



Attending DCTS is all about developing employability skills such as self-advocacy, or knowing when you need something and taking the steps to getting what you need. The intention of this section is to provide information to 9th grade students regarding steps they can take in certain situations.

What Should I Do IF.....



I want to change my career area or academy.

- First, please note that you must remain in your assigned academy for the first quarter during the Exploratory.
- After the Exploratory is complete, and you want to change your assigned career area, go to the guidance office and schedule an appointment with your guidance counselor. That counselor will be able to tell you what career areas have open placement spots, and will set up visits for you.

- Remember that you must be earning a passing grade in your assigned career area in order to request a move.
- If you have an IEP or GIEP, speak with your Vocational Facilitator, Mrs. Ribbans. She will have to sign your form to move to another career area.
- If you want to move to another career area for the next school year, plan and ask about an application in March. That way you will know deadlines and requirements for the application.



I will be absent for more than two consecutive days during the first quarter Exploratory Rotation?

- First, make sure you turn in excuses to the attendance office for the days you were absent. If it is an educational trip, obtain an application on the website or from the DCTS front office, get it

signed, and hand it in at least two weeks before you will be off.

- Second, let Mrs. Ribbans know via email that you have an excused absence for more than two days. She may have to excuse your work for a career area, or grant you special permission to turn in work for the career area that you missed. You do not want the absence to lower your final placement score.
- Third, make sure you complete all work that you miss during the absence. You have two days for every day you have off to complete your work and make up assessments. Get this done as soon as possible so you do not get behind on your work. If you have an educational trip planned, ask for work before you leave, and take time to complete at least some of it while you are on your trip.

I lose any of my Exploratory Schedules?



- On the first day of school, you will receive two exploratory schedules. The smartest thing to do is take a picture of them with your phone. You always have your phone so you are covered.
- You could also make copies of schedules, keep one at home and one in your locker.
- If you really need a copy of your schedules, stop in at the Student Services office and ask for one. It is helpful if you know your academy and group number.



I need steel-toed shoes for my rotation but I don't have the money to buy them?

- If you are assigned to the Construction, Automotive, or Advanced Manufacturing Exploratory Academies you are required to wear steel-toed shoes for your assigned academy rotation. If you cannot buy them, tell Mrs. Ribbans before the rotation begins so she can help.
- You don't have to wear the steel-toed boots all day. You can store them in a locker and put them on 7th period.
- Failure to wear required steel-toed shoes can really hurt your exploratory grade, and your chances of getting into your first choice of career area.



I lose my safety glasses?

- The easiest solution is to buy new glasses at the school store.
- If you do not have the money to buy new glasses tell Mrs. Ribbans, she and the career instructor will work out something.



I am looking for my most up to date exploratory grade?

- The deadline for Career and Tech Instructors to submit rotation grades to Mrs. Ribbans is 3:00PM two days after the end of the rotation, excluding weekends. Mrs. Ribbans puts the grades into Power School as soon as she receives them.



I need to make up work from a career area visit that has already taken place?

- If you are going to be absent more than two days, you need to contact Mrs. Ribbans so she can help you get special permission to make up work, or she can exempt you from doing the work.
- Career and Tech Instructors do not have to allow you to make up work from visits you have already made to their areas. However, email or stop by to see the instructor to whom you owe work. That instructor may be nice and let you turn in late work. It is always good to keep communication open.



WARNING
DUE DATES ARE CLOSER
THAN THEY APPEAR

I am absent the day my final application is due and I have not handed it in before the due date?

- All applications are to be handed in before 3:00PM on the due date in October. Any applications handed in after that time will be considered late, and those individuals will not be placed until all students who handed the applications in on time. That means if you are late, you get what is left over.
- Scan and send the application to Mrs. Ribbans via email, lribbans@dcts.org before 3:00 PM on the due date. You or your parent may want to call Mrs. Ribbans before 3:00PM to make sure she received the application.



My Specially Designed Instruction (SDI) located in my IEP says I can retake tests, have extended time to take tests, or can test in an alternate setting?

- If your SDI's allow you to have special accommodation for testing at DCTS, it will always be to your discretion. In other words, you have to agree to the testing accommodations.
- Your teachers know that you have testing accommodations, and will probably ask you if you want them. Sometimes they will ask if anyone wants to go to another room to take an assessment. You can choose to go or stay at the present location.
- You can go to the Resource Room to take an assessment. Just ask.

- Teachers will ask if you want a test read if you have that accommodation. If they do not, ask someone to read it, speak up!
- If teachers do not offer a test retake, or extended time, remind them that those accommodations are in your IEP and arrange for the retake or extended time with the teacher.



I don't get the career area or academy that I want after the first quarter Exploratory?

- Stop by the guidance office and ask the administrative assistant there to place you on a waitlist. Your exploratory grade will determine your place on the list.



I am confused and need information about the Exploratory?

- Stop by the Student Services Office and anyone in that office can help you. Just ask!