with emphasis on the development of deductive reasoning through direct and indirect proofs. Geometric inequalities, perpendicularity, parallelism, congruence, similarity, circles, constructions, polygons, and solids are other areas of focus.

ACM024 Functions, Statistics & Trigonometry

This course is designed to integrate intermediate algebra, statistics, and trigonometry with other college algebra topics through a functional approach as a preparation for pre-calculus.

ACM032 Pre-Calculus

Central concepts of Algebra are reviewed and unified around the notion of a function and its graph (polynomial, rational, exponential, and logarithmic).

ACM023 Trigonometry & Pre-Calculus B

A continuation of Pre-Calculus, this course includes computational and analytical Trigonometry and with a focus on vectors, polar coordinates, and parametric equations. Techniques for solving systems of equations will be presented to include matrices and matrix operations. Analytic Geometry includes conics and rotated conics with applications.

BIO140 General Biology *(4 credits)*

Delaware Technical Community College course that discusses biological concepts, including basic cellular chemistry, cell structure and function, life processes, genetics, biodiversity of organisms, evolution and natural selection, human reproduction and development, and interaction of organisms with their environment.

Transfers to University of Delaware BISC104 Principles of Biology with Laboratory

ECO122 Macroeconomics *(3 credits)*

Delaware Technical Community College course in which students learn the basic principles of supply and demand as they impact the American economy. Special emphasis is placed on national policy decisions used to solve the problems of inflation and unemployment, such as Keynesian, monetarist, and supply-side policy approaches.

Transfers to University of Delaware ECON101 Introduction to Microeconomics

MAT251 Finite Math *(3 credits)*

Delaware Technical Community College course that covers selected algebraic topics, including mathematics of finance, systems of linear equations and matrix algebra, linear programming, properties of probability and probability distributions, Markov chains, and techniques of applied problem solving.

Transfers to University of Delaware MATH230 Finite Mathematics with Applications

MAT255 Statistics I *(3 credits)*

Delaware Technical Community College course that covers the basic concepts of data organization, measures of central tendency, variability probability and probability distributions, sampling and sampling distributions, estimation dealing with population means and proportions of large and small samples, and hypothesis testing. This course includes techniques of applied problem solving.

Transfers to University of Delaware Department Elective

MAT256 Statistics II *(3 credits)*

Delaware Technical Community College course that covers hypothesis testing of means and proportions, chi-square test, analysis of variance, regression and correlation analysis, non-parametric testing methods, and statistical process control. Topics include techniques of applied problem solving using data analysis software such as Excel.

Transfers to University of Delaware Department Elective

MAT281 Calculus I *(4 credits)*

Delaware Technical Community College course that includes the study of functions, limits, and continuity; differential calculus of algebraic and trigonometric functions with applications; and an introduction to the development of the definite integral.

Transfers to University of Delaware MATH241 Analytic Geometry and Calculus A

MAT282 Calculus II *(4 credits)*

Delaware Technical Community College course that provides a study of integral calculus of algebraic, trigonometric, exponential, and logarithmic functions with applications. Topics include methods and applications of integration, infinite series, parametric equations, and polar coordinates.

Transfers to University of Delaware MATH242 Analytic Geometry and Calculus B

MAT283 Calculus III *(4 credits)*

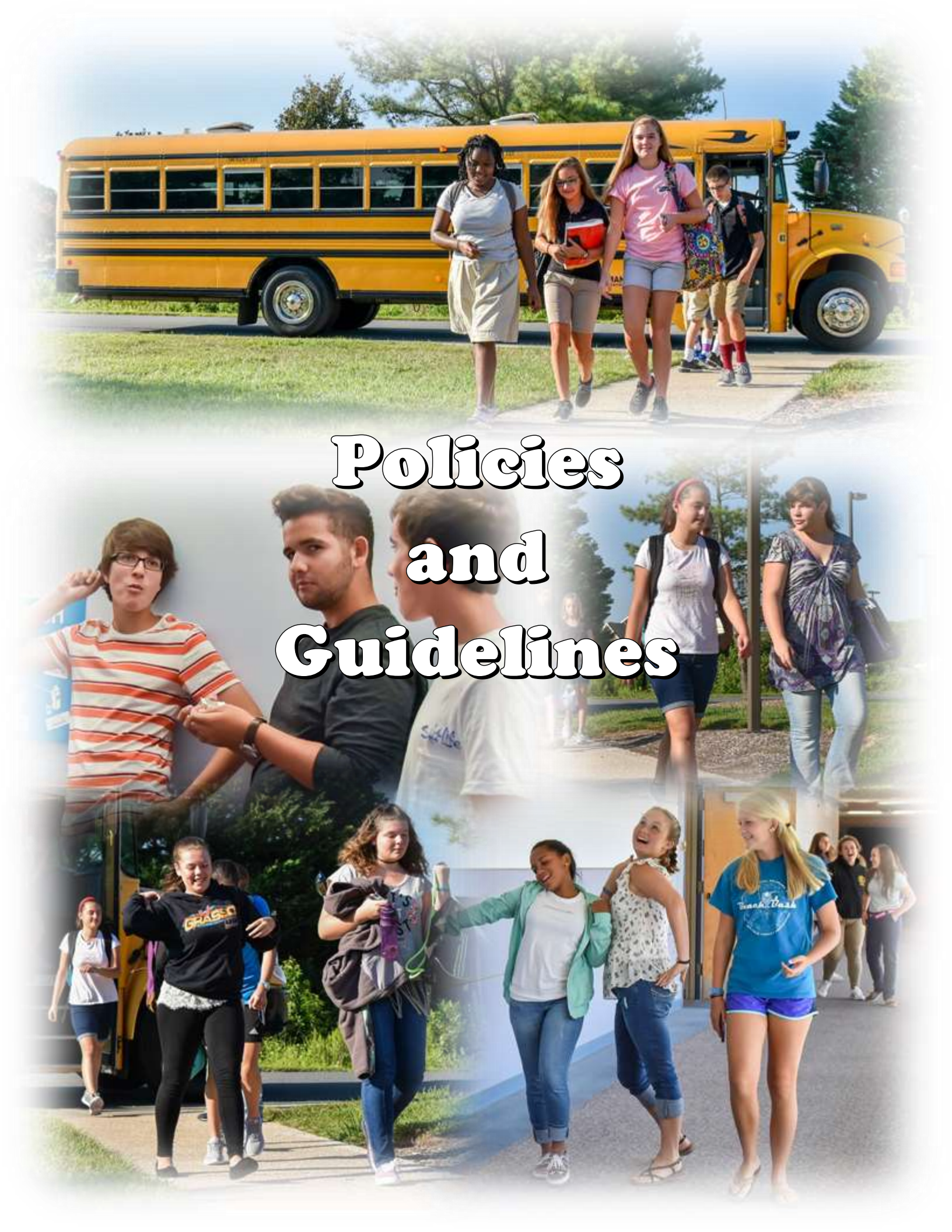
Delaware Technical Community College course that provides a study of partial derivatives, multiple integrals, line integrals, and vectors.

Transfers to University of Delaware MATH243 Analytic Geometry and Calculus C

PHY281 Physics I with Calculus *(4 credits)*

Delaware Technical Community College calculus-based physics course which includes the study of vectors, kinematics, dynamics, energy, momentum, gravitation, rotational motion and dynamics, equilibrium, oscillations, and mechanical properties of matter.

Transfers to University of Delaware PHYS207 Fundamentals of Physics I



Policies and Guidelines

GRADE POLICY[2]

Outstanding performance is expected of all students in the Academic Challenge Program. To be successful in an accelerated program, students must be able to learn in an atmosphere where there is little repetition of covered material. Students who earn a grade below a “B” for any course may have gaps in their knowledge base for that subject and may experience difficulty in the next level of the sequence for that discipline. Since, in Academic Challenge, an entire school year of a course is covered in one semester, any gaps in knowledge may be crucial to the future academic success of the students.

For continued participation in the program, Academic Challenge grades should be either "A" or "B." The following situations will require an automatic withdrawal from a course:

1. An "F" grade earned for any *marking period* or *semester*.
2. A grade of "D" for a *semester*.
3. A "C" average for *two consecutive semesters* in the same subject area. The student will require the support of his/her Academic Challenge instructor to be eligible to petition to stay in the Program. If the instructor supports the student to continue in the program, the student must file a written appeal to the Academic Challenge Coordinator.

A "D" grade for a *marking period* or a "C" average for a *semester* will place the student on probation with continuation in the program dependent on academic improvement.

LEVEL 4 AND 5 GRADES

Grades on the DTCC transcript are reported as letter grades only. Beginning with the 2017-2018 school year, all DTCC instructors for Level 4 and 5 courses will provide numerical in addition to letter grades to the AC office to be posted to the home school report card and used in GPA calculations. Any **“**Incomplete” grade will be changed to an “F” if the course work is not completed within two weeks of the next semester.

Grades for Level 4 and 5 students are reported to the Home School at the end of each semester. Grades will **not** be sent to the student’s home. Students may obtain a grade online through their DTCC D2L account.

All grades remain a part of the student’s permanent transcript at DTCC, the Home School, and the Academic Challenge Program.

[2] Approved by the Academic Challenge Steering Committee on 8/23/13.

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GRADE CONVERSION[3]

Academic Challenge	
100 - 98	A+
97 - 94	A
93 - 92	A-
91 - 89	B+
88 - 85	B
84 - 83	B-
82 - 79	C+
78 - 76	C
75	C-
74 - 71	D+
70 - 68	D
67 - 65	D-
Below 64	F

Delaware Tech	
100 – 90	A
89 – 80	B
79 – 70	C
Below 70	F

HOME SCHOOL REPLACEMENT POLICY

The Academic Challenge Program will serve as a replacement for home school courses in both English and mathematics after an eighth grade (Level 1) probationary semester of concurrent enrollment.

LEVEL 1

After the first completed semester:

1. Students who achieve an "A" or "B" grade for the semester in **both the Academic Challenge class and the home school class** may be permitted to drop the corresponding home school course (if agreed upon by the home school policies) and continue with the Academic Challenge course as an approved accredited substitute. Those students should meet with their counselors to arrange the home school change in schedule for the second semester.
2. Students with a "C+", "C", or "C-" semester grade for Level 1 in either the home school course or the Academic Challenge course will be required to take a second semester of concurrent enrollment.
3. Students with an "F" or "D" Academic Challenge course grade for the semester will drop Academic Challenge and continue with the home school course. The Academic Challenge Coordinator will initiate the withdrawal procedure for these students through the school counselor when the semester grades are issued.

[3] Each home school district converts grades according to that district's grade scale. Please check with your home school counselor for information about grade conversion

LEVEL 2 - 5

Although concurrent enrollment is not required above Level 1, students retain the option of enrolling in home school mathematics and/or English courses if they so desire.

School Cancelation Policy

DISTRICT HALF DAYS

Whenever school district half days, in-service days, or special functions occur on Tuesdays, Academic Challenge students are still expected to attend classes per the Academic Challenge Calendar. Academic Challenge buses will operate and transport students between home schools and the College. Parents will need to make transportation arrangements to and from the home schools. Parents are encouraged to compare the Academic Challenge Calendar and their district calendar to prearrange car pools if necessary.

INCLEMENT WEATHER POLICY

- Students should log in to their Delaware Technical Community College D2L email account, where an email notification will be sent for any cancelations. " Students should also visit the Academic Challenge website www.academicchallengetheflyingcow.com for the most recent up-to-date information. We will post an announcement if Academic Challenge is closed due to weather.

- On one-hour or two-hour school delays, Academic Challenge will run an abbreviated class schedule. Students go to the home school at the delayed time and then will be bused to Academic Challenge.

- If Delaware Technical Community College closes, Academic Challenge classes will be canceled. When Delaware Technical Community College closes, an announcement in red is posted on the website at www.dtcc.edu. The college will also deliver an automated call, text message, or email to the phone number or email address provided in the Delaware Technical Community College Alert system. The parent or student can adjust the settings in the Delaware Technical Community College Alert system by logging in to my.dtcc and choosing the Delaware Tech Alert tab from the menu bar.

A make-up day, if needed, is scheduled at the end of the semester. The class schedule will then finish the Friday after the originally scheduled date

Withdrawal Procedure

Students discontinuing the program at any point during a given school year **must** officially withdraw. The Academic Challenge Program home school counselor will make available copies of the Academic Challenge Withdrawal Form. A copy of the Academic Challenge Withdrawal Form is on the Academic Challenge website, www.academicchallengetheflyingcow.com under the Forms tab.

The following steps must be followed to grant a student an official withdrawal from either a single Academic Challenge course or the entire program[4]:

[4] For required withdrawals due to grades, the Academic Challenge Program will initiate the withdrawal procedure.

1. All students **must consult with the home school counselor and Academic Challenge Coordinator** to discuss the reason for withdrawing from a course or the program. A withdrawal form must be completed and can be obtained from the school counselor or the Academic Challenge website (academicchallengetheflyingcow.com).
2. The completed form may be faxed to **302-259-6777**, e-mailed to **academic-challenge@dtcc.edu**, or mailed to:

   Delaware Technical Community College
   Academic Challenge Program
   Carter Partnership Center
   21179 College Drive
   Georgetown, DE 19974
3. The instructor or parent may request a telephone conference with the Coordinator to discuss alternatives to withdrawal.
4. The student must return all books and calculator, if one was rented, to the Academic Challenge office. If the books and/or calculator are not returned, parents will be billed for the replacement value.

GRADING UPON WITHDRAWAL LEVEL 1-3

If a student withdraws before the end of the first quarter, he/she will receive a "W" *(no grade)*. If the student withdraws at a later point in the semester, he/she will receive a grade for the completed marking period.

WITHDRAWING FROM LEVEL 4 OR 5 DTCC COURSES

The Student and his/her parents understand that the Academic Challenge Program will not assume the financial responsibility for a student dropping a Delaware Technical Community College course beyond the second week of the course. Hence, any student who drops a course after the second week is subject to all DTCC tuition and the parent/guardian will be responsible for reimbursing the Academic Challenge Program the full tuition. **In addition, the Academic Challenge Program will only assume financial responsibility if the student completes the course with a passing grade.**

Parents and students also need to be cognizant of the grading policies at DTCC upon withdrawal. If a student withdraws from a course within the first two weeks the course will not appear on the student transcript. If the student withdraws from a DTCC course after the first two weeks but before the official withdrawal date available on the DTCC Academic Calendar a “W”(Withdrawal) will be reported on the transcript and the class will not be included in DTCC GPA calculations. If a student stops attending class but neglects to officially withdraw, a “U” (Unofficial Withdrawal) will be recorded and a “0” will be applied to the GPA.

PROGRESS REPORTS

Progress reports are generated for level 1 - 3 students approximately four weeks into each semester. Copies of the reports are mailed to the parents and the counselor of each school.

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Change of Address or Telephone Number

Students must notify the Academic Challenge office immediately concerning a change of address, telephone number, or school district. Changes can be made by emailing our office at academic-challenge@dtcc.edu.

Textbook/Calculator Policy

TEXTBOOKS

Course textbooks are provided for the students by the Academic Challenge Program for all levels. At the completion of the course, students must return books to the instructor, with the exception of the textbooks for the Calculus courses. Students are **not** to write or highlight information in any of the books. Students who wish to purchase a textbook may do so through the Academic Challenge Program.

Should a student lose or fail to return a textbook, he/she will be required to pay the full replacement value of a new book. Students will have ten days from the end of the semester or from the date they withdraw to return the textbook to the AC office.

CALCULATORS

Levels 1-3 math students are required to have a TI84 Plus graphing calculator. Students unable to purchase a calculator can rent one from the program for a $45 nonrefundable fee.

Transportation

Academic Challenge students in Levels 1-3 are transported to and from Delaware Tech by contracted school district buses. When a student misses a bus connection at the home school or the Owens Campus, the following procedure will be followed:

1. If the student misses the bus to AC, the student **must** report to their home school counselor, and the counselor will contact the Academic Challenge office to report the student missed the bus.
2. Should a student miss the bus back to the home school, he/she **MUST** report to the Academic Challenge Office in the William A. Carter Partnership Center as soon as possible. **Morning half-day students are not to eat lunch first.**
    a. The home-school counselor is notified by phone.
    b. If personnel are available, the student will be returned to the home school building by either the home school driver authorized by the Steering Committee Representative or by the Academic Challenge Coordinator or Administrative Assistant.
    c. If transportation cannot be arranged, the student will spend the remainder of the day in supervised study with the coordinator and return to the home school on the afternoon bus.

Please note that it is **the student's responsibility** to initiate the process as soon as the incident

occurs. Students only have **five (5) minutes** from class dismissal until the buses pull away from the campus. To ensure that all students make it to their bus, they need to leave the classroom and head directly to the buses, without stopping to talk to friends or to go to the cafeteria for snacks.

Attendance Policy[5]

The Academic Challenge Program is both accelerated and intensive. Students enrolled in the program complete an entire year of a subject in 17 two-hour class periods. That amounts to only 34 hours of instruction for a course. To miss one Challenge class is the equivalent of missing approximately two weeks of instruction in the home school. Missing two classes would amount to a one-month absence from school.

Because of the rapid pace of instruction, it is imperative that students attend every class. Occasionally, a severe illness or acute family hardship prevents a student from attending all classes. When this occurs, **the student is responsible** for contacting the instructor to make up any missed assignments, tests or quizzes before the next class period. Additionally, the student should consult D2L for all materials posted for the missed class and contact a fellow student to get all missed notes.

Absences or special situations **other than illness**, must be requested and approved in advance.

1. One week (7 calendar days) prior to any desired absence, a parent/guardian must submit a written note to the program Coordinator. The note must contain date of absence, reason for absence, provisions student and parent will make to ensure that all work will be made up in a timely fashion (within two weeks of return).
2. Students **must** contact their instructor **prior** to the absence for all assignments and to schedule all make-up tests and quizzes.
3. No more than two absences **per semester** will be granted under the provisions in #1 above.
4. Any appeal must be submitted, in writing, to the AC coordinator and Steering Committee Representative **prior** to an anticipated leave.

The terms of this policy are in effect for students in Levels 1-3. Level 4 & 5 students enrolled in DTCC courses are subject to the attendance regulations of that college and are responsible for adhering to those policies.

Note: Students who must leave early due to doctor appointments and/or athletic obligations **must** provide a note from either their parent/guardian or their home school counselors. An e-mail may be sent to edolan@dtcc.edu in lieu of a written note. Also, parents/guardians or school representatives **must** enter the William A. Carter Partnership building to pick up students.

[5] Approved by the Academic Challenge Steering Committee June, 1995

Drugs and Alcohol

The college believes that the use of illegal drugs and/or alcohol have no place in the college environment. The consumption and/or possession of alcohol or illegal drugs are prohibited on campus. Anyone with alcohol and/or illegal drugs in his/her possession will be subject to the appropriate disciplinary action as outlined in the College Policy on Drug-Free Schools. [6]

Tobacco-Free Policy

In order to ensure a safe, healthy environment, all Delaware Tech facilities are tobacco free for employees, students, and visitors effective January 1, 2011. The use of all tobacco products is prohibited within the boundaries of all College locations including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or licensed by the College. This policy applies to parking lots, walkways, sidewalks, sports venues, State vehicles and private vehicles parked or operated on College property. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

Fire Drills

Fire drills are held periodically throughout the year during both day and evening classes. When the fire alarm sounds, all students and staff must leave the building quickly and cautiously. Staff members are stationed at key locations in the building to assist in the evacuation. Students and staff are not to return to the building until directed to do so. Students with disabilities are required to meet with the Academic Challenge chairperson to develop an exit plan in the event of a fire or emergency.

Student Conduct and Academic Policy

Academic integrity is the mainstay of any educational endeavor. Students enrolled in the Academic Challenge Program are under the Department of Instruction of Delaware Technical Community College, and as such, are expected to maintain exemplary standards of academic behavior. Academic Challenge students have the responsibility to conduct themselves in a manner conducive to the orderly operation of the college and will be expected to:

1. Conduct themselves with appropriate maturity and demeanor while at Delaware Tech. This includes: treating fellow students, instructors and support personnel with respect. Additionally, students will abide by the rules of the College and refrain from damaging, in any way, Delaware Tech property.
2. Attend classes on a regular basis in order to have the maximum opportunity to complete the measurable performance objectives and meet the requirements of each course.
3. Work on assigned material in class that is relevant to the topic. The time spent at Delaware Tech is brief and should not be wasted through inattention or disruption.

[6] All Delaware Technical Community College policies are available in the college's student handbook, available here: https://www.dtcc.edu/academics/student-handbook

4. Demonstrate intellectual honesty at all times. Graded assignments must be the fruits of one's own labor. Any violations will result in a zero for that assignment and parents will be notified.
5. Abide by the academic standards established by each instructor.
6. Accept the responsibility to satisfy financial obligations to the College.

Unacceptable Student Conduct

The College has determined that the following student actions are unacceptable and subject to disciplinary action under the procedures set forth in this policy.

1. Behavior that jeopardizes the property of the College, or the life and bodily safety of any other person, or member or guest of the College community. Such behavior shall include, but is not limited to, the incitement of or acts of force, coercion, violence, intimidation or any interference with the free movement upon the College premises of any other person, member or guest of the College community.
2. Speech-oriented activities or publications that disrupt or threaten the orderly operation of the classroom and/or campus.
3. Personal habits, personal appearance, or behaviors that cause distraction, disturbance or disruption of the orderly operation of the classroom or campus.
4. Gambling, abuse, possession of illegal drugs and/or alcohol, and possession of weapons or firearms.
5. Running in the building.
6. Sitting inside the showcases or using them as an eating facility.
7. In compliance with Delaware policy, **there will be no food or drinks allowed in the classrooms.**
8. Leaving the campus during the Academic Challenge day. If a student needs to leave the Carter Center, he or she **must** inform the coordinator and his or her instructor.
9. Stealing is against the law. Incidents of stealing will be referred to the Georgetown Police Department.

NOTE: The college has the right to suspend a student pending a hearing in cases where the welfare of the college community is endangered or jeopardized by the student's continued presence on campus.

Academic Dishonesty

Academic Challenge students have an obligation to participate in the academic life of the program in a responsible and intellectually honest manner. As members of the Delaware Tech community, the students have responsibilities and duties commensurate with their rights and privileges. One of these responsibilities is to be honest and forthright in their academic work. To falsify the results of one's work, to steal/plagiarize the words or ideas of another, or to cheat on an examination corrupts the academic process and will be subject to disciplinary action.

Sanctions

Occurrences of either student misconduct or academic dishonesty will be handled on an individual case basis. Any mediation meeting will include the Academic Challenge Coordinator, the instructor, the student, and the parent. If necessary, a student may plead his/her case before the Academic Challenge Steering Committee. Infractions against Delaware Tech policies may require a hearing before the Campus Judicial Committee.

Emergency Care

Health services are limited to emergency aid when needed to save a life, to prevent further injury, or to alleviate suffering. When the injury or illness is of a serious nature, an ambulance will be called, and the student will be taken to the hospital. Parent/ guardian of the ill or injured persons will be notified by the Academic Challenge Office.

Each Academic Challenge student is required to complete an Emergency Card which will be kept on file for the school year and will be referred to if an emergency arises.

Any changes in a student's emergency information must be submitted to the Academic Challenge office as soon as possible.

Identification Cards

Students are issued a DTCC picture identification card which they must carry at all times while on the campus for security and to use different facilities on the campus.

Bookstore

The College Bookstore is located in the Jason Technology Center. It provides students and the college community with books, educational supplies, study aids, cards, candy, snacks, and clothing. Novelty items identified with Delaware Tech, University of Delaware, Delaware State University, and Wilmington University emblems are also available. Refer to th Bookstore website https://www.bkstr.com/delawaretechccstore/store-hours for current hours. **NOTE:** ***Students are not to buy Academic Challenge books at the Bookstore***.

Telephones

A phone is available for student use, with permission, in the Academic Challenge office.

Lost and Found

The Academic Challenge office handles all lost and found items.

The college does not assume responsibility for loss, theft, or damage to student's personal property brought on campus. If an item is lost, stolen, or damaged occurs, notify the Academic Challenge Office immediately.

Learning Resources Center

The Learning Center provides educational materials in all subjects for public and private school teachers, parents, day care providers, undergraduate and graduate students, and others involved with education, preschool age to adult. The Center is located in the Child Development Center on campus.

Library

The Stephen J. Betze Library provides materials and facilities for all college students, college staff members and the community. Academic Challenge students must present their Delaware Tech ID card at the library desk to secure a library card for borrowing privileges. A reference librarian is on duty at all times to assist students in the use of library materials. The library hours are Monday–Thursday 8:00 a.m. to 10:00 p.m., Friday 8:00 a.m. to 4:30 p.m., and Saturday 8:00 a.m. to 1:00 p.m.

Computer Lab

Computers are available for Level 4 and 5 student use in the Jason Technology Center, Room 180. Academic Challenge students may use the computer lab at no cost. Students must show their Delaware Tech ID to use the lab. The lab hours are: Monday through Thursday 8 a.m. — 9 p.m. and Friday 8 a.m. — 4 p.m. Computers are available to Level 1-3 students on Tuesdays in the Carter Partnership Center, Room 562.

Writing and Math Centers

The Delaware Tech Writing and Math centers are available to all Academic Challenge students, Level 1-5. Writing and math tutoring support can be done on a drop in basis during the center's hours, or, for higher level maths, an appointment can be made with a specific tutor. Please call the Writing Center, 259-6514, or the Math Center, 259-6525, to check on weekly hours. Students must present their Delaware Tech ID when using the Centers.

Website and E-Mail

The website for Delaware Technical Community College is www.dtcc.edu.

The program maintains a separate website to issue information to students and families currently enrolled in AC. For current forms, course schedules, course registration links for Level 4 and 5, and Inclement Weather updates, please visit: www.academicchallengetheflyingcow.com

In addition, all students enrolled in AC will be issued a Delaware Tech e-mail address and will be required to use D2L, the DTCC Learning Management System. This site enables students to keep in contact with the instructor and other students, get assignments, grades, and course information. Students sign in to D2L through the portal located on the DTCC home page, MyDTCC.

Electronic Devices

All electronic devices **must** be either turned off or put on silent mode during classes.

Level 4 and 5 Information

REGISTRATION

Level 4 & 5 students are required to complete registration for DTCC courses through the AC office. The AC office will email an electronic registration form to the email provided by the student in November and April to register for the following semester. The AC office will make the official registration with DTCC or UD.

Level 4 & 5 students are responsible for their own transportation.

FINANCIAL RESPONSIBILITY

The Academic Challenge Program will only assume financial responsibility for Level 4 and 5 classes if the student completes the course with a passing grade. Exceptions will be reviewed in cases of exceptional circumstances such as transfers, serious illness, or severe hardship. Withdrawals or changes after the second week of class will require that parents/guardians be responsible for reimbursing the Academic Challenge Program the full tuition and fees. The parents/guardians will be billed upon withdrawal with payment due by the end of the month.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records in person. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes

- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Calendars of Classes and Events

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Class Days

ACADEMIC CHALLENGE PROGRAM
2020-2021 Calendar

(Levels 1-3)

FALL SEMESTER 2020

		Number of Sessions	
August:	18, 25	2	
September:	1, 8, 15, 22, 29	5	
October:	6, 13, 20, 27	4	**Oct. 6=First Quarter ends**
November:	2 *(Monday)*, 10, 17, 24	4	
December:	1, 8	2	**Dec. 8=Semester Ends**
	15**		***Make Up date* ***(If necessary)***

SPRING SEMESTER 2021

		Number of Sessions	
January:	5, 12, 19, 26	4	
February:	2, 9, 16,23	4	**Feb. 23=Third Quarter ends**
March:	2, 9, 16, 23, 30	5	
April:	13, 20, 27	3	***Spring Break April 3 – April 11***
May:	4	1	**May 4= Semester Ends**
	7**		***Make Up date* ***(If necessary)***

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Fall 2020 Class Schedule

CRN #	COURSE #	TITLE	TIME	INSTRUCTOR
13158	ACM 011 201	Algebra I	8:55-11:10 am	Heather Ingerski
13159	ACM 011 202	Algebra I	8:55-11:10 am	Carol Martin
16058	ACM 011 203	Algebra I	8:55-11:10 am	Sarah Pasmore
13161	ACM 011 204	Algebra I	8:55-11:10 am	Glenn Heuring
21875	ACM 011 221	Algebra I	11:40-2:00 pm	Heather Ingerski
21876	ACM 011 222	Algebra I	11:40-2:00 pm	Carol Martin
21877	ACM 011 223	Algebra I	11:40-2:00 pm	Sarah Pasmore
21878	ACM 011 224	Algebra I	11:40-2:00 pm	Glenn Heuring
13164	ACM 021 201	Geometry	8:55-11:10 am	Autumn Straume
13165	ACM 021 202	Geometry	8:55-11:10 am	John Foreman
23744	ACM 021 203	Geometry	8:55-11:10 am	Jessica Roach
21879	ACM 021 221	Geometry	11:40-2:00 pm	Autumn Straume
21880	ACM 021 222	Geometry	11:40-2:00 pm	John Foreman
17244	ACM 032 201	Pre-Calculus	8:55-11:10 am	Laura Quillen
21881	ACM 032 202	Pre-Calculus	8:55-11:10 am	Katherine Nelson
21882	ACM 032 221	Pre-Calculus	11:40-2:00 pm	Laura Quillen
21883	ACM 032 222	Pre-Calculus	11:40-2:00 pm	Katherine Nelson
18623	ACE 025 201	Language, Grammar & Writing	8:55-11:10 am	Lori Jones
18624	ACE 025 202	Language, Grammar & Writing	8:55-11:10 am	Haley George
18625	ACE 025 203	Language, Grammar & Writing	8:55-11:10 am	Beth Heid
18626	ACE 025 204	Language, Grammar & Writing	8:55-11:10 am	Julie Emery
21884	ACE 025 221	Language, Grammar & Writing	11:40-2:00 pm	Lori Jones
21885	ACE 025 222	Language, Grammar & Writing	11:40-2:00 pm	Haley George
21886	ACE 025 223	Language, Grammar & Writing	11:40-2:00 pm	Beth Heid
21887	ACE 025 224	Language, Grammar & Writing	11:40-2:00 pm	Julie Emery
18629	ACE 033 201	World Literature	8:55-11:10 am	Lenore Mussoff
18630	ACE 033 202	World Literature	8:55-11:10 am	Susan Lewis
23667	ACE 033 203	World Literature	8:55-11:10 am	Kim Brown
21888	ACE 033 221	World Literature	11:40-2:00 pm	Lenore Mussoff
21889	ACE 033 222	World Literature	11:40-2:00 pm	Susan Lewis
18634	ACE 035 201	American Literature	8:55-11:10 am	Doug Grudzina
21229	ACE 035 202	American Literature	8:55-11:10 am	Elizabeth Dolan
21890	ACE 035 221	American Literature	11:40-2:00 pm	Kim Brown
21891	ACE 035 222	American Literature	11:40-2:00 pm	Doug Grudzina

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2020-2021 Calendar of Events

Level 1 Math Assessment Retake Mondays, July 13– August 10, 2020

Level 1 students entering Algebra I have the opportunity to retake the math assessment required for admission to Level 1 mathematics program.

Level 1 Summer Reading Book Chats July 13, 27 and August 10, 2020

Instructor-lead discussion to review Summer Reading books in preparation for first day of class.

Counselors Advisement Meeting October 2020

Middle and High School counselors meet to review the selection procedure for new students. Current student statistics and Academic Challenge policies are reviewed.

Entrepreneurial Enlightenment Program Information Day TBD

Level 1 students are introduced to the Entrepreneurial Enlightenment Program during the school day. Start dates for all levels TBA.

Steering Committee Meeting October 2020

The Academic Challenge Steering Committee meets to review AC policies and procedures

Level 4 Orientation Meeting TBD

Current Level 3 students and parents are oriented to Academic Challenge Level 4 procedures and policies as they make the transition to DTCC and UD courses.

Level 1 Orientation TBD

Eighth grade students who have met the Academic Challenge Selection Criteria visit DTCC and attend abbreviated versions of AC Level 1 English and mathematics courses. Math candidates take the Level 1 Math Assessment required for admission to the AC math program. The Orientation includes an information session for parents and students outlining the program, its procedures, and policies.

AC Awards Ceremony TBD

AC Program staff and administrators recognize student achievements in the 2019-2020 school year at the Arts & Science Center Theater. Highlights of the program include Level Excellence Awards, the Shauna R Kaufman Service Award, the Outstanding Student Award, and the Recognition of Seniors. The ceremony is followed by a short reception in the courtyard outside the theater.

Creative Writing Enrichment Workshop July 2021

Five four-hour sessions are offered to students who wish to pursue and enhance their creative writing ability. Emphasis is on developing ideas, writing freely and finding authorial voice, and sharing writing with other students.

Directories

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Academic Challenge Instructors

Ms. Elizabeth A. Dolan, Coordinator
Delaware Tech, Owens Campus
Academic Challenge, Cater Partnership Center
21179 College Drive
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(302) 259-6425

Ms. Carol Martin *(L-1 Math)*
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Mr. Glenn Heuring (*L-1 Math)*
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Ms. Sarah Pasmore *(L-1 Math)*
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Ms. Heather Ingerski (*L-1 Math)*
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Mr. John Foreman (*L- 2 Math)*
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Ms. Autumn Straume *(L-2 Math)*
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Ms. Kim Brown *(L-2 &3 English)*
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Mr. Doug Grudzina *(L-3 English)*
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Instructors may provide personal phone numbers

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(302) 645-6686
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Dean of Instruction
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(302) 259-603

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Ms. Jovani O'Grady
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Ms. Ilah Preston *(Grade 8 & 9)*
Ms. Emily Ritchey *(Grade 10, 11 & 12)*
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Indian River District (Con't)

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Woodbridge Middle School
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Ms. Nicole Taylor-Justice
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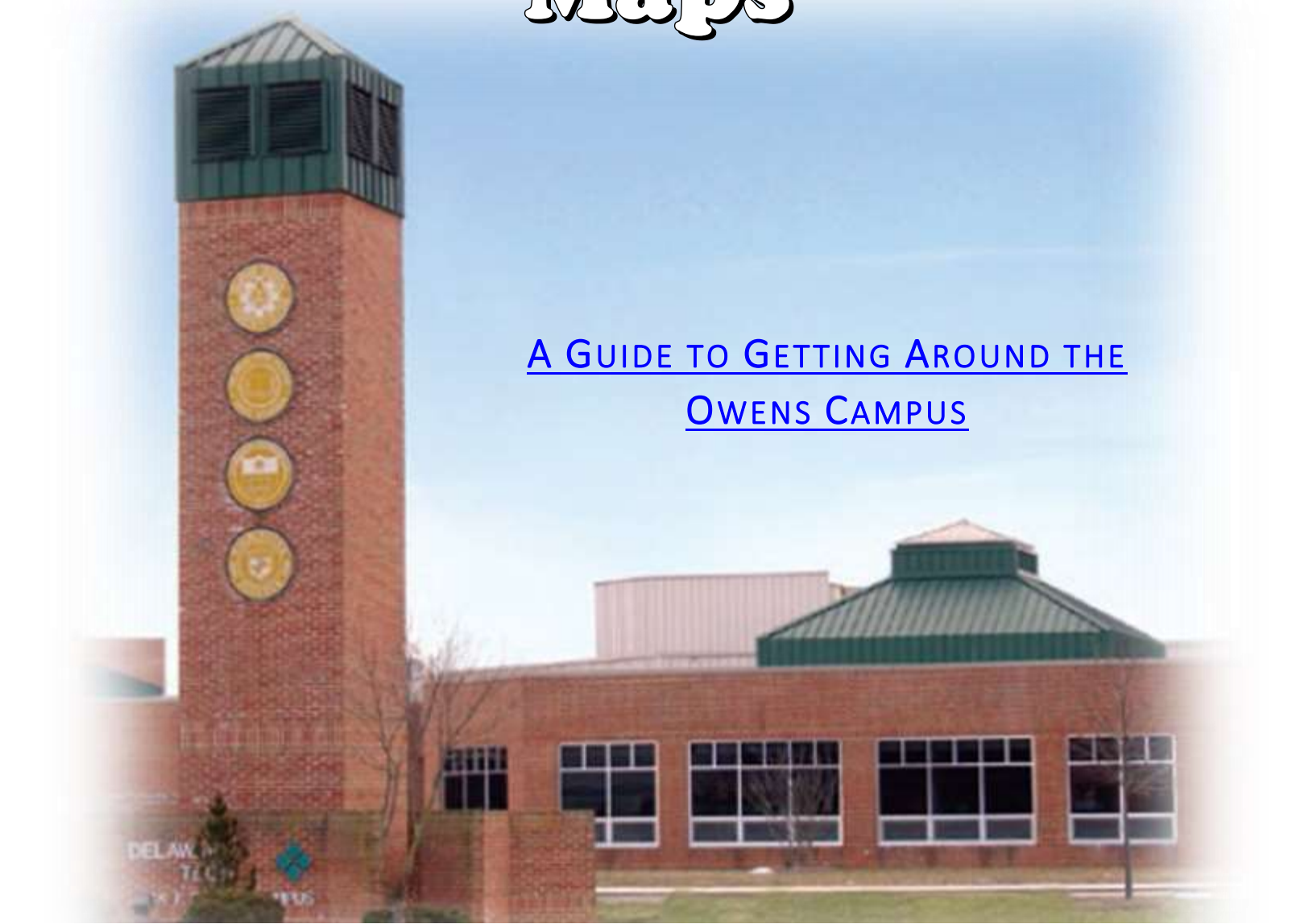
Delaware Technical Community College
Ms. Elizabeth Dolan, Coordinator
Academic Challenge Program
21179 College Drive
Georgetown, DE 19947

Maps



A Guide to Getting Around the Owens Campus

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DELAWARE TECHNICAL COMMUNITY COLLEGE

A Guide to Getting Around the Owens Campus

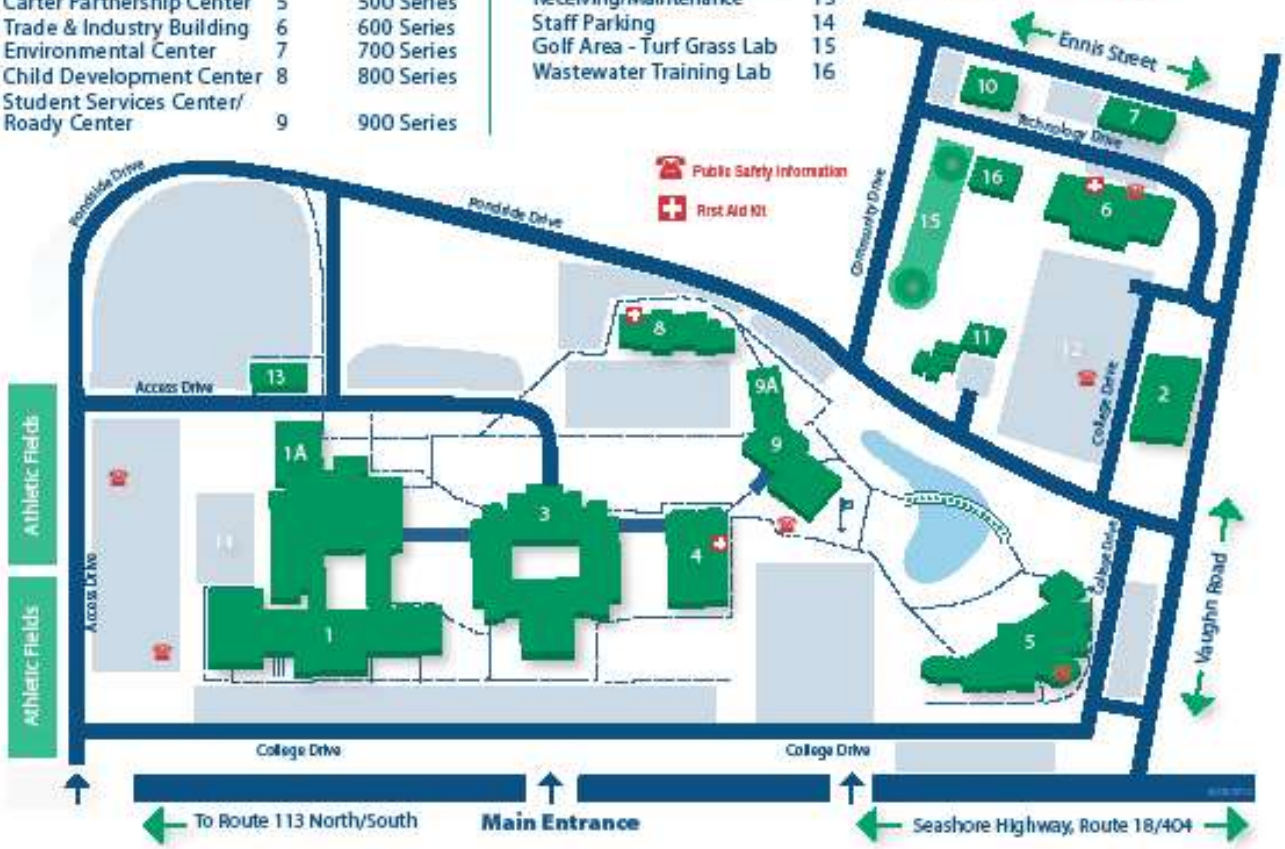
Jack F. Owens Campus

BUILDING	KEY	ROOMS
Jason Technology Center	1	001-199
Bookstore	1A	
Energy House	2	200 Series
Arts & Science Center	3	300 Series
Stephen J. Betze Library	4	400 Series
Carter Partnership Center	5	500 Series
Trade & Industry Building	6	600 Series
Environmental Center	7	700 Series
Child Development Center	8	800 Series
Student Services Center/ Roady Center	9	900 Series

BUILDING	KEY
The Lighthouse Cove	9A
Center for Language & Culture	10
Greenhouses	11
DART Bus Stop	12
Administrative Services/Shipping/ Receiving/Maintenance	13
Staff Parking	14
Golf Area - Turf Grass Lab	15
Wastewater Training Lab	16

SYMBOL KEY

- Parking
- Walkways
- Covered Walk
- Bridge



Mailing address: 21179 College Drive, Georgetown, Delaware 19947 • For driving directions visit: www.dtcc.edu/our-campuses/georgetown/directions

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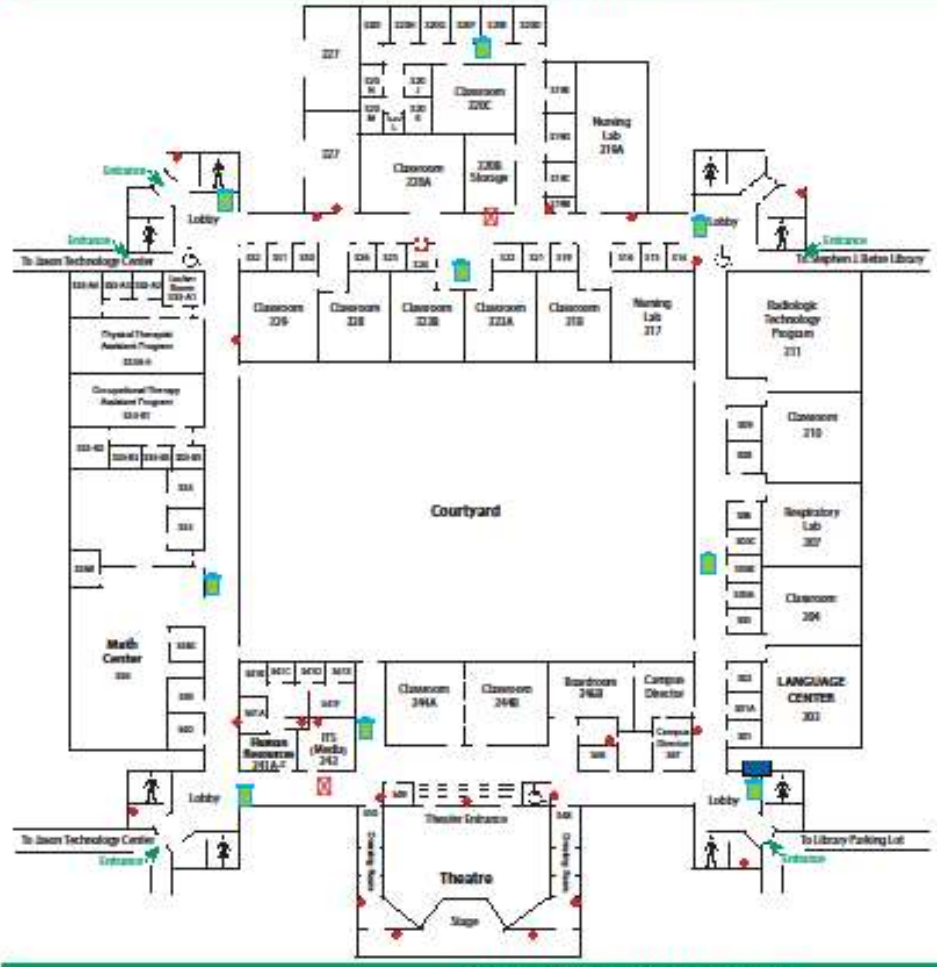
ARTS & SCIENCE CENTER



ARTS & SCIENCE CENTER

- Campus Director
- Human Resources
- ITS/Media Department
- Math Center
- Learning Center
- Theater

- Fire Extinguisher
- Automated External Defibrillator (AED)
- First Aid Kit
- Waste Center
- Digital Signage

STUDENT SERVICES CENTER

STUDENT SERVICES CENTER

- ATM
- Admissions
- Business Office
- Career Services
- Civic & Community Engagement
- JAWA 101
- Financial Aid
- Lighthouse Cove Food Services
- Registrar
- Roady Center for Student Success
- State Human Resource Mgmt. Office
- Student Services/Counselors
- Student Support Services

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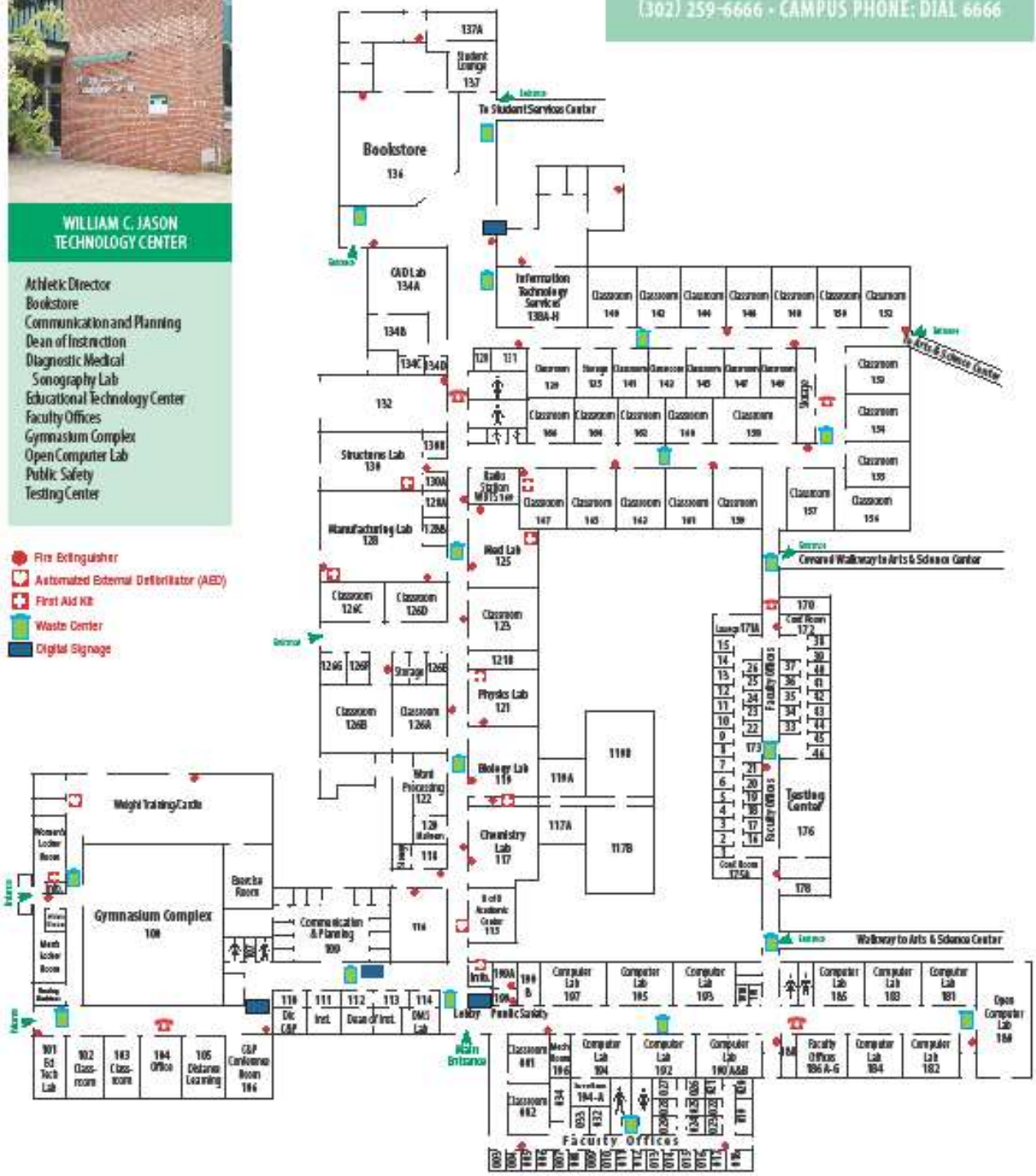
WILLIAM C. JASON TECHNOLOGY CENTER

WILLIAM C. JASON TECHNOLOGY CENTER

- Athletic Director
- Bookstore
- Communication and Planning
- Dean of Instruction
- Diagnostic Medical Sonography Lab
- Educational Technology Center
- Faculty Offices
- Gymnasium Complex
- Open Computer Lab
- Public Safety
- Testing Center

- Fire Extinguisher
- Automated External Defibrillator (AED)
- First Aid Kit
- Waste Center
- Digital Signage

REPORT ALL EMERGENCIES TO PUBLIC SAFETY
(302) 259-6666 • CAMPUS PHONE: DIAL 6666



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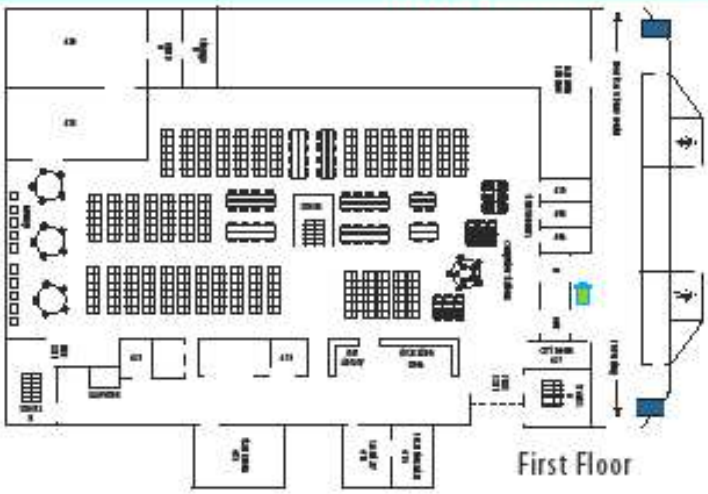
WILLIAM A. CARTER PARTNERSHIP CENTER

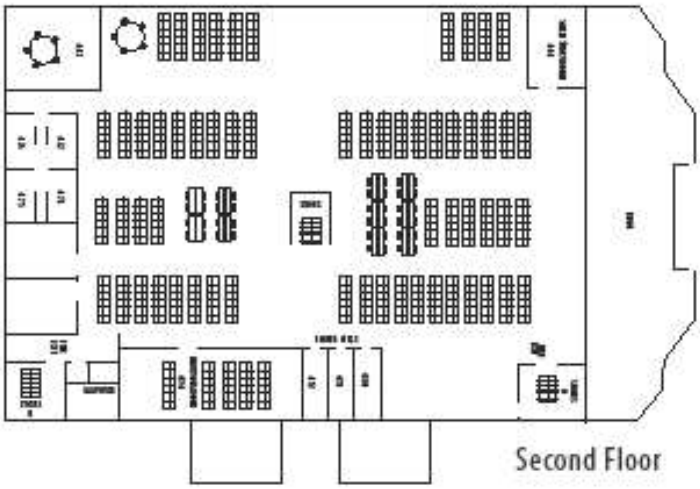
WILLIAM A. CARTER PARTNERSHIP CENTER

Delaware State University
Lecture Hall
Snack Lounge
University of Delaware
Wilmington University
Workforce Development and Community Education

STEPHEN J. BETZE LIBRARY



First Floor



Second Floor

STEPHEN J. BETZE LIBRARY

Tutoring Center
Writing Center

- Fire Extinguisher
- Automated External Defibrillator (AED)
- First Aid Kit
- Waste Center
- Digital Signage

/dtccowens
/dtccvideo
/dtccowens
/dtccowens
/delawaretech

www.dtcc.edu

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Academic Challenge Program
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