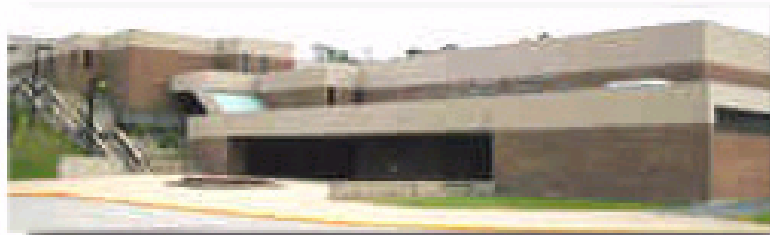


**Your Career Connection** **Grasso Southeastern Technical High School** 

189 Fort Hill Road, Groton, CT 06340

TEL. (860) 448-0220 FAX: (860) 446-9895



# **Student/Parent Handbook Addendum**

**2008 – 2009 School Year**



### ***Arrival & Dismissal – Students***

Students arriving on school grounds are to immediately enter the building. Loitering in front of the school or in the parking lot is not permitted. All students are to enter the building at the main entrances. At 7:25 a.m. all students are to report to their first period class. No student is permitted to leave school grounds after arrival unless properly authorized. Upon dismissal, all students are to vacate the building and grounds in an orderly manner. Only those students participating in sanctioned activities (such as athletic practice, detention hall, after school help, etc.) are allowed in the building after the dismissal bell. Students who ride school buses must report directly to their assigned bus and not leave school grounds. All students are subject to all school rules and regulations after the dismissal bell until they leave school grounds for the day.

### ***Asbestos Management Plan***

In accordance with 19a-333-1 thru 13, “Asbestos Containing Materials in Schools”, we are required to inform you that asbestos containing materials have been identified in various areas of the school, primarily in maintenance areas not accessible to students. Much of the material has been removed. What remains is included in an Operations and Maintenance (O&M) program. The program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O&M program will remain in effect until all ACBM is removed from the buildings. The buildings are inspected every six (6) months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly re-inspected every three years by licensed asbestos inspectors following the same basic criteria as the original inspection. Grasso maintains in its MAIN OFFICE a complete updated copy of the AMP. It is available during business hours for inspection. The Designated Person for the Asbestos Program is John Woodmansee, and he can be contacted at 860-807-2233.

### ***Athletic Transportation***

Student athletes are responsible for transportation home after practices and games. Coaches should not have to stay more than ten (10) minutes with athletes who are waiting for transportation. Coaches are empowered to make on-time transportation home a condition of being on the team. Students who present transportation problems may be dismissed from the team.

### ***Contraband Items***

Contraband items will be confiscated from students and may result in other disciplinary action. Some confiscated items will only be returned to parents in person while others may be turned over to the police. Contraband items not claimed by the end of the school year will be disposed.

Contraband items are defined as, but not limited to, the following:

- a. Sound reproduction devices such as radios, tape players, CD players, iPods, etc.
- b. Skateboards and roller blades
- c. Recreational throwing, tossing or kicking items
- d. Fireworks
- e. Cellular phones, beepers, electronic pagers (per Connecticut State Statute)
- f. Water-guns
- g. Laser light pointers
- h. Items or printed material of a pornographic nature
- i. Any item that is disruptive to the learning environment

## ***Corridor Passes***

Students must have the pass page of their **student agenda planner** signed by an instructor and carry it with them when leaving classroom or shop areas (except during regular changing of classes). Students will also sign-out on the classroom master sheet. All staff (instructors, administrators and security personnel) will monitor and check students seen in the corridor at times other than during the normal periods of student movement.

Students must follow these rules when using a hall pass:

1. Use the shortest route back and forth to your destination
2. Use the restroom designated for your area
3. Do not wander to other areas of the building

Students in academics are not permitted to go to a shop for any reason during the school day. If there are extenuating circumstances, the shop instructor will contact an administrator to initiate an escort.

***Passes are not to be issued during the first 10 minutes or the last 10 minutes of any class, except during Academic Access. These times are critical to helping students learn the focus of the day's lesson, to gain closure, and to receive the evening's assignment. Passes should only be given during the first or last 10 minutes in emergency situations.***

## ***Detention Protocol***

1. Report to the detention hall immediately following the final period of the day.
2. Tardiness to detention hall of more than five minutes will require you to make up the detention at another time.
3. There is absolutely no talking permitted for the duration of the detention hall session.
4. You must bring your detention slip, signed by a parent or guardian, to the issuing instructor/administrator upon reporting to detention. If you forget to bring your detention slip, you may still be allowed into the detention hall after approval of an appropriate administrator as long as your name appears on the administrative detention list.
5. Students serving detention should arrive prepared to work or read silently. If a student is unprepared, a writing assignment may be issued.

Note that all administrative detentions will be served in room 211. Students are to arrive by 2:05 and will be dismissed at 2:45.

## ***Early Dismissal Procedures***

1. A student in need of early dismissal should bring a note from his/her parent requesting an early dismissal to the guidance office in the morning. The guidance counselor will contact the parent by phone to confirm the note.
2. Parents or guardians coming in to pick up a student should report to the guidance office. Guidance office staff will help locate and make arrangements for the student to come to the office. If the person picking up the student is not the parent or legal guardian, counselors must obtain permission from the legal guardian to release the student. Under no circumstances are parents allowed to go to class to get the student.
3. Parents or guardians calling to have a student dismissed should call the guidance office for assistance.

All students requesting an early dismissal pass must acquire approval from an administrator or designee prior to their signing out through the guidance office.

Any student who is eighteen years of age or over is considered an adult and has the same rights, privileges, duties and responsibilities as any adult while in attendance at a CT Technical High School. **HOWEVER**, the CT Technical High School System recognizes the responsibilities to the parents of secondary students regardless of the age of the students in its charge. The school will continue to maintain contact with parents of all secondary school students who reside at home and/or continue to receive support from parents. For this reason, parents of 18 year old students will still be contacted to advise them of a student's early dismissal request.

No permission will be given to students to leave early for work, unless officially enrolled in the Work Based Learning program. It is suggested that students arrange their job schedules to fit the school's operating schedule.

## ***End of School Day***

For security and safety reasons, all students must exit the school building by 3:00 p.m. Students who are serving an administrative detention, a teacher detention or receiving special teacher help may stay only until their obligations are met. Athletes under the supervision of a coach in a specified area are exempt from this policy. Students found in the building after 3:00 p.m. without a legitimate reason will be subject to disciplinary action.

## ***Elevator Usage***

The elevator is reserved for those students with disabilities or injuries. Students with disabilities or injuries requiring the use of the elevator should see the school nurse in the nurse's office in the 100 hallway.

## ***Emergency Student Telephone/Cell Phone Use***

Possession and use of cell phones during school hours is strictly prohibited.

However, in the event of an emergency, if a student needs to make a phone call – they should go to the main office for administrative assistance and/or phone use.

If you need to reach a student in the event of any outside emergency – call the main switchboard at (860) 448-0220 and the student will be located for contact.

## ***Faculty Assistance***

Members of the faculty are generally available after student dismissal to assist those who need extra help or for make-up work. The student is responsible for contacting instructors in regard to all make-up work.

## ***Lost and Found***

All requests for lost articles should be made in the Security Office. All articles found in the building should be brought to the Security Office, room D120 in the 200 hallway. Articles of clothing, etc., not retrieved after a reasonable length of time will be disposed of.

## ***Lunch/Cafeteria Regulations***

Our cafeteria is organized to provide regularly scheduled lunches as well as a breakfast-type snack for students who arrive before the warning bell. Students should refer to their schedules for their scheduled time to eat. At this time, a full meal is served to the student, along with sandwiches and desserts as priced. Students may bring their own lunch and purchase milk.

1. At no time is any type of food or beverage to be taken out of the cafeteria or consumed in any other area but the cafeteria. NO FOOD OR BEVERAGES are allowed outside of the cafeteria (with the exception of water in a clear plastic bottle.)
2. Having the exact price for food or milk will help speed the lines.
3. All lunches must be eaten on a tray.
4. Trays must be returned to the appropriate location.
5. Trash must be put in appropriate receptacles.
6. All students are to remain seated until the bell rings.
7. Throwing or tossing food is absolutely prohibited. Penalty for such behavior is In-School Suspension (ISS) or Out of School Suspension (OSS). Guilty students will be required to clean the cafeteria.
8. Lavatory procedures must be followed. Students must receive permission from the cafeteria monitor and must use the lavatories directly outside the cafeteria main doors.
9. Students are not allowed to leave the cafeteria level until dismissed by the cafeteria monitors. During their lunch period, students are not allowed to be in any academic or shop areas of the building.
10. On legal days, early dismissal days, or when school closes early due to weather or other emergency, lunch will not be served.

## ***National Honor Society Rules & Regulations***

Selection Criteria for induction to NHS include:

1. Students have maintained an average of at least 84.5 (shop and academic) for two marking periods.
2. Academic classes must be above average; one average class is allowed; no below-average classes are acceptable.
3. All student discipline records will be reviewed, and any students that have been suspended during the school year will be disqualified. (Students may reapply for admission in subsequent years if they qualify).
4. Qualifying students will be notified and must complete a Student Activity Information Form and submit one letter of recommendation from a community member. Letters of Recommendation from the Grasso Faculty and/or family members are not permitted. If a student submits a letter from either of these sources their Activity Information Form will be deemed incomplete, and incomplete forms will not be considered by the Faculty Council.
5. A list of these students will then be distributed to faculty, allowing them to rate, on a scale of 1 to 4, each student on character, service and leadership, and provide any pertinent comments and explanations for their rating.
6. Final selection will be made by a Faculty Council consisting of 5 faculty members, as chosen by the principal and/or assistant principal. The Faculty Council will meet to review the Student Activity Information Forms, Letter(s) of Recommendation and the Faculty Review Sheets. (All names will be blacked out on all forms handed to the Faculty Council to ensure a blind decision!)

An Induction Ceremony will take place in early to mid May, and all new inductees are required to attend this function to become a member. When a member fails to maintain membership standards, it is brought to the attention of the faculty advisor and, in turn, the Faculty Council. Failing to maintain membership standards would include: GPA falling below 84.5, taking more than one average class, taking any below average classes, in/out of school suspension, and other conduct which is deemed inappropriate by the Faculty Council. A warning may be given to the member that he or she is in danger of dismissal. In case of a serious violation of school rules or civil laws, a warning is not necessarily required. Once a member is dismissed, he or she is never again eligible for the National Honor Society and must turn in all symbols pertaining to it.

### ***Open House Night***

Early in the school year, an Open House Night will be scheduled to showcase the school for all area interested middle school students, prospective incoming students and their parents/guardians as well as the general public.

### ***Parents' Night***

All Parents are invited to an orientation on Parents' Night in the fall. Notices will be sent home (see also School Calendar). Developing close cooperation between home and school is of the utmost importance. It is only through this cooperation that students can derive the greatest benefits from their educational experience.

### ***Peer Mediation***

The Peer Mediation program trains selected students in the skills required to successfully resolve interpersonal conflicts (e.g., communication, problem solving, anger management, mediation). These Peer Mediators in turn work with other members of the student body who are involved in an interpersonal conflict. The philosophy of the program is based on the knowledge that youth tend to turn to other youth, rather than to adults, with their problems. The Peer Mediation program teaches students that they can learn the skills to successfully resolve their own conflicts.

### ***Public Display of Affection***

Excessive displays of affection in a work or school atmosphere are offensive and embarrassing to others, as well as distracting and disruptive to the educational environment. This type of display is not acceptable, and may result in disciplinary consequences.

## ***Student Achievement Intervention Lab (SAIL)***

The Student Achievement Intervention Lab (SAIL) provides a setting for students with potentially serious behavior problems as well as an in-school suspension program. Students who are assigned to the SAIL classroom learn new behaviors and the importance of this knowledge as it relates to school and class attendance, academic achievement and high expectations, self-discipline and appropriate interactions with staff and peers.

The activities in the Student Achievement Intervention Lab are three-fold: disciplinary, tutorial and advisory. The disciplinary activity includes explanation, clarification and enforcement of the rules that have been implemented in the school to ensure the integrity of the in-school suspension program. The tutorial activity includes assisting students with problems they may have in academic areas. Finally, the advisory activity offers students the opportunity to discuss the specifics of the violation(s) that led to the suspension and possible alternative behaviors or solutions that might have occurred.

## ***School Awards Program***

In addition to the Athletic Awards Programs, Grasso Tech has an extensive School Awards Program. These awards vary in type and size. Some consist of tools, others are cash awards, and some are in the form of scholarships to institutions of higher learning. Each award has its own set of eligibility rules, but they are based on one or more of the following: student attendance, performance, scholarship and/or citizenship. Awards assemblies are held near the end of the school year

## ***School Dances***

School dances will be scheduled at the discretion of the administration, and in conjunction with the student council. The following regulations are in effect regarding all school dances:

1. Tickets will be sold only at school during the time and place designated by the school principal.
2. Students who wish to invite guests who are not students at our school must complete a guest permission form prior to the day of the dance.
3. Smoking on school property is prohibited. Anyone found violating this rule would be required to leave the premises.
4. Refreshments may be consumed in the cafeteria or gym only.
5. All areas, except those needed for the dance, i.e. gym, cafeteria and lavatories, are off limits. Anyone found in violation of this rule will be required to leave the premises.
6. Entrances and exits will be assigned. Parking will be in the student parking area only.
7. Everyone attending the dance must sign in at the door.
8. Participants must adhere to dress code guidelines as determined by the advisors with the approval of the school principal.
9. Heavy boots or footwear that will mark the gym floor will not be permitted.
10. Students must have been in attendance that day for at least the equivalent of a legal day (4 hours).
11. Students must remain in the building once they have signed in. Students who have exited the building will not be allowed re-entry to the dance.
12. In addition to rules 1-11 governing dances, Grasso's Discipline Policy will also prevail.

***Sexually suggestive dancing is prohibited and may result in a student being removed from the event and parents being notified.*** The following dance conduct guidelines apply on and off the dance floor:

1. No simulations of sexual acts.
2. No grinding.
3. No straddling legs.
4. No touching of breasts, buttocks or genitals.
5. No overt or prolonged public displays of affection.

## ***School Delays, Cancellations, Early Closing***

Occasionally, because of severe or threatening weather, school may be cancelled, open late, or dismissed early. When this occurs, the radio and television stations noted below will be notified. Students or parents should not call the school; please check radio or television for the latest information.

It should be noted that when the Groton Public Schools are cancelled, open late, or close early, Grasso- Southeastern will do the same. Other towns may, at their discretion, depending upon their road conditions, make decisions that are different from Groton or other towns. Students that do not have town provided transportation due to weather will not be penalized for lack of attendance on those days.

On days when school is cancelled or dismissed early due to inclement weather or other emergency, all after school activities and athletic events are also cancelled for the day.

### **Radio Stations:**

980 AM WSUB – Groton	98.7FM WNLC - New London
1310AM WICH - Norwich	97.7FM WCTY - Norwich
1080AM WTIC - Hartford	1400AM WILI - Willimantic
1420AM WLIS - Saybrook	100.5FM WRCH - Hartford
93.7FM WZMX	88.1FM WBLQ
98.3FM WILI	99.3FM WADK

### **Television Channels:**

WFSB – Channel 3 - Hartford
WVIT - Channel 30 - Hartford
WTNH – Channel 8 – New Haven

## ***Shop Selection Night***

All freshmen and their parents/guardians are invited to attend our annual Shop Selection Night. At that time all freshmen will have completed Phase II of exploratory. The final phase requires freshmen and their parents/guardians to make a decision on their final trade selection. In order to assist in this process we will have all the trade instructors available for an orientation and tour of the three shops of Phase II. In addition, guidance counselors and administrators will be available to provide information and to answer questions concerning final trade selection. The evening is a key component in the freshmen exploratory experience. Notices will be sent home with the evening's schedule.

## ***Sports***

The following is a list of all interscholastic sports available to students at Grasso-Southeastern Technical High School:

<u>FALL SPORTS</u>	<u>WINTER SPORTS</u>	<u>SPRING SPORTS</u>
Girls' Volleyball	Girls' Basketball	Baseball
Boys' Soccer	Boys' Basketball	Softball
Girls' Soccer	Rifle Team	Golf
Boys' Cross Country	Cheerleading	Track
Girl's Cross Country	Indoor Track	Tennis
Dance Team		

## ***Student Agenda Planners***

On the first day of classes, every student will be issued a **student agenda planner**. Consistent, daily use of the student agenda planner will help to contribute to the student's academic success and will enable parents to know about homework assignments and upcoming projects and tests. Every day, for every class, students will be asked to record their homework assignments, long-term projects, and upcoming tests in their agenda planners. If there is no homework for a particular class, the students will write "none" for that period. Teachers will check to ensure that assignments are consistently and accurately recorded. Parents or guardians are urged to talk with their son or daughter about their assignments and to check their planners on a regular basis. Replacement cost for a lost agenda planner is \$5.

## ***Student Dress & Uniform Policy***

The standards of dress for Technical Schools are based on consideration of the safety and health of students and reflect those standards commonly acceptable in the business world and in industry. A student's dress may not disrupt the educational process of the school or cause damage to the school (see additional guidelines pg. 40). In addition, each shop will issue in writing its required dress regulations. These take into consideration safety, health, industrial standards, and the educational process.

### UNIFORM POLICY

The Grasso Southeastern Technical High School parents, Faculty, and Administration have adopted a School Uniform Policy, effective August 2007, to:

- Promote the school spirit and school values of Grasso Southeastern;
- Promote decorum, and the idea that school is a place of order and work;
- Promote respect for authority;
- Reduce socio-economic tension;
- Increase attendance;
- Reduce the dropout rate;
- Reduce disciplinary actions;
- Promote student safety;
- Make it easier for employees to identify outsiders;
- Increase student academic achievement.

### ACADEMIC UNIFORM

**Shirts:** Academic uniform shirts must be purchased from the school store and be of proper fit. Shirts must not hang below pants pockets. Shirts with the Grasso logo are offered in a variety of styles including long and short sleeve polo shirts, and Henley-style shirts. Color options for shirts are navy and gray.

**Under Shirts:** If students choose to wear a shirt under the uniform shirt, it must be solid color white, black, navy or gray. Under shirts may not hang lower than the uniform shirt.

**Sweatshirts:** The only outerwear permitted during school is a Grasso or plain (no logo) sweatshirt without the hood in one of the following colors; navy, black, or gray. Grasso sweatshirts may be purchased at the school store.

**Pants:** Students must wear pants in black or tan only. Athletic wear and sweats are not acceptable. All pants must fit properly and cover undergarments.

**Skirts/Shorts:** Students may wear black or tan skirts, skorts or shorts that are at least knee length.

**Belts:** Refer to school dress policy.

**Shoes:** Refer to the school dress policy.

**Defacing of Uniform is Prohibited:** This includes cutting, decorating and alterations of any kind.

**9<sup>th</sup> Grade Exploratory-shirts:** T-shirts will be gray and have a logo imprinted on them.

## GENERAL INFORMATION

1. All students must attend school each day in uniform. During trade cycles, the freshman shop uniform or shop-authorized uniform will be worn. **Trade uniforms are required in the trade cycle and there may be additional restrictions based on specific trade environments.**
2. During Academic cycles, the academic uniform will be worn.
3. All uniform pieces must be appropriately sized for the student; that is, **they must be no more than one regular size larger or smaller than the student actually measures.** Extra wide, extra full, extra long, baggy or sagging pants or shorts, or uniform articles that are too tight, are not acceptable.
4. All uniform shirts must carry the approved silk-screen on the left chest featuring the Grasso Southeastern Technical High School logo.
5. Free-dress days for the Academic cycle will be every month on Activity Day, unless notice is given that a different day has been selected.
6. Academic uniform shirts with logo must be purchased through the PFO.
7. New students have one full academic and shop cycle to purchase uniforms.
8. No visible emblems, tags, logos, monogramming, embroidery or writing other than as set forth above are allowed on the academic uniform.
9. Shorts are an optional choice for wear in the early fall and late spring. Students may begin the fall school term wearing uniform shorts. Shorts that reach mid thigh or below are allowed.
10. Ladies' skirts and skorts (combination skirt/shorts) are an optional choice, and may be worn at any time of the year. Skirts or skorts must be navy, black or tan and reach mid thigh or below

## DRESS CODE GUIDELINES

1. To clarify dress code guidelines as found in the CTTHS District handbook, coats, jackets or other attire normally worn as outerwear, **including hooded sweatshirts** are not allowed to be worn in any area of the school during the school day. During certain seasons, students should dress appropriately for cooler areas of the building.
2. Hats and head coverings of any kind are not allowed; unless required in certain production shops. Students should remove head coverings immediately upon entering the building, and store them in their locker for the day. **Students are not allowed to carry hats, bandanas, or head coverings with them through the day. They must be stored in their lockers.**

Common sense and good judgment by all, and monitoring by parents, will prevent any problems in these areas. When a student violates the dress code or is without the required shop clothing, safety shoes, etc., the student's parents/guardians will be contacted immediately and asked to bring acceptable clothing.

### *Student ID Cards*

**Students shall be provided with photo identification cards early in the school year. Such cards shall be worn while on school property or at school-sponsored events.**

- Cost for the first ID badge is covered by the school.
- Replacement ID badges will be issued at a cost to the student of \$5.
- Students who forget their badge (or fail to display it appropriately) will be charged a fine of \$1 per day and a temporary ID badge will be issued at the main office.

### *Tardiness*

Tardiness cannot be accumulated and utilized as the basis for denial of credit, nor can tardiness be utilized for reduction of grade. The attendance policy treats absence in terms of its effect on academic and skill progress, however, tardiness is regarded as a disciplinary problem, subject to either classroom or administrative penalties. Habitual tardiness should be seen as a correctable behavior problem requiring counseling and parental conferences. Starting with the third tardy (and each additional tardy) to school per marking period, students will meet with an administrator or designee and a disciplinary detention will be issued.

***Students arriving after 7:25 are to report to the Dean of Students/Attendance Officer in the Guidance Office. Tardy students are subject to the following interventions:***

- 1<sup>st</sup> and 2<sup>nd</sup> Tardy: Counseling of the student regarding policy by Dean of Students/Attendance Officer.
- 3<sup>rd</sup> Tardy: A detention will be assigned.
- 4<sup>th</sup> Tardy: One (1) detention will be assigned
- 5<sup>th</sup> Tardy: One (1) detention will be assigned plus a mandatory student conference with the Dean of Students and the appropriate Guidance Counselor
- 6<sup>th</sup> and 7<sup>th</sup> Tardy: One (1) detention will be assigned.  
Student driving privileges will be revoked for a three-month period.
- 8<sup>th</sup> Tardy: A mandatory parent/guardian-student conference with the Dean of Students and the appropriate Guidance Counselor.  
Suspension of driving privileges for the remainder of the school year.
- 9<sup>th</sup> Tardy (or more): Student will be referred to the Assistant Principal for In-School Suspension

***Any unexcused tardy after 8:00 a.m. will result in an automatic detention.***

### ***Visitors***

All visitors must first report to the main office, sign in and receive a visitor's pass. Visits shall be permitted only with the approval of the Principal. Unauthorized persons shall not be permitted in school buildings or on school grounds.

# Bell Schedule

## Grasso Tech Bell Schedule 2008 – 2009

<b>REGULAR DAY</b>	
Warning Bell: 7:22	
Period	NO Homeroom - students report directly to 1st Period
1	7:25 - 8:19
2	8:22 - 9:12
3	9:15 - 10:05
4	10:08 - 10:58
5	11:01 - 12:14
	L1 10:38 - 10:58 (Shop 9/10)
	L2 11:01 - 11:21 (Acad 9/10)
	L3 11:24 - 11:44 (Shop 11/12)
L4 11:54 - 12:14 (Acad 11/12)	
6	12:17 - 1:07
7	1:10 - 2:00

<b>HALF DAY</b>	
Warning Bell: 7:22	
Period	NO Homeroom - students report directly to 1st Period
1	7:25 - 8:06
2	8:09 - 8:45
3	8:48 - 9:24
4	9:27 - 10:03
5	10:06 - 10:42
6	10:45 - 11:21
7	11:24 - 12:00
<b>NO LUNCH ON HALF DAYS</b>	

<b>90 MINUTE DELAY</b>	
Warning Bell: 8:52	
Period	NO Homeroom - students report directly to 1st Period
1	8:55 - 9:36
2	9:39 - 10:15
3	10:18 - 10:54
4	10:57 - 11:33
5	11:36 - 12:42
	L1 11:13 - 11:33 (Shop 9/10)
	L2 11:36 - 11:56 (Acad 9/10)
	L3 11:59 - 12:19 (Shop 11/12)
5	L4 12:22 - 12:42 (Acad 11/12)
6	12:45 - 1:21

<b>ACTIVITY PERIOD DAY</b>	
Warning Bell: 7:22	
Period	NO Homeroom - students report directly to 1st Period
1	7:25 - 8:10
2	8:13 - 8:54
3	8:57 - 9:38
4	9:41 - 10:22
5	10:25 - 11:06
	L1 10:23 - 10:43 (Shop 9/10)
5	L2 10:46 - 11:06 (Acad 9/10)
6	11:09 - 12:15
	L3 11:09 - 11:29 (Shop 11/12)
6	L4 11:53 - 12:13 (Acad 11/12)
7	<b>ACTIVITY PERIOD 12:16 – 2:00</b> <b>(No Academic Access Class)</b>

## Teacher Contact List

NAME	DEPARTMENT	EMAIL ADDRESS	PHONE
Allen, Thomas	*Drafting	<a href="mailto:thomas.allen@ct.gov">thomas.allen@ct.gov</a>	441-0337/0338
Antoch, Gregory	English	<a href="mailto:gregory.antoch@ct.gov">gregory.antoch@ct.gov</a>	441-0390
Bains, Harjit	Science	<a href="mailto:harjit.bains@ct.gov">harjit.bains@ct.gov</a>	441-0391
Baker, Tony	Math	<a href="mailto:tony.baker@ct.gov">tony.baker@ct.gov</a>	441-0386
Bartels, Donald	English	<a href="mailto:donald.bartels@ct.gov">donald.bartels@ct.gov</a>	445-3820
Beebe, Jeremy	Health / Physical Education	<a href="mailto:jeremy.beebe@ct.gov">jeremy.beebe@ct.gov</a>	441-0375
Bell, Kerry	Principal	<a href="mailto:kerry.bell@ct.gov">kerry.bell@ct.gov</a>	448-0220
Blake, John	*Auto Mechanics	<a href="mailto:john.blake@ct.gov">john.blake@ct.gov</a>	441-0359
Bono, David	Drafting	<a href="mailto:david.bono@ct.gov">david.bono@ct.gov</a>	441-0337/441-0338
Burns, Daniel	Health / Physical Education	<a href="mailto:daniel.burns@ct.gov">daniel.burns@ct.gov</a>	441-3835
Burnside, Cathy	*English/General Education Dept Head	<a href="mailto:cathy.burnside@ct.gov">cathy.burnside@ct.gov</a>	441-0334/441-0384
Carpenter, Shawn	Information Systems Technology	<a href="mailto:shawn.carpenter@ct.gov">shawn.carpenter@ct.gov</a>	445-3845
Castagna, Gill	Special Education	<a href="mailto:gill.castagna@ct.gov">gill.castagna@ct.gov</a>	445-3841
Cervera, Jack	Dean of Students	<a href="mailto:jack.cervera@ct.gov">jack.cervera@ct.gov</a>	441-0312
Chaude, Gene	Carpentry	<a href="mailto:gene.chaude@ct.gov">gene.chaude@ct.gov</a>	441-0347
Clarkson, Deborah	Guidance Coordinator	<a href="mailto:deborah.clarkson@ct.gov">deborah.clarkson@ct.gov</a>	441-0323
Clement, Jennifer	School Social Worker	<a href="mailto:jennifer.clement@ct.gov">jennifer.clement@ct.gov</a>	441-0328
Collings, Henry	Social Studies	<a href="mailto:henry.collings@ct.gov">henry.collings@ct.gov</a>	445-3821
Cotsoridis, Jason	Social Studies	<a href="mailto:jason.cotsoridis@ct.gov">jason.cotsoridis@ct.gov</a>	441-0357/441-0335
Czaikowski, Andrea	Social Studies	<a href="mailto:andrea.czaikowski@ct.gov">andrea.czaikowski@ct.gov</a>	445-0823
Dacek, Ann	School Nurse	<a href="mailto:ann.dacek@ct.gov">ann.dacek@ct.gov</a>	441-0326
D'Agostino, Robert	Media Specialist	<a href="mailto:robert.dagostino@ct.gov">robert.dagostino@ct.gov</a>	441-0327
Decosta, Heidi	Math	<a href="mailto:heidi.decosta@ct.gov">heidi.decosta@ct.gov</a>	441-0388/445-3843
Delaporta, Maggie	Social Studies	<a href="mailto:maggie.delaporta@ct.gov">maggie.delaporta@ct.gov</a>	445-3822
Deshmukh, Devendra	Science	<a href="mailto:devendra.deshmukh@ct.gov">devendra.deshmukh@ct.gov</a>	441-0392
DiGangi, Monica	English	<a href="mailto:monica.digangi@ct.gov">monica.digangi@ct.gov</a>	445-3825
DuBois, Gayle	School Psychologist	<a href="mailto:gayle.dubois@ct.gov">gayle.dubois@ct.gov</a>	441-0336
Fafard, Gina	Assistant Principal	<a href="mailto:gina.fafard@ct.gov">gina.fafard@ct.gov</a>	448-0220
Frausini, Alan	Plumbing	<a href="mailto:alan.frausini@ct.gov">alan.frausini@ct.gov</a>	441-0352
Fritch, Larry	Bioenvironmental Technology	<a href="mailto:larry.fritch@ct.gov">larry.fritch@ct.gov</a>	441-0370
Gauld, Christopher	Social Studies	<a href="mailto:christopher.gauld@ct.gov">christopher.gauld@ct.gov</a>	441-0379
Giesler, Bonnie	Information Technology	<a href="mailto:bonnie.giesler@ct.gov">bonnie.giesler@ct.gov</a>	441-0376
Golart, Holly	English	<a href="mailto:holly.golart@ct.gov">holly.golart@ct.gov</a>	441-0330
Granatosky, Patrice	Social Studies	<a href="mailto:patrice.granatosky@ct.gov">patrice.granatosky@ct.gov</a>	441-0357/441-0335
Griffin, Sharon	Culinary Arts	<a href="mailto:sharon.griffin@ct.gov">sharon.griffin@ct.gov</a>	441-0373
Hellekson, Wendy	ELL / Math Lab / Language Lab	<a href="mailto:Wendy.Hellekson@ct.gov">Wendy.Hellekson@ct.gov</a>	445-3844
Jameson, Sandi	Science	<a href="mailto:sandi.jameson@ct.gov">sandi.jameson@ct.gov</a>	441-0395
Jones, Chris	Hospitality & Customer Service Management	<a href="mailto:chris.jones@ct.gov">chris.jones@ct.gov</a>	441-0340
Keith, Virginia	Assistant Principal	<a href="mailto:Virginia.keith@ct.gov">Virginia.keith@ct.gov</a>	
Kohm, Chris	Manufacturing Technology	<a href="mailto:chris.kohm@ct.gov">chris.kohm@ct.gov</a>	445-3833

Lamitie, Jamie	Electrical	<a href="mailto:jamie.lamitie@ct.gov">jamie.lamitie@ct.gov</a>	441-0346
Legare, Brian	*Plumbing	<a href="mailto:brian.legare@ct.gov">brian.legare@ct.gov</a>	441-0353
Levitsky, Marcia	Information Systems Technology	<a href="mailto:marcia.levitsky@ct.gov">marcia.levitsky@ct.gov</a>	445-3840
Llontop, Damaris	English / Spanish / Bilingual / ELL	<a href="mailto:damaris.llontop@ct.gov">damaris.llontop@ct.gov</a>	441-0389
Lorraine, Tami	Mathematics	<a href="mailto:tami.lorraine@ct.gov">tami.lorraine@ct.gov</a>	441-0387
MacFarland, Wendy	Special Education	<a href="mailto:wendy.macfarland@ct.gov">wendy.macfarland@ct.gov</a>	445-3841/441-0376
Maletta, Kristine	English	<a href="mailto:kristine.maletta@ct.gov">kristine.maletta@ct.gov</a>	445-3824
Manning, Erica	English	<a href="mailto:erica.manning@ct.gov">erica.manning@ct.gov</a>	445-0375
McDevitt, Peter	*Carpentry	<a href="mailto:peter.mcdevitt@ct.gov">peter.mcdevitt@ct.gov</a>	441-0348
Miguel, David	*Culinary Arts	<a href="mailto:david.miguel@ct.gov">david.miguel@ct.gov</a>	441-0362
Mizak, Kevin	*Mathematics/Related Education Dept Head	<a href="mailto:kevin.mizak@ct.gov">kevin.mizak@ct.gov</a>	441-0385/441-0384
Myers, Margret	*Special Education	<a href="mailto:margret.myers@ct.gov">margret.myers@ct.gov</a>	445-3842
Ogden, David	Guidance Counselor	<a href="mailto:david.ogden@ct.gov">david.ogden@ct.gov</a>	441-0316
Oliva, John	Auto Body	<a href="mailto:john.oliva@ct.gov">john.oliva@ct.gov</a>	441-0361
Olson, Barbarellen	Culinary Arts	<a href="mailto:barbarellen.olson@ct.gov">barbarellen.olson@ct.gov</a>	441-0362
Orkney, Hope	Special Education	<a href="mailto:hope.orkney@ct.gov">hope.orkney@ct.gov</a>	445-3841
Paradis, William	Guidance Counselor	<a href="mailto:william.paradis@ct.gov">william.paradis@ct.gov</a>	441-0322
Peck, Gregory	Guidance Counselor	<a href="mailto:gregory.peck@ct.gov">gregory.peck@ct.gov</a>	441-0321
Pesarik, Alex	*Bioenvironmental Technology	<a href="mailto:alex.pesarik@ct.gov">alex.pesarik@ct.gov</a>	445-3832
Roswell, Paula	Art	<a href="mailto:paula.roswell@ct.gov">paula.roswell@ct.gov</a>	445-3858
Roy, John	Science	<a href="mailto:john.roy@ct.gov">john.roy@ct.gov</a>	441-0399
Sansoucy, Kristen	Music	<a href="mailto:kristen.sansoucy@ct.gov">kristen.sansoucy@ct.gov</a>	441-0344/441-0343
Schlosser, Connie	Language Lab	<a href="mailto:connie.schlosser@ct.gov">connie.schlosser@ct.gov</a>	445-3844
Smallwood, Victoria	Hairdressing/Cosmetology	<a href="mailto:victoria.smallwood@ct.gov">victoria.smallwood@ct.gov</a>	441-0333
Sprague, Linda	Physical Education/Athletic Director	<a href="mailto:linda.sprague@ct.gov">linda.sprague@ct.gov</a>	441-0366
Stoecker, Erin	Math Lab	<a href="mailto:erin.stoecker@ct.gov">erin.stoecker@ct.gov</a>	445-3843/441-0388
Supples, Joy	Art	<a href="mailto:joy.supples@ct.gov">joy.supples@ct.gov</a>	445-3857
Sylvestre, John	*Electrical	<a href="mailto:john.sylvestre@ct.gov">john.sylvestre@ct.gov</a>	441-0345
Tjardes, Al	Special Education/Language Lab	<a href="mailto:tjardes.al@ct.gov">tjardes.al@ct.gov</a>	445-3841/445-3844
Violette, Steve	*Auto Body	<a href="mailto:steven.violette@ct.gov">steven.violette@ct.gov</a>	441-0360
White, Michael	Hospitality & Customer Service Management	<a href="mailto:michael.white@ct.gov">michael.white@ct.gov</a>	441-0339
Wilson, Richard	Mathematics	<a href="mailto:Richard.wilson@ct.gov">Richard.wilson@ct.gov</a>	441-0393
Willoughby, Kevin	Physical Education	<a href="mailto:kevin.willoughby@ct.gov">kevin.willoughby@ct.gov</a>	441-0367
Zakowski, Lynn	*Hairdressing Cosmetology	<a href="mailto:lynn.zakowski@ct.gov">lynn.zakowski@ct.gov</a>	441-0332

\* denotes Department Head

# Ella T. Grasso/Southeastern Technical High School School Calendar - 2008/2009

Revised: 7/30/08

August 2008				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25PD	26PD	27	28	29

September 2008				
M	T	W	TH	F
1H	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24pd	25	26
29	30			

October 2008				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13H	14PD	15	16	17
20	21	22	23	24
27	28	29	30	31pd

November 2008				
M	T	W	TH	F
3	4PD	5	6	7
10	11H	12	13	14
17	18	19	20	21
24	25	26V	27H	28V

December 2008				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23V	24V	25H	26V
29V	30V	31V		

January 2009				
M	T	W	TH	F
			1H	2V
5	6	7	8	9
12	13	14	15	16
19H	20	21	22	23
26	27	28	29	30pd

February 2009				
M	T	W	TH	F
2	3	4	5	6
9	10	11cd	12H	13V
16H	17	18	19	20
23	24	25	26	27

March 2009				
M	T	W	TH	F
2	3	4pd	5pd	6
9	10	11pd	12pd	13
16	17	18	19	20
23	24	25	26	27V
30	31			

April 2009				
M	T	W	TH	F
		1	2	3
6	7	8	9cd	10H
13V	14V	15V	16V	17V
20	21	22	23	24
27	28	29	30	

May 2009				
M	T	W	TH	F
				1
4	5	6	7	8pd
11	12	13	14	15
18	19	20	21	22cd
25H	26	27	28	29

June 2009				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16*	17*	18*	19*
22pd	23PD	24	25	26
29	30			

July 2009				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Important Dates:	
August 18 - 20	New Teacher Orientation
August 25 - 26	Professional Development
<b>August 27</b>	<b>First Day of School</b>
September 1	No School - Labor Day
September 24	Shortened Day - Professional Development
<b>October 9</b>	<b>Parents Night</b>
October 13	No School - Columbus Day
October 14	No School - Professional Development
October 31	Shortened Day - Professional Development
November 4	No School - Professional Development
<b>November 6</b>	<b>Open House</b>
November 11	No School - Veterans Day
November 26	Shortened Day - Thanksgiving Break Begins
November 27 - 28	No School - Thanksgiving Break
<b>December 4</b>	<b>Shop Selection</b>
December 23	Shortened Day - Winter Break Begins
December 24 - Jan 2	No School - Winter Break
January 19	No School - Martin Luther King Jr. Day
January 30	Shortened Day - Professional Development
February 11	Shortened Day - Compensatory Day
February 12	No School - Lincoln's Birthday
February 13	No School - Vacation
February 16	No School - Washington's Birthday
March 4 - 5	Shortened Days - Professional Development
March 11 - 12	Shortened Days - Professional Development
March 27	No School - Skills USA Competition
April 9	Shortened Day - Compensatory Day
April 10	No School - Good Friday
April 13 - 17	No School - April Vacation
May 8	Shortened Day - Professional Development
May 22	Shortened Day - Compensatory Day
May 25	No School - Memorial Day
<b>June 15</b>	<b>Tentative Last Day of School</b>
June 16 - 22	Potential Snow Day Make-up
June 22	Shortened Day - Professional Development
June 23	Full Day - Professional Development

<b>Cycle A:</b>	<b>9 &amp; 12 Academic</b>
	<b>10 &amp; 11 - Shop</b>
<b>Cycle B:</b>	<b>9 &amp; 12 - Shop</b>
	<b>10 &amp; 11 - Academic</b>

Cycle Schedule:		Days
1	Cycle A	Aug 27 - Sept 8 8
2	Cycle B	Sept 9 - Sept 23 11
3	Cycle A	Sept 24 - Oct 8 11
4	Cycle B	Oct 9 - Oct 28 12
5	Cycle A	Oct 29 - Nov 12 9
6	Cycle B	Nov 13 - Dec 3 13
7	Cycle A	Dec 4 - Dec 15 8
8	Cycle B	Dec 16 - Dec 23 6
9	Cycle A	Jan 5 - Jan 16 10
10	Cycle B	Jan 20 - Jan 29 8
11	Cycle A	Jan 30 - Feb 20 13
12	Cycle B	Feb 23 - Mar 13 15
13	Cycle A	Mar 16 - Mar 31 11
14	Cycle B	Apr 1 - Apr 9 7
15	Cycle A	Apr 20 - May 1 10
16	Cycle B	May 4 - May 15 10
17	Cycle A	May 18 - Jun 2 11
18	Cycle B	Jun 3 - Jun 15 9
		182

Marking Periods		Days
1st	Aug 27 - Nov 26	61
2nd	Dec 1 - Mar 13	63
3rd	Mar 16 - June 15	58
	<b>Total:</b>	<b>182</b>

Legend:			
	Shortened Day	pd	Teacher Pro. Dev. (Shortened Day)
	No School:	cd	Compensatory Day (Shortened Day)
	H = Holiday	*	Potential Snow Day Make-up
	V = Vacation	W	No School - Inclement Weather
	PD = Professional Development		