

Emmett O'Brien Technical High School



Teamwork: Working, Achieving, Succeeding Together

Student Handbook 2009 – 2010

Addendum

EMMETT O'BRIEN TECHNICAL HIGH SCHOOL

141 Prindle Avenue Ansonia, Connecticut 06401
Telephone (203) 732-1800 Facsimile (203) 735-6236
Website www.cttech.org/O'BRIEN

Laurie LeBouthillier, Principal

Dear Students, Parents, and Guardians:

Welcome to Emmett O'Brien Technical High School. Please take the time to carefully review the information outlined in our handbook. ***Students and their parents/guardians are responsible for knowing the contents of the school handbook.*** We encourage every student to reach his or her highest potential. Our faculty is dedicated to providing outstanding technical and academic instruction. Instruction is diversified in order to prepare students for the world beyond high school. It is our goal to give students the marketable skills that are necessary for post high school education and employment in a rapidly changing technological society. We offer ten occupation specific technologies in addition to our academic courses and adult education programs. Our curriculum is innovative, and will prepare our graduates for the challenges presented by post-high school academic study, and will provide them the problem-solving skills essential for success in a technological career. The curriculum is aligned with the Connecticut Frameworks and our students have advanced on challenging statewide assessments that gauge progress for The No Child Left Behind Act (NCLB). The overall goal of NCLB is to have all students-100%-achieving at grade level in 2014.

Your interest, your involvement, your support, and your parental guidance have never been more important. If you have any concerns regarding your child's schooling, feel free to contact us. We welcome your inquiries. We believe that working in concert with students and their parents/guardians provides children with greater opportunities to grow, learn, and appreciate the world around them.

We at O'Brien Technical High School have enhanced and diversified our academic and technical curricula. Our students choose from elective courses, and will participate in lessons that are presented through differentiated instruction. A sense of anticipation and excitement is clear for the upcoming school year. I am very pleased that you can be a part of it. I congratulate you on your choice to attend Emmett O'Brien Technical High School and making it a part of your journey into life-long learning.

Sincerely,

Laurie LeBouthillier

Acting Principal

Acknowledgements/Agreements (Due FRIDAY, SEPTEMBER 4)

Request by non-custodial parent

Either parent or legal guardian of a minor student shall, upon written request to a local or regional board of education and within a reasonable time, be entitled to knowledge of and access to all educational, medical, or similar records maintained in such student's cumulative record, except that no parent or legal guardian shall be entitled to information considered privileged. The parent or legal guardian with whom the student does not primarily reside shall be provided with all school notices that are provided to the parent or legal guardian with whom the student primarily resides. Such notices shall be mailed to the parent or legal guardian requesting them at the same time they are provided to the parent or legal guardian with whom the child primarily resides. Such requests shall be effective for as long as the child remains in the school the child is attending at the time of the request.

Education Records

I understand that, regarding education records, certain personally identifiable information about my child is considered directory information and does not require a signed release for disclosure. I understand that unless I deny the release of any or all of this information within 10 school days of the date this student handbook was issued to my child, directory information may be released. I also understand that as a parent/guardian I have a right to inspect and review all student records of my child.

Discipline Policy and Substance Abuse Policy

I understand the responsibilities outlined in the Discipline Policy and Substance Abuse policy. I also understand that should my child violate either policy he/she shall be subject to disciplinary action, up to or including expulsion from school and/or referral to law enforcement officials, for violation of the law.

Attendance Policy

I understand that regular attendance is the responsibility of the student and his/her parent and is a critical aspect of the educational process. I also understand **that if 12 days of unexcused absence are exceeded** my child will be denied credit and a Family with Service Needs or a Youth in Crisis Complaint may be filed with The Superior Court, Juvenile Matters. I further understand that I may make a written request for review within ten school days following receipt of notification of denial of credit.

Electronic Information and Resources Policy

I acknowledge and agree to abide by the Electronic Information Resources Policy of the Connecticut Technical High School System.

Health and Safety Policies

I acknowledge that I have read the Health and Safety section of this handbook.

Print Student Name: _____ Date: _____

Parent's Signature

Date

Students and Parents:

It is very important that the school have a record of permission for each student concerning the items below. Please read each item thoroughly.

If you are granting permission, **do not check off any boxes**, but do sign and date the permission slip on the bottom. If you **do not grant permission** for any of the items below, please check it off, have your student and you fill in the information for grade and shop. Your student should then hand in the form to their homeroom instructor by **Friday, September 4.**

The CTHSS maintains an Internet web site for each of its schools, satellites and central office. To enhance the appearance of these web sites, video or photographic images of students and staff will be used on one or more of the sites. These photos/videos will not be used for any commercial purposes. If you do not want your child's photograph/video to be included in any of the Internet web sites of the Connecticut Technical High School System please sign the form below and return it to the assistant principals' office.

I, as parent/guardian, do hereby certify, acknowledge, authorize, and give consent to the Connecticut Technical High School System (CTHSS) to publish my child's photographic or video image, at its discretion, in school newsletters, newspapers, in TV or video coverage or in any related printed, electronic and/or video publications. It is my understanding that my child's photographic or video image shall only be used for informational and publicity activities conducted by the CTHSS and shall not be used for any commercial purposes.

Human Growth and Development and HIV/AIDS Instruction

Your child will be receiving lessons in Human Growth and Development and HIV/AIDS instruction as part of our comprehensive health curriculum. This unit will be taught during your child's class in Health.

These lessons include class discussions, tests and/or quizzes, in class assignments, or homework assignments. The curriculum for this unit includes the following:

- The physical and emotional changes associated with puberty
- Anatomy and physiology of the male and female reproductive systems
- Conception, gestation and birth
- Sexually transmitted diseases, including HIV/AIDS
- Abstinence as the most responsible sexual behavior
- Contraceptives
- The importance of healthy relationships

You have the right opt your child out of instruction in this unit. If you choose to opt your child out of this instruction, please sign the acknowledgement below.

Please note: any child opted out of Human Growth and Development and HIV/AIDS instruction will be given an alternative assignment of the same duration to receive appropriate credit toward their graduation requirement in health education.

_____ I do not want a photographic or video image of my student to be used on the Internet websites of the Connecticut Technical High School System.

_____ I do not want the school to release directory information without my consent.

_____ I do not want my child to participate in the AIDS instructional program.

Student's Name

Student's Signature

Parent/Guardian Signature

_____/_____
Date / Grade/Shop

STAFF ORGANIZATION

ADMINISTRATION

Laurie LeBouthillier – Principal
Scott Zito - Assistant Principal
Vacant - Assistant Principal

SCHOOL COUNSELING

Debbie Anderson, Dept. Head, Class of '10, Class of '12
Peter Daria – Class of '11, Class of '13

Mindy Gesmonde - Social Worker
Carol Wade - School Psychologist

TECHNICAL INSTRUCTORS

AUTOMOTIVE MECHANICS: Nicolas Mascero, Dept. Head
Roxanne Amiot, Instructor
Al Horvath, Instructor

CARPENTRY: Chris Sansone, Dept. Head
Richard Lewis, Instructor

CULINARY ARTS: Thomas Flaherty, Dept. Head
Michael McDowell, Instructor

ELECTRICAL: Roger Giori, Dept. Head
Arthur Riley, Instructor

ELECTRONICS: Calvin Thomas, Dept. Head
Vacant, Instructor

HAIRDRESSING & COSMETOLOGY:
Marcia Iben, Dept. Head
Ms. Altieri, Instructor

HEATING/VENTILATION/AIR CONDITIONING:
Mark Belade, Dept. Head
Domenico Lemmo, Instructor

COMPUTER AIDED DRAFTING & DESIGN:
Charles Haynes, Dept. Head
Rebecca Marra, Instructor

MANUFACTURING TECHNOLOGY:
Michael Varonka, Dept. Head
Lawrence Gravel, Instructor

PLUMBING & HEATING: David Sorrell, Dept. Head
Richard Roberts, Instructor

HEALTH SERVICES: Susan Hoffert, R.N., *School Nurse*

RELATED AND GENERAL EDUCATION INSTRUCTORS

DEPARTMENT HEADS:

Cecilia Sheppard - Related Department Head
Dan Nemergut - General Department Head/ Room BPR1

ART: Julie Criscuolo/ Room 103

ENGLISH: Francesca Ford / Room 104
Denise Morrissey / Room 213
Ms. Simmons / Room 207
Mary Torres / Room 204
Leslie Watton, Language Lab/ Room 114

MATHEMATICS: Nancy Iannuzzi/Room 219
Thomas Demers/ Room 110
Kimberley Feher/ Room 201
Charles Goggi/ Room 206
Terry Papadopoulos, Math Lab/ Room 113

MEDIA CENTER: Santina Scalia, Dept. Head

PHYSICAL EDUCATION/ LIFE SKILLS:

Michael Monick / Gym
Jean Lester/ Gym & Life Skills Room 112
Susan Schryver/ Room 204

ELL: Mary Parady/ Room 108

SCIENCE: Fred Caputo / Room 211
Richard Diachenko/ Room 215
David Kunces/ Room 205
Christine August / Room 210

SOCIAL STUDIES: Kellie Sievel / Room 106
Allison Kinard/ Room 217
Andrew Clements/ Room 102
James Marrone / Room 202

SPECIAL EDUCATION:

Jo Silkoff, Department Head / Room 212
Sharon Moore/ Room 212
Tamara Fischman / Room 114
Annette McCabe / Room 113

CAREER DEVELOPMENT:

Marie Meresko / Room 320

SAIL: Jerome Grant /Room 317A

EMMETT O'BRIEN TECH MISSION STATEMENT

The mission of Emmett O'Brien Tech is to provide a safe and secure environment, a dynamic technical and academic education, preparing our students to become life-long learners, who will be competent, productive, respectful and responsible citizens, capable of adapting to an ever-changing and increasingly technological society.

PHILOSOPHY AND GOALS OF EMMETT O'BRIEN CTHS

To build our foundation we rely on stakeholders that believe in scholarship, teamwork, perseverance and enthusiasm -finding pleasure in learning and instilling a zest for lifelong learning. When students, staff, parents and the community value these principles a positive school climate develops.

Learners receive instruction that requires demonstration of understanding and application of basic skills in reading, writing, arithmetic, mathematics, technology, speaking and listening. Students must learn to think creatively, make decisions, solve problems and understand how they learn. Personal qualities such as self-esteem, self-management, consideration for others, sociability and individual responsibility are valued and encouraged.

1. High Expectations. Emmett O'Brien Technical High School has defined and observable high expectations for academic achievement and conduct. All stakeholders create and reinforce a culture of achievement and support through a range of formal and informal rewards and consequences for academic performance and behavior.

2. Choice & Commitment. Students, parents and the faculty and staff at Emmett O'Brien Technical High School make a choice to be here. No one is assigned or forced to attend the school. We make and uphold a commitment to O'Brien and to each other. Everyone will exercise the effort necessary to achieve success.

3. Time. We understand that there are no shortcuts to success. Every member of the school community is expected to devote considerable time preparing in their respective technologies and subject areas; working towards acquiring knowledge and strategic skills, students are expected to participate in co-curricular experiences that prepare them directly for work in their field of technical study or for further education. The entire faculty is expected to dedicate time to life-long learning and share their experiences with peers.

4. Power to Lead. The school faculty is comprised of organizational leaders who understand that there are no great schools without great educators. The school principal believes in distributive leadership and is a capable leader. Student leaders are mentored and are expected to mentor others. O'Brien will challenge you, and you will share ideas with student leaders from around the state and nation (Skills USA).

5. Focus on Results *. At O'Brien we focus determinedly on results and publish assessment information in order to communicate strong performance scores are hallmarks of skill and strength. Student achievement on tests and other objective performance measures including the National Occupational Competency Testing Institute and the CAPT seek mastery of workplace skills. We examine the demands of the workplace and post-secondary education. Learners are expected to use strategies and skills to improve their performance in order to meet those demands.

6. Respect. Respectful behavior is a matter of common sense, doing what is right and treating others as you expect to be treated. Mutual respect is the cornerstone of each classroom.

- *Students will respect each tenet in order to be successful and to reach their goals.*
- *The intermediate goal is to help students carry this sense of commitment and accomplishment through high school.*
- *The long-term goal is to instill in our students the belief that they are well prepared for immediate productive employment, post-secondary education and a place within a competitive global workforce.*

* CTHSS Goals and Objectives affixed

TRADE PROGRAMS

The following trades are offered: Automotive Mechanics, Carpentry, Culinary Arts, Electrical, Electronics, Hairdressing & Cosmetology, HVAC (Heating, Ventilating, Air Conditioning & Refrigeration), Computer Aided Drafting & Design, Manufacturing Technology, and Plumbing & Heating.

EXPLANATION OF THE GRADING SYSTEM

The grade for each marking period is independent of any previous grade. The final grade is based upon the average of the grades achieved for each trimester (30%) and the final exam, if applicable, or 33 1/3% for each trimester (10%). The grade for the trade/technology is based on accomplishment for the period as measured against achievement levels and on standards of workmanship for an apprentice at that level, trimester exam, and final.

A+ = 97 - 100 B+ = 87 - 89 C+ = 77 - 79 D+ = 67 - 69
A = 93 - 96 B = 83 - 86 C = 73 - 76 D = 63 - 66
A- = 90 - 92 B- = 80 - 82 C- = 70 - 72 D- = 60 - 62
F = 0 - 59 P/F= Pass/Fail I = Incomplete WI= Withdrew

Attendance Credit

Students must be present in school for the time equivalent of a **shortened** school day to receive credit for attendance on that day. This includes students leaving early in order to prepare for a school related semi-formal function.

TARDY AFTER HOMEROOM

Students arriving at Emmett O'Brien CTHS after homeroom are to report to the tardy office in the lobby. Tardy students will be subject to the following punitive actions:

- 1st Tardy: A written tardy assignment will be assigned for the following day
- 2nd Tardy: A detention will be assigned for the following day
- 3rd Tardy: A detention will be assigned for the following day
- 4th Tardy: A detention will be assigned plus a parent or guardian will be notified via telephone by the tardy officer
- 5th Tardy: A parent/student conference will be mandatory with an assistant principal prior to school. Time missed from class/shop will be made up in detention hall.
- 6th Tardy: An In-School Suspension of one day will be assigned by the Assistant Principals' Office
- 7th Tardy: A mandatory parent/student conference with the school principal, plus progressive school suspension will be assigned

PARENT/ GUARDIAN RESPONSIBILITY FOR STUDENT ATTENDANCE

In order to ensure accurate and up-to-date attendance records, it is the parent's/guardian's responsibility to:

1. Call the school at 732-1832, prior to 9:00 a.m.
A recording will answer. Leave the name and grade of the student.
2. Provide the student with a signed written excuse for the homeroom instructor accounting for each day's absence or period of time, for up to four days. The note must be dated, identify the time period covered and identify the illness or emergency causing the absence. The note is in addition to the daily phone call.
3. Students have ten days to deliver a doctor's note.
4. Emmett O'Brien CTHS reserves the right to verify notes with the doctor, court, etc.
5. When it is anticipated that a student will be absent for an extended period of time due to illness or injury, it is the parent's/guardian's responsibility to notify the student's guidance counselor as soon as possible.

NOTE: Unresolved excessive tardiness to homeroom will be viewed as excessive tardiness to school and thus subject to progressive discipline/ intervention. When assigned, it is the responsibility of the student to notify parents of his/her detention and to make arrangements for transportation.

STUDENT DISMISSAL PRECAUTIONS

No student under the age of 18 may be released from school to anyone other than the parent, guardian or child protective services personnel, unless the name of the individual seeking release of the student appears on a list provided by the parent or guardian.

A student may be released to either parent unless a custodial parent supplies the principal with a certified copy of a court order or divorce decree to the contrary.

Students who are age 18 may be released from school without parental authorization. However the student may be asked to provide documentation for the reason for early release.

EXTRA-CURRICULAR ACTIVITIES PARTICIPATION

In order to participate in, or attend any school sponsored/ related after school activity, the student must be in school and attending classes the day of the activity. In addition, the student's behavior must be in good standing. Students serving an In-School or Out Of School Suspension the day of an activity or sporting event may not participate in or attend any school related activity.

The faculty and staff cannot assure supervision beyond thirty (30) minutes following the conclusion of the activity. Parents/ guardians are asked to arrive prior to the conclusion of a scheduled event to pick-up their child.

LEAVING SCHOOL GROUNDS

Under no circumstances are students permitted to leave school grounds without permission. This includes driving on and off property before school in the morning. The assistant principals will handle violations.

Procedures For Release From School

1. The principal shall maintain lists of individuals who are authorized to obtain the release of students in attendance at the school.
2. Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school.
3. No student under the age of 18 may be released in the custody of any individual, not the parent or guardian of the student, unless the individual's name appears upon the list.
4. A parent or guardian may amend a list at any time, in writing.
5. Certified copies of any court orders or divorce decrees which restrict a parent's ability to seek the release of their child, shall be submitted to the principal.
6. If any individual seeks the release from school of a student he or she must report to the school office and present identification deemed satisfactory by the principal.
7. The principal must check the authorized list and relevant court orders or divorce decrees before a student may be released.
8. A student who is age 18 may leave school without parental authorization, but the student may be required to provide documentation for the reason for early release. The principal will determine if such time is excused or unexcused.
9. In the event of an emergency the principal may release a student to some individual not appearing on the approved list only if the parent or guardian has been contacted by the principal and has approved the release, and the principal determines that an emergency exists.

SCHOOL CLOSING

Emmett O'Brien CTHS follows the same schedule as Ansonia Public Schools for delayed openings or cancellation due to weather conditions. Listen for radio announcements that Emmett O'Brien Tech and/ or Ansonia Public Schools are closed due to inclement weather. Radio stations that will carry this announcement are: WELI, WTIC, WKCI, and WEBE. Television stations that will carry this announcement are: WFSB.com, NBC30, WTNH.com, FOX 61

DELAYED OPENINGS

When there is a delayed opening in Ansonia, it includes Emmett O'Brien Tech. The delay will be 1 1/2 hours. Ansonia students will be picked up at their bus stops one and a half -hours after their regular pick-up time. Students coming to Emmett O'Brien from surrounding towns must depend on their town's transportation system to deliver them to the school. Because of this, students must listen for delays or cancellations in their own town. The buses in surrounding towns will pick up students according to their own delay.

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

<u>TYPES OF RECORDS</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Cumulative School Records	School Counseling Dept Emmett O'Brien CTHS 141 Prindle Avenue Ansonia, CT 06460	Mrs. Debra Anderson School Counseling Coordinator
Special Education Records	Resource Room Emmett O'Brien CTHS 141 Prindle Avenue Ansonia, CT 06460	Ms. Laurie LeBouthillier Principal/ Jo Silkoff, Special Education Department Head
Discipline Records	Office of the Assistant Principal Emmett O'Brien CTHS 141 Prindle Avenue Ansonia, CT 06460	Scott Zito Assistant Principal
Health Records	School Nurse Emmett O'Brien CTHS 141 Prindle Avenue Ansonia, CT 06460	Susan Hoffert, R.N. School Nurse
Student Assistance Team Records	Guidance Department Emmett O'Brien CTHS 141 Prindle Avenue Ansonia, CT 06460	Mindy Gesmonde Social Worker/ Student Assistance Team
Cumulative and Special Education Records for Students in out-of-District Placement	Office of the Superintendent DVTAE 25 Industrial Park Road Middletown CT 06457	Ms. Carrie Lieb Consultant Special Education
Miscellaneous Records/ Student Records Not Listed	Director Emmett O'Brien CTHS 141 Prindle Avenue Ansonia, CT 06460	Ms. Laurie LeBouthillier Principal

LIBRARY MEDIA CENTER

Students are invited to use the books, magazines, newspapers, filmstrips and other materials located in the media center. Students are responsible for any material they sign out. Materials must be returned to the librarian at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

GUIDELINES FOR USE OF THE MEDIA CENTER

The Media Center is open daily for student use. Consult the schedule posted on the door of the Media Center and in classrooms. In addition, freshman orientation classes are scheduled through the English Department and all students are encouraged to utilize the center's computer Internet resources. Students are expected to arrive on time with teacher passes and with work. Students will be sent back to their classes five (5) minutes prior to the end of each period. The Media Center is a quiet area for research and for completing assignments. The Library-Media Department Head reserves the right to ask any student not using time productively to leave.

During study halls, only five students at a time are allowed to go to the library. The study hall instructor determines who will be sent.

Abuse of library/media center privileges will result in suspension of those privileges for a period of time determined by the Library-Media Department Head and an Assistant Principal. In order to give each student an equal chance to use the library/ Media Center resources, the following regulations are necessary:

1. Books will be loaned for two weeks, and, if no one else is waiting to use that book, they may be renewed once.
2. Encyclopedias or similar sets of reference books may not be taken out of the Media Center.
3. Books not returned on time will cost the borrower a fine of twenty (20) cents a school day. A fifty- (50) cent fine per day will be levied for any reserved or special permission materials borrowed. Failure to return books because of illness will not result in a fine for the days of actual illness. The student should bring the book to the library the day he or she returns to school.
4. Lost books will be paid for at the replacement cost.
5. Abuse of books borrowed may result in a suspension of the borrower's privileges.

LUNCH REGULATIONS:

The cafeteria is one segment of the building used by almost everyone every day. Consequently, it is important that simple rules regarding its use be observed by all students, including culinary. The consumption of food and beverage affects health. Good health requires clean living and working conditions. Be familiar with the regulations below. Failure to comply will result in disciplinary action.

Regulations/ Procedures:

1. All food and beverages must be consumed in the cafeteria. eating or drinking is not permitted in class, halls, shop or anywhere else on school property.
2. Food cannot be taken from the cafeteria.
3. Open screw top soda bottles that allow the mixing of various beverages are not permitted. Only soda in sealed containers is permitted.
4. When leaving the table, students must take all refuse with them and deposit it in the proper container. Do not leave any refuse on tables, chairs or floors. Replace chairs under the table. **Any student sitting at a table that has been left dirty may be asked to clean it regardless of whose trash it is.** In addition, students caught throwing items or causing a disturbance will be asked to clean the entire café at the conclusion of the lunch wave.
5. After lunch, students will remain at their tables until dismissed by the instructors on duty. Dismissal will take place at the sound of the bell. At this time, students are to return/proceed to their scheduled class. Students are not to enter another wing at this time. Disciplinary action will be taken for violation of this rule.
6. Students who have eaten are to remain in the cafeteria for the entire recess. All students are expected to report to shop or class on time.

SAFETY GLASSES

Safety glasses must be worn in all specified areas. Safety lenses must have a minimum thickness of 3.0 millimeters, properly monogrammed, and mounted in a safety frame. For students who wear glasses, prescription safety glasses are required. All ninth grade students are required to wear safety glasses and work boots during Phase I and Phase II of Exploratory.

SAFETY GUARDS

This is a reminder that it is imperative that guards be in place and used on all equipment where guards are called for. Please make sure that you personally inspect your technology areas on a regular basis and that you are certain that every prudent measure is being taken to safeguard our students from injury.

GYM LOCKERS

It is mandatory for students to use gym lockers for their valuables during physical education classes.

Valuables (money, jewelry) should be given to the physical education teacher during class and returned upon conclusion of class. The school assumes **no responsibility for lost / missing items.**

LOST & FOUND

All requests for lost articles should be made in the Guidance Office. All articles found in the building should be brought to that office.

CELLULAR PHONES, PAGING DEVICES AND OTHER
PROHIBITED ITEMS

In accordance with state law, electronic paging devices **will not be allowed** on school property at any time and are subject to being confiscated. In addition, any other mechanism capable of producing a disturbance in the classroom, including but not limited to Walkman, beepers, cell phones and other telecommunication devices are not allowed. Water/paint ball guns (which are also prohibited on school buses) will be confiscated. **ONLY** a parent can retrieve confiscated items . In addition, these infractions are considered subject to serious disciplinary action.

Possession/use of a radio, walkman, beeper, paging device, cellular telephone, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity without the written permission of the school principal or his/her designee.

Note: 1st offense: The item is confiscated for 1 day. A parent or guardian is required to pick it up at the school.
2nd offense: The item is confiscated for 1 month. A parent or guardian is required to pick it up at the school.
3rd offense: The item is confiscated until the end of the year and a parent or guardian is required to pick it up.

RESPONSIBILITY FOR PERSONAL TOOLS AND PROPERTY

The school or State of Connecticut assumes no responsibility for the safety and security of students' and staff members' tools and other personal property.

TRAFFIC RULES

The speed limit on school grounds is ten (10) miles per hour. Students driving vehicles in excess of this speed limit or driving recklessly will lose their parking privilege for two weeks on the first offense. A second violation will result in loss of parking privileges for the rest of the school year.

STUDENT I.D'S

Students are required to wear their student I.D. on a lanyard during school hours. Grade 9, 10 and 11 student photos for I.D.'s are taken at the same time students have their annual portraits taken, usually during the first month of school. The cost of the I.D. is \$5.00, payable when the photograph is taken. For the 2009-10 school years, students in grade 12 will be required to purchase a new I.D., at a cost of \$5.00, which conforms to new district mandates.

During the school year, replacement I.D.'s may be purchased through the office at a cost of \$5.00.

JEWELRY

During Trade Cycle

Due to industrial safety standards, NO JEWELRY OF ANY TYPE may be worn within Auto Mechanics, Carpentry, Culinary Arts, Electrical, Plumbing and Heating, Manufacturing Technology and H.V.A.C. Within the Electronics shop the wearing of jewelry other than earrings is prohibited. Pierced earrings and jewelry may be worn within the CADD and H & C provided it is not a distraction or safety hazard as determined by the instructor or administration. Students and parents should check the school calendar for cycle changes prior to having ear piercing performed in order to avoid having to remove earrings from newly pierced ears.

During Related Cycle

Jewelry and pierced earrings may be worn during related cycles, provided it is not a distraction or safety hazard as determined by the instructor or administration. Extremes in body piercing (i.e. eyebrows, tongue, nose, cheeks etc...) are not permitted.

Should a student violate the dress code s/he will be asked to remove and/or secure the identified article(s). If the student is not able to, or refuses to comply with the request, the student will be removed from class or shop and the parent/ guardian will be asked to either bring in acceptable clothing or to take the student home. Depending upon the situation, progressive discipline may or may not occur.

SEMI - FORMAL AFFAIRS

Three times during the year Emmett O'Brien CTHS holds special semi-formal affairs on behalf of its students. These affairs are the Sophomore Ring Dance, the Junior Prom and the Senior Prom. On these occasions, a student may be dismissed from school at 12:03 on the day of such an event provided the student submits to the administration a verified note from the parent/ guardian. Students leaving prior to 12:03 will not receive credit for the day. Once at the event no student **will not be admitted** unless dressed appropriately. Ladies are to be attired in either a dress, gown, **or appropriate dress suit**. Gentlemen are to be dressed in shirt, tie, jacket and dress shoes (current **formal** fashion wear will also be accepted).

DANCE REGULATIONS

The following regulations will prevail for all school dances:

1. Tickets will be sold only at school during the time and place designated by the school's director.
2. No smoking is permitted at dances. Anyone found violating this rule would be required to leave.
3. Refreshments must be consumed in the cafeteria or gym only.
4. 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.
5. Entrance and exit will be as assigned. Parking will be in the student parking area only.
6. Everyone attending the dance must sign in at the door. Participants must adhere to dress code guidelines as determined by the advisors with the approval of the school director.
7. Heavy boots or footwear that will mark the gym floor will not be permitted.
8. In addition to Rules 1-8 governing dances, the Discipline Policy for Connecticut- Technical Schools will also prevail

CORRIDOR PASSES AND SIGN OUT SHEETS

Except for the passing session between periods, students must have a corridor pass signed by an instructor when leaving classroom or shop areas. Students must also sign a sign-out sheet before leaving class or shop. Instructors will challenge students seen in the corridors during shop/class periods. Students in classrooms are allowed to go to their lockers only before and after school and at lunch/recess periods passing times; otherwise, students will be required to possess a corridor pass. Instructors must maintain sign-out sheets for their class or shop.

The following should be kept in mind when receiving student requests for passes:

1. Students must take the shortest route while using a pass. Students must use the restroom designated for the room or area.
2. Passes during instructional time, unless for a medical emergency, will be discouraged. It is ok for the instructor to say no.
3. In general, passes are not issued to students from related areas to go to a shop area and vice versa. This requires an approval through the assistant principal's office.
4. Students will never be admitted into an assigned area without a properly executed pass unless there is an emergency.

CORRIDOR/ STAIR TRAFFIC

The corridors and stairways become extremely crowded during times when students move from one area or class to another. Students should stay to the right side and move promptly without running. Running through the halls is never allowed.

USE OF ELEVATOR

Elevators are for use in moving equipment from floor to floor and for use by people who cannot use stairs because of a permanent or temporary disability. The guidance office or the school administration must approve use by students. Unauthorized use of elevators by students will be considered a serious breach of the discipline policy.

TRANSPORTATION TO ALL SPORTING EVENTS

Teams will travel together to all sporting events. Athletes may be released at the end of an event to a parent with permission of the coach.

Family with Service Needs

OR YOUTH IN CRISIS COMPLAINT

The Superintendent must file a Family With Service Needs (FWSN) complaint with The Superior Court, Juvenile Matters for any student, 16 years of age or less, and a Youth in Crisis Complaint for any student 16 or 17 years of age, with four unexcused absences in one month or ten unexcused absences in one year, **ONLY IF** the parent or other person having control of the child who is absent unexcused fails to cooperate in attempting to solve the attendance problem.

PARENT FACULTY ORGANIZATION

Emmett O'Brien has a dedicated membership in the parent faculty organization which promotes the student activities throughout the year. It is strongly recommended to become involved in the organization. The meetings are held on the second Tuesday of each month at 7:00 pm in the Staff Dining Room. PFO – DUES ARE \$5.00 PER YEAR

Both classroom phone numbers and individual teacher e-mail addresses are provided to promote clear communication between home and school. Administration advises that phone calls be made after 2:10 pm to avoid classroom interruption. **NOTE: For those instructors having an extension rather than a direct phone number, dial 732-1800 and then dial the listed extension.**

Ann Altieri, Hairdressing & Cosmetology Instructor
x.819, ann.altieri@ct.gov

Roxanne Amiot, Automotive Mechanics Instructor
x. 894, roxanne.amiot@ct.gov

Debra Anderson, Dept. Head, Class of '10, Class of '12
x. 815, debra.anderson@ct.gov

Christine August, Science Teacher / Room 210
x.859 christine.august@ct.gov

Mark Belade, Dept. Head, HVACR
x.848, mark.belade@ct.gov

Fred Caputo, Science Teacher / Room 211
x.865 alfred.caputo@ct.gov

Andrew Clements, Social Studies Teacher / Room 102
x.821, andrew.clements@ct.gov

Julie Criscuolo, Art Teacher/ Room 103
x.820, Julie.criscuolo@ct.gov

Peter Daria – Class of '11, Class of '13
x.813, peter.daria@ct.gov

Thomas Demers, Mathematics Teacher / Room 110
x. 825, thomas.demers@ct.gov

Richard Diachenko, Science Teacher / Room 215
x.863, richard.diachenko@ct.gov

Kimberley Feher, Mathematics Teacher / Room 201
x.856, kimberly.feher@ct.gov

Tamara Fischman, Special Education Teacher / Room 114
x872. tamara.fischman@ct.gov

Thomas Flaherty, Dept. Head, Culinary Arts
x. 885, thomas.flaherty@ct.gov

Francesca Ford, English Teacher / Room 104
x.822, Francesca.ford@ct.gov

Mindy Gesmonde - Social Worker
x.826, mindy.gesmonde@ct.gov

Roger Giori, Acting Dept. Head Electrical
x.883, roger.giori@ct.gov

Lawrence Gravel, Manufacturing Technology Instructor
x.853, Lawrence.gravel@ct.gov

Jerome Grant, Sail Teacher /Room 317A
Jerome.grant@ct.gov

Charles Goggi, Mathematics Teacher / Room 206
x.880, charles.goggi@ct.gov

Charles Haynes, Dept. Head Computer Aided Drafting & Design
x. 850, charles.hayes@ct.gov

Albert Horvath, Automotive Mechanics Instructor
x.845, albert.horvath@ct.gov

Susan Hoffert, R.N., School Nurse
x.830, sue.hoffert@ct.gov

Marcia Iben, Dept. Head, Hairdressing & Cosmetology
x.817, marcia.iben@ct.gov

Nancy Iannuzzi, Mathematics Teacher / Room 219
x.861, nancy.iannuzzi@ct.gov

Allison Kinard, Social Studies Teacher / Room 217
x.858, allison.kinard@ct.gov

David Kunces, Science Teacher / Room 205
x.855, david.kunces@ct.gov

Laurie LeBouthillier – Principal
x.803, laurie.lebouthillier@ct.gov

Domenico Lemmo, HVACR Instructor
x.874, domenic.lemma@ct.gov

Jeanne Lester, Physical Education Teacher / Gym & Room 112
x.808 jeanne.lester@ct.gov

Richard Lewis, Carpentry Instructor
x. 807, rit.lewis@ct.gov

Nicolas Mascero, Dept. Head, Automotive
Mechanics
x.845, nicholas.mascero@ct.gov

Rebecca Marra, Computer Aided Drafting &
Design Instructor x.873, rebecca.marra@ct.gov

James Marrone, Social Studies Teacher / Room
202
x.868, james.marrone@ct.gov

Annette McCabe, Special Education Teacher /
Room 113, x.880, annette.mccabe@ct.gov

Michael McDowell, Culinary Arts Instructor
x. 892, michael.mcdowell@ct.gov

Marie Meresko, Career Development Teacher /
Room 320 x.854/831 marie.meresko@ct.gov

Michael Monick, Physical Education Teacher /
Gym x.833 michael.monick@ct.gov

Sharon Moore, Special Education Teacher / Room
212 x.880/864, Sharon.moore@ct.gov

Denise Morrissey, English Teacher / Room 213
x.864, denise.morrissey@ct.gov

Dan Nemergut - General Department Head/ Room
214x.889, dan.nemergut@ct.gov

Terry Papadopoulos, Mathematics Teacher, Math
Lab/ Room 113 x.862, terry.papadopoulos@ct.gov

Mary Parady, ELL Teacher/ Room 108
x.888, mary.parady@ct.gov

Arthur Riley, Dept. Head Electrical
x.843, arthur.riley@ct.gov

Richard Roberts, Plumbing & Heating Instructor
x.849, richard.roberts@ct.gov

Chris Sansone, Dept. Head, Carpentry
x. 838, christopher.sansone@ct.gov

Santina Scalia, Dept. Head Media Specialist
x.899/404, santina.scalia@ct.gov

Susan Schryver, Physical Education Teacher /
Room 204, x.808, susan.schryver@ct.gov

Cecilia Sheppard - Related Department Head
x.889, cecilia.sheppard@ct.gov

Kellie Sievel, *Social Studies Teacher* / Room 106
x.823, kellie.sievel@ct.gov

Jo Silkoff, Department Head, Special Education /
Room 212, x. 860, Jo.silkoff@ct.gov

Bonnie Simmons, English Teacher / Room 207
x.866, bonnie.simmons@ct.gov

David Sorrell, Dept. Head, Plumbing & Heating
Instructor
x.849, david.sorrell@ct.gov

Calvin Thomas, Dept. Head Electronics
x.841, calvin.thomas@ct.gov

Mary Torres, English Teacher / Room 204
x.857, mary.torres@ct.gov

Carol Wade - School Psychologist
x.816, carol.wade@ct.gov

Leslie Watton, English Teacher Language Lab/
Room 114 x.872, leslie.watton@ct.gov

Vacant, Electronics Instructor
x. 842

Vacant - Assistant Principal

Michael Varonka, Dept. Head, Manufacturing
Technology x.851, Michael.varonka@ct.gov

Scott Zito - Assistant Principal
x.805, scott.zito@ct.gov

ASBESTOS MANAGEMENT PLAN

DATE 7/20/2009

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. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O&M program will remain in effect until all ACM is removed from the building.

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.

The Emmett O'Brien CTHS maintains in its MAIN OFFICE a complete update copy of AMP. It is available during business hours for inspection. The Designated Person for the Asbestos Program is John Woodmansee, and can be contacted at 860-807-2233.