



**STUDENT/PARENT**

**HANDBOOK**

**2008-09**

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

*Connecticut Technical High School System*

*Middletown*

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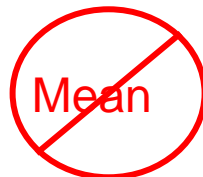
The New England Association of Schools and Colleges accredit the Connecticut Technical High Schools.

# CTHSS Ensuring Climates of Respect

All students, teachers, administrators, school nurses, support staff, maintenance, building and grounds officers, parents and all who enter our school must treat each other with respect.

## Respect includes . . .

- Common courtesy
- Using given or chosen names (not street names)
- Real listening (*not just waiting to talk*)
- Willingness to address rather than ignore, difficult issues
- Capacity for empathy/compassion/caring
- Treating others fairly and appropriately
- Being honest, forthright and trustworthy
- Understanding and accepting of differences
- Recognizing that people are fallible
- Learning to give honest apologies



## ***Mission Statement of the Connecticut Technical High School System***

The mission of the Connecticut Technical High School System is to provide a unique and rigorous high school learning environment that:

- ensures both student academic success, and trade/technology mastery and instills a zest for lifelong learning;
- prepares students for post-secondary education, including apprenticeships, and immediate productive employment; and
- responds to employers' and industries' current and emerging and changing global workforce needs and expectations through business/school partnerships.

## ***Vision Statement***

To be the best technical high school system in the United States.

## ***Goals and Objectives 2007-12***

- |              |  |
|--------------|--|
| Goal 1:      | Students will demonstrate high academic achievement.   |
| Objective 1: | 60% of CTHSS students will score at or above the state goal on the four CAPT assessments.                                      |
| Goal 2:      | Students will demonstrate mastery of their trade technology.   |
| Objective 2: | 80% of CTHSS students will score at or above the National Average on National Occupational Competency Testing Institute tests. |
| Goal 3:      | Students will become physically fit.   |
| Objective 3: | 80% of CTHSS students will score at or above the proficient standard on the Connecticut Physical Fitness Assessment.           |
| Goal 4:      | Schools will increase their number of graduates.   |
| Objective 4: | 90% of entering 9 <sup>th</sup> graders will graduate from their technical high school.  |
| Goal 5:      | Schools will successfully recruit and enroll qualified students.   |
| Objective 5: | Each school's enrollment will be a minimum of 90% of capacity.   |

### ***Prohibition of Discrimination***

It is the policy of the Connecticut State Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation and past/present history of mental disorder, learning disability and physical disability. Legal Authority: Article XXI of the Amendments to the Connecticut State Constitution.

Connecticut General Statutes Section 4a-60, 46a-60, 46a-70, 46a-71, 46a-72, 46a-73, 46a-75, and 46a-76.

Inquiries regarding Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973 (which prohibit discrimination on the basis of physical and mental disability, respectively), may be made to the Superintendent, Connecticut Technical High School System, 25 Industrial Park Road, Middletown, CT. 06457, or Connecticut State Department of Education, PO Box 2219, Hartford, CT 06145, or to the Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491, tel. 617.289.0111, fax 617.289.0150, TTY/TDD 877.521.2172.

The State of Connecticut is an equal opportunity/affirmative action employer.

### ***Connecticut Technical High School System Web Site***

The Connecticut Technical High School System maintains an Internet web site for each of its schools, satellites and central office. To enhance the appearance of these web sites, photographic and / or video images of students and staff will be used on one or more of the web sites. These photos and / or videos will not be used for any commercial purposes. The address is <http://www.cttech.org/>.

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***SECTION I***

***Attendance***

## ***Attendance as a Course Requirement***

Regular attendance by students is a critical aspect of the educational process. Without daily classroom attendance, a student does not receive the benefits of personal interaction with his/her teacher and other students. Ideas are often exchanged which enrich the learning experiences, and research indicates that the mere makeup of assignments and time cannot substitute for actual physical presence and involvement in the classroom.

Furthermore, in order to prepare students for the actual world of work, the Connecticut Technical High School expects from its students what employers will expect, and thus provides a smooth transition from school to work. The Connecticut Technical High School's attendance policy is designed to develop in students a sense of responsibility and cooperation.

The educational objectives to be achieved by an attendance policy are as follows:

1. Increase attendance.
2. Increase punctuality.
3. Improve scholastic performance.
4. Develop an attitude of cooperation and responsibility in the student.
5. Place the responsibility of attendance and punctuality on the students and parents.
6. Develop work habits that are beneficial to future employment.
7. Develop an awareness of the importance of attendance on the part of both students and parents.

***In order to earn credit for the year a student may have no more than a total of 12 unexcused absences.***

### **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.

### **Excused Absences**

Excused absences which are accepted by the Connecticut Technical High Schools are limited to the following:

1. Participation in school-approved activities with prior permission of the principal.
2. Medical reasons which are verified by a physician or school nurse.
3. Death in the immediate family.
4. Religious holidays.
5. Suspensions.
6. Failure of sending town or parent to provide transportation.
7. Court appearances.

Documentation for excused absence(s) must be provided within 30 days.

### **Notification of Unexcused Absence from School**

After **four** days of unexcused absences, a letter shall be sent to the parent/guardian by the attendance officer informing them of the status of the student.

After **eight** days of unexcused absences, a letter shall be sent to the parent/guardian and a parent conference will be scheduled.

**At the twelfth day of unexcused absence, a letter shall be sent to the parent/guardian informing him/her that denial of credit for the year will occur if there is one additional unexcused absence during the rest of the school year. A parent conference will be scheduled to create a plan of action.**

**If twelve days of unexcused absences are exceeded, a letter shall be sent to the parent indicating that credit denial for the year has occurred and that there is a procedure which can be followed if they wish to appeal the denial of credit. This notice shall be sent by mail with a return receipt requested, or in lieu of a return receipt, verification can be made via telephone contact.**

**Note: In courses which meet fewer than major courses, only one warning may occur before credit denial.**

### **Review Process**

1. A written request for review may be made by the student or a parent/guardian within ten (10) school days following the receipt of a notification of credit denial.
2. When a student requests a review of credit denial, the principal will identify 3 or 5 impartial **faculty members** to review the credit denial. They will be designated as the appeal board. Impartial is defined as no current instructional responsibility to the student.
3. A chairperson will be designated and a meeting date will be scheduled within ten (10) school days following the receipt of the request for appeal.
4. Student and parent/guardian (or if 18 or older, the student) must be present at the meeting in order for an appeal to be considered. The guidance counselor must also be present.
5. The appeal board shall recommend to the principal the action to be taken regarding the appeal.
6. The results of an appeal board meeting shall be made available to the person instituting an appeal within five (5) school days following the meeting.
7. The principal shall review the recommendation of the appeals board, make a decision and take necessary action.

### ***Tardiness***

Tardiness cannot be accumulated and utilized as the basis for denial of credit, nor can they 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.

### ***Early Dismissal***

Students have daily assignments and commitments that are an essential part of the school's total educational program.

Parents are asked to schedule medical, dental, and other appointments after school hours. When it is absolutely necessary for a student to be excused, the parent must send a note to explain the reason for dismissal. Early dismissal for medical or dental appointments should be accompanied with an appointment card.

Any request for early dismissal must be presented to the assistant principal. Early dismissal requests may be denied if not in the educational interest of the student.

***SECTION II***

***Promotion and Graduation Requirements***

## ***Introduction***

The Connecticut Technical High School System (CTHSS) is committed to providing quality academic and technical programs. Students must graduate from CTHSS with strong academic and technical backgrounds in order to be successful in the workplace, take advantage of post-secondary educational opportunities, or secure advanced apprenticeship training. Therefore, CTHSS has developed a challenging program of study for each technical and academic program. Each program of study meets or exceeds state-mandated graduation requirements and prepares students to demonstrate the knowledge and skills they need as reflected in the Common Core of Learning.

### ***Credit Requirements for Graduation for the Classes of 2008- 2010***

Students are expected to schedule and earn sufficient credits each year, in grades 9, 10, 11 and 12 in order to meet graduation requirements. Beginning with the Class of 2011, twenty-nine credits are required for graduation and must include courses from the following content areas:

Technology Program	9 credits
Cluster Trade Program	
Theory Integrated Within Trade	
Exploratory Program (freshmen only)*	3 credits
Academics	
English	4 credits
Social Studies (includes Civics)	3 credits
Mathematics	3 credits
Science	3 credits
Other Requirements	
Physical Education	1 credit
Health	1/2 credit
Electives	2 credits

\*Includes exploratory for freshmen students only. One-half credit each will be issued for the first two phases of exploratory if a grade of 60 or better is earned and two credits will be issued for phase three. Transfers into the system would come with other courses for application toward graduation.

### ***Credit Requirements for Graduation Beginning with the Class of 2011***

Students are expected to schedule and earn sufficient credits each year, in grades 9, 10, 11 and 12 in order to meet graduation requirements. Beginning with the Class of 2011, twenty-nine credits are required for graduation and must include courses from the following content areas:

Technology Program	9 credits
Cluster Trade Program	
Theory Integrated Within Trade	
Exploratory Program (freshmen only)	3 credits
Academics	
English	4 credits
Social Studies (includes Civics)	3 credits
Mathematics	3 credits
Science	3 credits
Other Requirements	
Physical Education	1 credit
Health	1 credit
Electives	2 credits

## ***Promotion Requirements***

- To achieve 10<sup>th</sup> grade status a student must accumulate 6.5 credits and receive a 60 or higher in phase III of exploratory and a combined grade of 60 or higher for phase I, II and III of exploratory
- To achieve 11<sup>th</sup> grade status a student must accumulate 14.5 credits and receive a 60 or higher in trade/technology
- To achieve 12<sup>th</sup> grade status a student must accumulate 22.5 credits and receive a 60 or higher in trade/technology
- Seniors must earn a minimum of 6.5 credits and **must participate in the NOCTI assessment**

**Promotion requirements are required to enter 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade in order to assure that a student has accumulated credits needed for graduation.** If students do not meet the minimum credit requirement as they move from grade to grade they will have difficulty graduating in four years.

**If a student does not meet the requirements to be promoted to the next grade, he/she may opt to**

- **repeat their grade if space permits or**
- **return to their local district.**

**If a student meets the minimum credit requirement for promotion the student may promote to the next grade with deficiencies, however the student will need to make-up the deficiency prior to graduation either through**

- **summer make-up, where available, or**
- **taking the failed course again in subsequent years, when scheduling permits.**

**What is meant by a deficiency is that the student could promote with a failure in English knowing that he/she will not graduate with the deficiency and will need to make up the course in subsequent years by taking an additional English course.**

## ***Language Arts Labs/Math Labs Required for All Students in Grades Nine and Ten***

The Language Arts and Math labs will give students a grade independent of the English or mathematics grade. Students taking both the Language Arts Lab and Mathematics Lab will receive  $\frac{1}{4}$  credit each for the school year regardless of the amount of time in each lab. For students taking only the Language Arts Lab **or** only the Mathematics Lab for the entire year,  $\frac{1}{2}$  credit will be issued.

The grades earned in the labs will count toward a student's GPA and honor roll. If a student does not attain a 70 or better in the lab, then they are excluded from the honor roll.

## ***Exploratory Program Requirement for Students to Continue Beyond Grade Nine***

The Connecticut Technical High School System exposes each ninth grade student to the technologies available in their school through the technology exploratory program. The exploratory program introduces each student to the goals and objectives for each trade/technology; provides an objective measure of student performance, and provides a measure of potential for success for each student in all trades/technologies.

The ninth grade exploratory program is viewed as an extension of the admission process that serves as (1) a verification of the student's desire for a technical education, and (2) as an assessment of technical aptitudes. The exploratory program is divided into three phases; phase I gives students career information on each trade offered, phase II gives each student a hands-on experience in three trade areas, and phase III provides the student with a permanent placement to begin the study of a technology that he/she will concentrate on for the next three years.

In order for a student to continue in the CTHSS beyond grade nine, he/she must successfully complete the exploratory program. Successful completion is defined as a grade of 60 or higher in phase III as well as a cumulative grade of 60 or higher in the exploratory program. Failure to successfully complete the exploratory program will make it necessary for a student to transfer back to his/her sending district.

***Basic Skills Requirement for Graduation  
District Performance Standards***

**LANGUAGE ARTS**

**Performance Standard**

Students will demonstrate the ability to read a piece of literature and respond critically in writing; read and interpret information; and write using standard English conventions.

**Options**

Students have multiple opportunities over the course of their sophomore, junior and senior year to demonstrate their performance relative to the Language Arts performance standard. Students satisfy the district performance standards for the basic skills in language arts if they have:

1. Achieved a score in either band three (Proficient), four (Goal) or five (Advanced) on a related section of the Connecticut Academic Performance Test (CAPT) – Writing Across the Disciplines and/or Reading Across the Discipline; **or**
2. Achieved a score at the 50<sup>th</sup> percentile or higher on a related section of the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test or the Scholastic Assessment Test (PSAT/NMSQT/SAT) – verbal and/or writing skills; **or**
3. Passed the required English 11, English 12 or full credit English elective course with a 70 or higher; or passed the final two District Wide Trimester Assessments (DWTA) with a 70 or higher in 11<sup>th</sup> grade; or completed an independent study project in English with a 70 or higher in 12<sup>th</sup> grade to be designed and assessed by the school English department.

**MATHEMATICS**

**Performance Standard**

Students shall demonstrate the ability to solve multiple step mathematical problems that require demonstration of basic math operations including fractions, decimals and percentages and the use of algebraic equations; and explain in writing how they arrived at each answer.

**Options**

Students have multiple opportunities over the course of their sophomore, junior and senior year to complete the mathematics performance standard. Students satisfy the district performance standards for basic skills in mathematics if they have:

1. Achieved a score in either band three (Proficient), four (Goal) or five (Advanced) on the Connecticut Academic Performance Test (CAPT) in Mathematics; **or**
2. Achieved a score at the 50<sup>th</sup> percentile or higher on the mathematics section of the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test or the Scholastic Assessment Test (PSAT/NMSQT/SAT), **or**
3. Passed one of the following courses with a 70 or higher: Algebra II, Honors Pre-Calculus, Honors Calculus, Statistics, or full credit senior math electives; or passed the final two District Wide Trimester Assessments in one of these mathematics courses with a 70 or higher in 11<sup>th</sup> grade; or completed an independent study project in mathematics with a 70 or higher in 12<sup>th</sup> grade to be designed and assessed by the school math department.

## SCIENCE

### Performance Standard

Students shall demonstrate the ability to use scientific inquiry skills to explore world life problems using the content of biology, physics, chemistry and earth science; evaluate the information for validity and reliability; and use that information to support a position on a contemporary scientific issue.

### Options

Students have multiple opportunities over the course of their sophomore, junior and senior year to complete the performance standard. Students satisfy the district performance standards for basic skills in science if they have:

1. Achieved a score in either band three (Proficient), four (Goal) or five (Advanced) on the 3<sup>rd</sup> generation of the Connecticut Academic Performance Test (CAPT) in science, **or**
2. Passed one of the following courses with a 70 or higher: Biology, Chemistry, Physics, Honors Physics, AP Physics, or a senior science electives course; or passed the final two District Wide Trimester Assessments (DWTAs) in one of these courses with a 70 or higher in 11<sup>th</sup> grade; or completed an independent study project in science with a 70 or higher in 12<sup>th</sup> grade to be designed and assessed by the school science department.

## TECHNOLOGY

### Performance Standard

Students shall demonstrate the set of skills and competencies required to enter the field, be accepted in apprenticeships or pursue post-secondary technical studies as evidenced by their trade/technology portfolio.

### Options

Students have multiple opportunities over the course of their junior and senior year to complete a trade/technology portfolio. The trade/technology portfolio includes a skills checklist and competency assessment list and accomplishments.

## STUDENT TRANSFERS

The district policy applies in full for students who transfer into the district prior to CAPT in grade 10.

1. **Transfers after the Connecticut Academic Performance Test (CAPT) administration in Grade 10 but prior to CAPT administration in grade 11** - The system policy applies in full. If the student is an in-state public school transfer, then the grade 10 CAPT scores in language arts, math and science achieved in the previous district would apply and count towards our policy as well as any applicable coursework grades/credits. If he/she did not take CAPT, or did not meet the standard in the previous district, then he/she follows the out of state path for CAPT re-testing. If he/she is an out-of-state transfer, then the requirement would be to test on the CAPT in grade 11 in language arts, mathematics, and science and if he/she doesn't achieve the proficient score then the other alternate paths in the policy would apply to meet the standard.
2. **Transfers after CAPT in Grade 11 or in Grade 12** - These transfer students will be exempted from the basic skills performance standards requirements for graduation.

### *Guidelines for Participation in Graduation Exercises*

1. In order to participate in a Technical High School graduation ceremony, a student must meet the requirements of the Promotion, Retention and Graduation Policy. Students who have not met the graduation requirements may not "walk" during the ceremony.
2. An exception may be made in special circumstances such as:
  - a. a mistake has been made regarding distribution requirements or promotion requirements;
  - b. there are emergency health reasons; or
  - c. absences have been excused, in accordance with the Attendance Policy.

3. A decision relative to special circumstances is the responsibility of the principal; however, an appeal may be brought to the superintendent.

### ***Advanced Placement Courses***

Advanced Placement (AP) consists of courses that are highly related to the academic demands of most four-year colleges. These courses will require an overall homework time expectation that averages double the assigned class time and may have stringent prerequisites for enrollment. In addition, they will require in-depth study, independent reading and research, and/or preparation of comprehensive papers and reports. Students enrolled in these courses will be required to take the appropriate Advanced Placement Examination as part of their course requirements. The examination fee will be free to any student maintaining a course average of 80 or higher.

### ***Class Rank***

Ranking of students attending a Connecticut Technical High School is the process of determining the relative academic standing of students within a class. Class rank is cumulative and is computed yearly using the database stored in the SASIxp Management System.

The Connecticut Technical School System weights Advanced Placement (AP) courses when calculating class rank by multiplying the AP course grade by a factor of 1.3. Honor courses are weighed by a factor of 1.15. Class rank will be determined in the following manner:

The sum of course credits multiplied by grades received is divided by the total number of credits attempted. Advanced Placement courses grades are multiplied by a weighted factor of 1.3, then multiplied by course credit, and divided by total credits attempted. Honor course grades are multiplied by a weighted factor of 1.15, then multiplied by course credit and divided total credits attempted.

### ***Grading Procedures***

The District-wide Syllabi include grading procedures in major academic areas.

### ***Homebound Instruction - Alternative Education Program***

An Alternative Education Program (AEP) – Homebound Instruction shall be provided to students enrolled in grades nine through twelve when a student's condition will cause an absence of at least ten (10) consecutive school days, or when it is known in advance that the absence will exceed that time. To obtain this service, the student's parent/guardian should call the school and provide that necessary written documentation.

### ***Homework Policy***

Homework assignments are an integral part of student learning in both academic and technology programs. Assignments should be appropriate in amount and degree of difficulty for the student's age, grade level, and ability. Homework assignments shall be used in course lesson planning, course objectives, and made available to students and parents. The purpose of a specific homework assignment is to strengthen basic skills, reinforce classroom and trade learning, stimulate further interests, increase independent study skills, develop initiative, responsibility, and self-direction, stimulate worthwhile use of leisure time, and acquaint parents with the work students do in school.

1. It is important for the student to be taught the concepts related to the subject area and how to study in school before he/she is given work to do at home.
2. Homework should be an extension of the classroom or trade lesson, be clearly understood by students, be well planned and meaningful. Homework should grow from classroom or trade problems, projects, and concerns, and may vary in amount depending on the instructional material presented on a given day.
3. Homework shall be evaluated, corrected, and count for course credit. Every homework assignment must be properly corrected and/or evaluated in keeping with the purpose of the assignment. All homework assigned will be reflected in the student's grade, **up to a maximum of 10%**.
4. To the extent possible such corrections/evaluations shall be shared with the students involved in a timely fashion
5. When a student's grade is being adversely affected by poor homework performance, the teacher shall communicate in writing, in a timely fashion, within two weeks, with parents/guardians concerning the problem.

6. Homework should not cause undue hardship on students. The student's age and out-of-school responsibilities must be considered when deciding upon length of any assignment.
7. The student must bear responsibility for managing his/her time in a way that homework can be completed and be submitted on time.
8. Assignments requiring research outside of the classroom or technology area and written reports are encouraged.
9. Assignments should make use of a variety of skills.

### ***Honor Roll***

An Honor Roll is published at the end of each marking period. A 80 grade point average or better in a given term will place a student on the honor roll, provided that there is no grade lower than 70 in any course. An incomplete grade eliminates a student from consideration until the grade has been completed. A grade point average of 90 or better will place the student on the high honor roll. Multiplying student grades by course credit value and dividing the sum of products by the total number of credits calculate the grade point average.

### ***Incomplete Grades***

A grade of incomplete will be given when a student has an extended absence or an absence near the end of the marking period. Make-up work should be started immediately to secure credit for the marking period.

### ***Interim Reports***

No later than at mid-trimester students who are failing or have the potential to fail for the school year are reviewed and the appropriate interventions will take place. Teachers and administrators will:

- Identify specific classroom interventions.
- Communicate with the parent in addition to the mid-marking period warning notice.
- Have the student's counselor arrange for a parent/faculty/student meeting if necessary (especially for those students in danger of failing more than one subject).
- Insure that parents are aware of their child's progress.
- Insure that the student's counselor has met with the student to discuss the seriousness of the situation.
- Require student participation in your after school program until deficiencies are met.
- Develop a plan with the lab teachers in conjunction with the classroom teacher to insure that the appropriate interventions/remediation is provided.
- Refer the student to the Student Assistance Team (SAT) if warranted.
- Insure that documentation of interventions is maintained in the student's guidance file.

All schools have "The Pre-Referral Intervention Manual" which will list for you a host of recommendations to address the most common learning and behavior problems encountered in the educational environment.

### ***Make-Up Work***

Students who have been absent from school should complete work missed as soon as possible. Students will be allowed to make up work missed as a result of any absences from class. Generally, for each day's absence, two days may be allowed for make-up work. In the case of pre-announced tests or major assignments, it is the teacher's prerogative to determine an acceptable make-up day. **The responsibility of initiating make-up work rests with the student.**

### ***Additional Academic Support***

Students who need to make-up credit may do so through a variety of options. Students must make arrangements to see their guidance counselor to receive information about credit make-up and to register for the appropriate courses. Academic support may be offered after school hours at the Technical High School. In addition, courses may be taken for credit towards graduation at a Community College with prior approval from the student's counselor.

### ***Transfer/Withdrawal from School***

When a student transfers to another school or when a student withdraws from school, the student must contact the guidance office to obtain a transfer/withdrawal form that must be signed by all the student's teachers, the librarian, the school nurse, and the student's counselor. An **exit interview form** will be completed by the student and the student's counselor indicating the reasons for withdrawal. **The exit interview form must be signed by the student, the student's counselor and the student's parent/guardian.**

### ***Transfer between Connecticut Technical High Schools***

Transfer of currently enrolled students from one Connecticut Technical High School to another in the same trade/technology area is automatic, regardless of the trade/technology availability, if there is a change of legal residence.

A change of legal residence means that the student has moved from one feeder district to another.

If the receiving school does not provide the same trade/technology program, the receiving school will make efforts to place the student in the trade/technology of his/her choice or will place the student in a trade where there is most transferability of skills already developed. The scheduling of additional instructional time may be necessary to complete trade requirements.

Transfer for currently enrolled students who have not changed their residence is possible if:

1. Space is available in the trade/technology area;
2. Transfer can be implemented prior to October 1 of the current year; and
3. Principals of both schools are in agreement.

Parents of students who are enrolled in a Connecticut Technical High School identified according to the federal legislation No Child Left Behind (NCLB) as "in need of improvement" have the option of transferring the student back to the high school in the local school district the student would have attended.

The Superintendent may transfer students between Connecticut Technical High Schools at any time if appropriate reasons are provided.

### ***Valedictorian and Salutatorian***

The valedictorian and salutatorian of the graduating class will be determined by mid-senior year class rank. This includes marks from grades 9-11 and for the first two (2) marking periods of grade 12.

***SECTION III***

***Assessment and Testing***

### ***Connecticut Academic Performance Test***

The Connecticut Academic Performance Test (CAPT) is a statewide Grade 10 assessment authorized by the Connecticut General Statutes Sec. 10-14n. The purposes of the CAPT test are to:

- establish high performance standards for all students;
- ensure that students can apply their academic skills to realistic, everyday problems;
- promote better instruction and curriculum by providing timely reports of students' strengths and weaknesses; and
- provide accountability for Connecticut's education system

State legislation mandates that all Grade 10 public school students in Connecticut participate in the CAPT. District policy requires all Grade 11 students who did not reach the proficient level on a subtest, to retest.

The CAPT will be administered annually in March.

### ***Language Assessment Scales - (LAS Links)***

The No Child Left Behind Act of 2001 requires that all school districts assess the English proficiency of all English language learner students (ELL). The Language Assessment Scales (LAS Links) Reading, Writing, Listening and Speaking assessments will be administered annually to all identified ELL students in Grades 9 through 12. The state standard for achievement on the LAS Links Assessment is an "Overall" score of Level 4 or higher.

### ***National Occupational Competency Assessment Participation Policy***

The National Occupational Competency Assessment provides important feedback to students and employers regarding the level of competence, and performance skills, attained by the student in their trade/technology program. It also provides guidance for necessary adjustments and alignment of the trade/technology program curriculum and required changes in instructional equipment and supplies.

Since the trade/technology assessment has value for all participants, **the National Occupational Competency Testing Institute (NOCTI) Performance Assessment is a required component of the trade/technology course completion requirement for all grade 12 students.**

- If the student is absent for the NOCTI Performance Assessment, the grade 12 trade/technology teacher will administer an alternate written assessment that would be designed by the trade/technology steering committee and the technology consultant for that trade/technology program. The alternate assessment will be scored using the scoring rubric developed by the trade/technology steering committee.

***SECTION IV***  
***Student Assistance***

### ***Faculty Assistance***

Members of the faculty are available after school hours to assist students who need extra help or for make-up work. **The student is responsible for contacting teachers and scheduling a meeting in regard to all make-up work.**

### ***School Counseling***

Professionally qualified members of the school staff render counseling services. The responsibilities of the school counselors include helping the student function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or occupational. Counselors will listen and be open and honest with students. Guidance counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by stopping by the guidance office before school, between classes or after school.

Education and career planning guidance is available along with information to develop a plan for the student's future. This may include a long-range plan of studies for grades 9-12 and technology selection in keeping with the student's career interests and special skills or talents. Parent's notification and involvement will be solicited.

All counselors adhere to confidentiality. This applies to the information gathered from student discussions as well as to student records. This confidentiality will be maintained unless the counselee's condition indicates a clear and imminent danger to the counselee or others.

### ***Student Assistance Team***

The Student Assistance Team (SAT) is a school based approach to dealing with the under achievement and problem behaviors of troubled youth. The program is based on three convictions: 1) students who are worried about personal problems will not effectively learn, even in the best taught classes, 2) schools are often the first system to observe the warning signs of troubled youth and 3) given their vested interest in student welfare, schools provide a logical setting in which to provide help to these students.

**The Student Assistance Team will respond to self-referrals or to referrals from staff, parents, and student's friends or outside agencies.** They will assess the nature and extent of the problem, follow-up to student and staff. This team will be composed of an administrator, pupil service staff and teachers.

### ***Homeless Education***

Federal legislation requires schools to remove barriers to the enrollment and retention in school of children and youth experiencing homelessness. Such students have the right to remain at his or her school of origin or to attend any school that housed students who live in the attendance area in which the child or youth is actually living. Such students also have a right to several services including transportation, lunch. Each school has a person responsible for service to homeless students.

***SECTION V***  
***Student Education Records***

## ***Student Records***

Each Connecticut Technical High School maintains student records that include a listing of subjects taken, levels of achievement, attendance, and other data including standardized test scores. School records also include name, parent's name, address, birth date and any information recorded in any way that is directly related to a student and maintained by the school. The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

## ***Inspection and Review***

Parents of students and eligible students may, upon request, inspect and review the student's records. Parents or eligible students must submit to the school principal or designee a written request that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. An authorized school official will notify parents or eligible students of the date, time and location where the records may be inspected and reviewed. Requests by parents and eligible students to inspect and review the student's education records will be accommodated within fifteen (15) school days after the receipt of such requests.

Parents of students who are receiving special education and/or related services receive additional rights under Connecticut State law. Requests by such parents must be accommodated within ten (10) school days of the receipt of such requests and within three (3) school days of the receipt of such requests if the requests are made in order to prepare for a meeting regarding an individualized education program or any due-process proceeding.

## ***Amending Education Records***

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

## ***Disclosure of Personally Identifiable Information***

Parents or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Connecticut Technical High School System (CTHSS) as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the CTHSS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. *This includes such purposes as:*

- *performing appropriate tasks that are specified in her/his position description or by a contract agreement*
- *performing a task related to a student's education;*
- *performing a task related to the discipline of a student;*
- *providing services for the student or the student's family, such as health care, counseling, job placement, or financial aid.*

NOTE: Legitimate educational interest does not constitute authority to disclose information to a third party without the student's written permission.

Upon request, the CTHSS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

## ***Directory Information***

Directory information is defined as individual student data not generally considered harmful or an invasion of privacy if disclosed including name, address, date of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, and degrees and awards received. The school may disclose directory information without prior consent. A parent or eligible student may refuse to let the school designate any or all of these types of information. The parent or eligible student must notify the school guidance coordinator in writing that he or she does not want any or all of these types of information designated as directory information.

## ***Armed Forces Recruiting***

Section 9528 of the No Child Left Behind Act requires that each school district that receives funds under the ESEA to provide, on request by a military recruiter or an institution of higher education, access to the names, addresses, and telephone listings for secondary students. School districts must provide military recruiters the same right of access to secondary students as they provide generally to postsecondary institutions and prospective employers.” **However, parents may request that such information not be released for their child without prior written parental consent. See the last page for opt out forms.**

## ***Copies of Education Records***

The Connecticut Technical High School System provides parents or eligible students with a copy of the student’s education record whenever failure to do so would effectively prevent parents or eligible students the right to inspect and review such records. Parents of students receiving special education and/or related services have additional rights under Connecticut State law. Such parents have a right to receive one free copy of the student’s education records within five (5) school days of such a request.

## ***Fees for Copies of Records***

The fee for copies of the student’s education records is 25 cents per page. Parents of students receiving special education and/or related services will receive one free copy of the student’s education records. Additional copies will be subject to a fee of 25 cents per page.

## ***Filing a Complaint***

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the CTHSS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 02020-4605

## ***Types, Locations and Custodians of Education Records***

<u>Types of Records</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records	Office of the School’s Counseling Department	Coordinator of School Counseling Services
Special Education Records	Resource Room	Special Education Department Head
Discipline Records	Office of the Assistant Principal	Assistant Principal(s)
Health Records	School Nurse Office	School Nurse
Cumulative/ Special Education Records for Students in Out-of-District Placement	Superintendent of CTHSS 25 Industrial Park Road Middletown, CT. 06457	Special Education Consultant
Miscellaneous Records and Student Records not identified above	Office of the School Principal	School Principal

***SECTION VI***  
***Student Conduct, Discipline***

## ***Code of Respect***

Respect is a mutual process. This means that students will be shown respect and students shall respect the authority of teachers, administrators and all staff members. Respectful behavior is a matter of common sense, doing what you know is right and treating others as you expect to be treated.

## ***Discipline Policy***

The Connecticut State Board of Education has a responsibility to provide, and each Connecticut student has a right to receive, an equal opportunity for a suitable program of educational experiences. The Board's responsibility to create a climate for learning can be effectively discharged and students' rights guaranteed properly, if students obey the publicized rules of the school. Such rules are designed to ensure a safe environment conducive to learning.

Students who may be subject to disciplinary action must receive treatment, which is fair, consistent, non-discriminatory and appropriate to the offense; must be informed of school rules and procedures; and are entitled to due process procedures consistent with applicable state and federal laws.

Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if such misconduct occurs off school property and during non-school time. Discipline may result if the off school grounds conduct is seriously disruptive of the educational process by markedly interrupting or severely impeding the day-to-day operation of the school. Expulsion, suspension, in-school suspension, or removal from class shall be in accordance with applicable state and federal laws. Penalties range from a minimum of removal from class for a single period, to a maximum of expulsion from school for one calendar year. Penalties vary within this range to reflect the severity of the violation and evidence of past disciplinary problems.

When a student's conduct on school grounds violates state or federal law, the principal may contact the local law enforcement agency for appropriate action. Therefore, in addition to disciplinary action under this policy, the student may be subject to criminal prosecution as a result of his or her misconduct.

### **I. DEFINITIONS**

- A. Exclusion means any denial of public school privileges to a pupil for disciplinary purposes.
- B. Removal means an exclusion from a classroom or shop for all or part of a single class period, provided such exclusion shall not extend beyond ninety minutes.
- C. In-School Suspension means an exclusion from regular classroom or shop activity for no more than five consecutive school days, but not exclusion from school provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen times or a total of fifty days in one school year, which ever results in fewer days of exclusion.
- D. Suspension means exclusion from school privileges or from transportation services only for not more than ten consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension is imposed. No student shall be suspended more than ten times or a total of fifty days in one school year, which ever results in fewer days of exclusion unless such student is granted a formal hearing as provided below.
- E. Expulsion means the exclusion from school privileges for more than ten consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school, to which such pupil was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one hundred eighty consecutive school days. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

- F. Emergency means a situation under which the continued presence of the pupil in the school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such pupil as possible.
- G. School means any school under the direction of a local or regional board of education or any school for which one or more such boards of education pays eighty percent or more of the tuition costs for students enrolled in such school.
- H. Report means a periodic report to the Board that indicates the number and types of disciplinary actions imposed by each school in the system.
- I. School Days shall mean days when school is in session for students.
- J. School-Sponsored Activity means any activity sponsored, recognized or authorized by the CTHSS and includes activities conducted on or off school property.
- K. Seriously Disruptive of the Educational Process means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- L. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the Connecticut Technical High School System to another regular education program in the Connecticut Technical High School System shall not constitute a suspension or expulsion.

## II. SCOPE OF THE STUDENT DISCIPLINE POLICY

- A. Conduct on school grounds or at a school-sponsored activity:  
Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.
- B. Conduct off school grounds:  
Students may be disciplined for conduct off school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

## III. ACTIONS LEADING TO REMOVAL, SUSPENSION, IN-SCHOOL SUSPENSION, OR EXPULSION

Conduct which may lead to disciplinary action (including, but not limited to removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes but is not limited to the following:

### Drugs / Alcohol / Tobacco

**Unauthorized possession, use, sale, distribution, manufacture, or consumption** of alcohol, tobacco, drugs, narcotics, or any item represented to be tobacco or drugs (or any facsimile of alcohol, tobacco, drugs, narcotics, or any item represented to be tobacco or drugs). The term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

**Possession of any paraphernalia** used or designed to be used in the consumption, sale or distribution of drugs, alcohol, tobacco, as described in paragraph above.

### Fighting / Altercations / Physical Attack

**Verbal Altercation** including participation in an incident involving a verbal confrontation

**Physical attack** on or assault of a student, a member of the school staff, or other person. including willful or reckless acts, or attempt to attack, or willful or reckless endangerment or exposure to harm, homicide, battery or stabbing.

**Threatening/bullying/hazing** is defined as the expression by word, act, or gesture of the intention to inflict pain, injury, or loss, and may include intimidation and hazing. Such conduct may include, but is not limited to, making false bomb threats or other threats to the safety of students, staff members, and/or other persons. Bullying is an overt act by a student directed against another student with the intent to ridicule, harass, humiliate, or intimidate, which acts are committed more than once against any student during the school year

**Harassment** including attempt to tease, irritate, annoy, pester, embarrass, or torment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, or ancestry, or racial slurs or hate crimes.

**Sexual Harassment / Sexual Battery / Other Sexual Offense including consensual sex on campus.**

### **Weapons**

Weapon possession or use or possession or transport of any weapon, weapon facsimile, deadly weapon, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or other dangerous object. This definition may include a tool that is in the possession of the student in an inappropriate area of the campus or a tool that is used inappropriately anywhere.

**Possession or ignition of any fireworks or other explosive materials**, or ignition of any material causing a fire.

### **Other**

**Unauthorized entrance** into any school facility or portion of a school facility, or aiding or abetting an unauthorized entrance.

**Unauthorized and/or reckless and/or improper operation of a motor vehicle** on school grounds or at any school-sponsored activity including, but not limited to, trespassing on school grounds while on out-of-school suspension or expulsion.

### **Misuse of Electronic Devices**

Possession or use of a radio, walkman, beeper, paging device, cellular telephone, walkie talkie, hand held gaming device, electronic music device 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, or inappropriate use of such electronic devices.

note:

1st offence: item is confiscated for 1 day, parent pick up required

2nd offense: item is confiscated for 1 month, parent pick up required

3rd offense: item is confiscated until the end of the year, parent pick up required

### **Unauthorized Use of Computers**

Inappropriate use or disruption of electronic information services or equipment including unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property for unauthorized purposes.

### **Pornography**

Possession, observation, or participation in creation of pornography

### **Other School Policy Violations**

**Stealing, burglarizing or attempting to steal** or burglarize school property, or other public or private property or robbing or attempting to rob a person or persons.

**Vandalism** including arson and or the intentional or reckless cause of, or attempt to cause, **damage to school, private or public property.**

**Plagiarism** or use or copying of the academic work of another individual and presenting it as the student's own work without proper attribution

**Profanity** including obscene or profane language or gestures.

**Insubordination** including defiance of school rules and refusal to comply with a reasonable directive from school staff, law enforcement authorities, or school volunteers, or any disruptive classroom behavior.

**Participating in a demonstration** that disrupts the educational process including any other violation of school rules, policy, or regulation or a series of violations, which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

**Participating in a joint or cooperative venture** to commit conduct that violates school rules, including participation in a fight or riot.

**Any act prohibited by federal or state law**, which would indicate that the student presents a danger to any person in the school community or to school property.

### **Violating school smoking regulations**

#### **Gambling**

**Tardiness or Unexcused Absences** including an accumulation of offenses such as school and class tardiness; cutting class, study hall, or shop activity; failure to attend detention; or leaving school grounds without permission, failing to report to or remain in an assigned area, or participating in an unauthorized "skip day".

**Kidnapping or abduction** including seizing, transporting, or detaining a person or minor without the consent of his/her parent or guardian against their will wither by force or fraud.

**Blackmail** including the extortion of money or other valuables from a threat of exposing a criminal act or other discreditable behavior.

#### **Homicide**

#### **Counterfeiting**

#### **Cheating**

#### **Forgery**

## IV. **PROCEDURES GOVERNING EXCLUSION**

### A. **Removal**

1. Whenever any teacher removes a student from the classroom or trade/technology, such teacher shall send him or her to a designated area and shall immediately notify the principal or his/her designee as

to the name of the student against whom such disciplinary action was taken and the reason therefore.

2. Removal of a student from classroom or trade/technology shall not occur more than six times in any year nor more than twice in one week unless such student is referred to the principal or his/her designee-and granted an informal hearing at which the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

#### B. Suspension

1. Unless an emergency situation exists requiring the student's immediate removal, no student shall be suspended prior to having an informal hearing before the principal or his/her designee at which time the student will be informed as to the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. In determining the length of a suspension period, the principal or his or her designee may receive and consider evidence of past disciplinary problems that have led to removal from a classroom or shop, suspension or expulsion of such student.
3. By telephone, the principal or his/her designee shall make all possible attempts to immediately notify the parent or guardian of the student about the suspension and state the cause(s) leading to the suspension and offer an opportunity to discuss it. If the parent or guardian cannot be contacted, the student shall be kept in the school and sent home at the regular dismissal time.
4. Whether or not telephone contact is made with the parent or guardian, the principal or his/her designee shall forward a confirming letter to such parent or guardian to the last address reported on school records (or to a newer address if known) offering the parent or guardian an opportunity for a conference to discuss same.
5. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four hours of the time of the institution of the suspension.
6. Notice of the original suspension shall be transmitted by the principal or his/her designee to the Superintendent of schools or his/her designee by the close of the school day following the commencement of the suspension.

If a student is eighteen years of age or older, any notice required by this policy shall be given to the student and to the parent as well.

7. Any student who is suspended shall be given an opportunity to complete any work, including, but not limited to, examinations which such student missed during the period of his or her suspension, in accordance with the school's general make-up policy.
8. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.
9. The decision of the principal or his/her designee with regard to disciplinary actions up to and including suspensions shall be final.
10. During the period of suspension, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities.
11. No student shall be suspended more than ten times or a total of fifty days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing by the Superintendent or his or her designee.

#### C. In-School Suspension

1. No student shall be placed in in-school suspension prior to having an informal hearing before the principal or his or her designee at which time the student will be informed as to the charges and given an opportunity to respond.
2. By telephone, the principal or his or her designee shall make all possible attempts to immediately notify the parent or guardian of the student about the in-school suspension and state the cause(s) leading to the suspension and offer an opportunity to discuss same.
3. Whether or not telephone contact is made with the parent or guardian, the principal or his or her designee shall forward a confirming letter to such parent or guardian to the last address reported on school records (or to a newer address if known) within twenty-four hours of the time of the institution of the in-school suspension.
4. If a student is eighteen years of age or older, any notice required by this policy shall be given to the student and to the parent as well.
5. No student shall be placed in in-school suspension more than fifteen times or a total of fifty days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing by the superintendent or his or her designee.

#### D. Expulsion

1. A principal may request expulsion of a student in a case where the principal has cause to believe the student's conduct endangers persons or property, seriously disrupts the educational process, or violates a publicized Board policy.
2. A request for expulsion is mandatory if there is reason to believe that the student:
  - (a) on school grounds, or at a school-sponsored event, was in possession of a firearm, deadly weapon or dangerous instrument or martial arts weapon as proscribed by law;
  - (b) off school grounds, did possess a firearm, as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm, as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
  - (c) on or off school grounds, offered for sale or distribution, a controlled substance as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacturing, distribution, sale prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278.
3. The following definitions shall apply:
  - (a) "Dangerous Instrument" means any instrument, article, or substance, which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
  - (b) "Deadly Weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles.
  - (c) "Electronic Defense Weapon" means a weapon, which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious injury.
  - (d) A "firearm," as defined in 18 U.S.C. § 921, means:
    - any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive;
    - the frame or receiver of any such weapon;
    - a firearm muffler or silencer; or
    - any destructive device, which includes any explosive, incendiary or poisonous gas device.
  - (e) A "martial arts weapon" means a nunchaku, kama, kasarifundo, octagon sai, tonfa, or Chinese star.

- (f) When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any BB gun, blackjack, metal or brass knuckles, policy baton or nightstick, dirk or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, knife with the edged portion of the blade of which is four inches or over in length, any martial arts weapon or electronic defense weapon, as defined above, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
4. Requests for expulsion are to be directed to the superintendent or designee as soon as possible. Upon receipt of an expulsion recommendation, the superintendent may conduct an inquiry concerning the expulsion recommendation. If the superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Impartial Hearing Officer who can consider and act upon his/her recommendation.
  5. The Impartial Hearing Officer shall schedule a hearing as soon as possible.
  6. In the case of a student with disabilities, a PPT or 504 meeting must be held prior to the hearing to determine the relationship between the misconduct and disability, to evaluate the IEP to determine if placement is appropriate, and to ensure the safety of other students and staff.
- E. Prior to expelling a student, the Impartial Hearing Officer shall conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the Uniform Procedures Act §§ 4-176e to 4-180a, and § 4-181a.
  - F. Expulsion notice: The parents/guardian of any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
  - G. During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student’s participation in any alternative educational program provided by the Connecticut Technical High School System in accordance with this policy.
  - H. If the superintendent has determined that an emergency exists, then the student may be excluded until the Impartial Hearing Officer renders a decision, however the student must be provided with an alternative education program on the 11th day.

V. POLICY REGARDING MANDATORY EXPULSIONS

- A. In accordance with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Connecticut Technical High School System to expel a student for one full calendar year when there is reason to believe that any student:
  - a. on school grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. § 921, as amended from time to time, or was in possession of a deadly weapon, dangerous instrument or martial arts weapon, as defined in Section 53a-3 of the Connecticut General Statutes;
  - b. off school grounds, did possess such a firearm in violation of section 29-35 of the Connecticut General Statutes, or did possess and use such a firearm, dangerous instrument or martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
  - c. on or off school grounds, offered for sale or distribution a controlled substance, as defined subdivision (9) of section 21a-140, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-277 and 21a-278.
- B. The Hearing Officer may modify the term of expulsion on a case-by-case basis.

VI. ALTERNATIVE EDUCATION PROGRAMS

Whenever the Impartial Hearing Officer expels a student the superintendent shall offer the student an alternative education program. The superintendent will designate the alternative education program within 5 days of the written expulsion decision. The parents or guardians of such student have the legal right to reject such a program without being subject to the truancy law, Section 10-184 of the Connecticut General Statutes.

VII. PROCEDURES GOVERNING SUSPENSION AND EXPULSION OF STUDENTS IDENTIFIED AS ELIGIBLE FOR SERVICES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

A. Suspension of students with disabilities

Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under IDEA (a student with a disability) who has violated any rule or code of conduct of the Connecticut Technical High School System that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the suspension was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the Connecticut Technical High School System is not required to provide any educational services beyond that which is provided to all students suspended by the Connecticut Technical High School System.

B. Expulsions and Suspension that Constitute Changes in Placement for Students with disabilities

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student with a disability who has violated any rule or code of conduct of the Connecticut Technical High School System that applies to all students, the procedures described in this section shall apply. The procedures shall also apply for students whom the administration has suspended in a manner that is considered to be a change in placement under the IDEA, which constitutes a suspension of greater than ten (10) days.

1. The parents of the student must be notified of the decision to recommend for expulsion (or for suspension of greater than ten (10) days) on the date on which the suspension was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or for suspension of greater than ten (10) days) was made.
2. The school shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension of greater than ten (10) days was made. The student's IEP team shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or suspension of greater than ten (10) days, in order to determine whether the student's behavior was a manifestation of his/her disability.
  - a. If the IEP team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion or the suspension of greater than ten (10) days. The IEP team shall consider the student's misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
  - b. If the IEP team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommended expulsion suspension of greater than ten (10) days.

- c. During any period of expulsion or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative educational placement in accordance with the provisions of the IDEA.
- d. The special education records and disciplinary records of the student must be transmitted to the impartial hearing board.

C. Transfer of Students with a disability who have committed Certain Offenses

School personnel may transfer a student with a disability to an appropriate interim alternative educational setting for not more than forty-five calendar days if the student:

- 1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. § 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
- 2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity.

For purposes of this Section, the term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that term does not include a pocket knife with a blade of less than 2.5 inches in length.

VIII. PROCEDURES GOVERNING EXPULSIONS FOR STUDENTS IDENTIFIED AS ELIGIBLE FOR EDUCATIONAL ACCOMMODATIONS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973.

- A. Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (“a Section 504 Student”) who has violated any rule or code of conduct of the Connecticut Technical High School System that applies to all students, the following procedures shall apply:
  - 1. The parents of the student must be notified of the decision to recommend the student for expulsion.
  - 2. The school shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.
  - 3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the administration shall not proceed with the expulsion. The 504 team shall consider the student’s misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
  - 4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the administration may proceed with the recommended expulsion.

IX. RECORDS/REPORTING

- A. The notice of expulsion and the conduct for which the student is expelled must be included on the student’s cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Connecticut Technical High School System upon high school graduation.
- B. If any student has been expelled for possession of a firearm or deadly weapon, as defined in Conn. Gen. Stat. § 53a-3, the violation must be reported to the state police.

- C. If the student is expelled for sale or distributions of a controlled substance, the Connecticut Technical High School System shall refer such student to an appropriate state or local agency for rehabilitation, intervention, or job training and inform the agency of its action.

X. INTERACTION WITH OTHER SCHOOL DISTRICTS

- A. If an expulsion hearing is pending and the student withdraws from school after notification has occurred but before the hearing has been completed, the impartial hearing panel must complete the hearing and render a decision. The notice and decision must be made part of the student's educational record.
- B. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from the school pending completion of the expulsion hearing unless an emergency exists, as defined in Section I. F. The Connecticut Technical High School System shall retain the authority to suspend the student or to conduct its own expulsion hearing.
- C. If a student has been expelled from another district, the Connecticut Technical High School System may adopt the decision of the other school district to exclude the student from school. In order to accomplish this, the Impartial Hearing Officer must hold a hearing for which the sole purpose is to determine whether the conduct leading to the expulsion by the student's former school district also warrants expulsion under the policies of the Connecticut Technical High School System. Until such a hearing is held, the student shall be excluded from the school but must be offered an alternative educational opportunity in accordance with the statutory requirements.

XI. EARLY READMISSION TO SCHOOL

- A. An expelled student may apply for early readmission to school. The Connecticut State Board of Education delegates authority for readmission decisions to the Superintendent of Schools. The student desiring readmission to school shall direct such a request to the superintendent. The superintendent has the discretion to approve or deny such readmission requests and may condition readmission on specified criteria.

***Policy on Bullying***

For purposes of this section, "bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity or on a school bus, which acts are committed more than once against any student during the school year. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school.

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Therefore it is the policy of the State Board of Education that any form of bullying behavior on school property or at school-sponsored events, is expressly forbidden.

As provided by statute, the Connecticut Technical High School System shall:

- (1) Enable students to anonymously report acts of bullying to teachers and school administrators,
- (2) Enable the parents or guardians of students to file written reports of suspected bullying,
- (3) Require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators,
- (4) Require school administrators to investigate any written report filed pursuant to subdivision (2) and to review any anonymous reports,
- (5) Include an intervention strategy for school staff to deal with bullying,
- (6) Provide for the inclusion of language in student codes of conduct concerning bullying,
- (7) Require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed,

- (8) Require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and
- (9) Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline. The notification required pursuant to subdivision (7) of this section shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. For purposes of this section, "bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, [or] at a school-sponsored activity or on a school bus, which acts are repeated against the same student over time. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act (FERPA) and the district's Education Records policy and regulations.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion.

**Students are encouraged to report bullying to any faculty member or administrator and request anonymity.**

### ***Bullying Through the Use of Technology***

An emerging form of bullying is the use of technology to threaten, intimidate, ridicule, humiliate, insult, or harass. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, emails, or instant messages.

Please note that the Discipline Policy states that Misuse of Electronic Devices, Threatening/Bullying/Hazing or Harassment is a violation and can be the basis for discipline on or off campus. When you receive information that a student or students are involved in bullying through the use of technology either as the actor or a member of a group, or the victim, please consider the following:

- If it takes place on campus or at a school sponsored event disciplinary action should be taken.
- If it takes place off campus a school may take disciplinary action if the incident poses a likelihood of substantial disruption to the educational process or the orderly day to day operations of the school.

Additional steps that may be taken by a school official include the following:

- MySpace provides a guide for **school administrators**, advising them to contact the site about false or offensive user profiles or to report threats or bullying. There is a hotline, fax and email address for the exclusive use of school officials.

A copy of the Official School Administrator's Guide to understanding MySpace and resolving Social Networking Issues is available on the CTHSS internal website: Internet Abuse Prevention Administrator Resources: <http://sde-cthsi/IAPAdminResources>

MySpace also maintains a page for **law enforcement** to download forms, obtain information and request removal of offending pages.

## ***Detention Procedures***

Each student who is to be detained will be given written notification one school day preceding such detention. It is the student's responsibility to notify a parent when detention is incurred. Transportation arrangements are the responsibility of the parent and student.

Parental request for postponement of a detention date will be considered if the request is made in writing and states the specific reason for the postponement. An assistant principal prior to the time of the detention must receive this note. Student employment is not a valid reason for postponement of a detention.

Students who miss detention will be referred to the assistant principal.

## ***Search and Seizure***

Connecticut Technical High School students are subject to reasonable searches.

If there is reasonable suspicion that a CTHSS student while on school property or at a school sponsored event is in violation of any laws or school rules, a search of the individual's person, personal property or assigned lockers and other school property is permitted with or without the express permission or knowledge of the student or his/her parents. It is desirable that permission be sought or, at the very least, knowledge is given that a search is to take place, however, such permission or knowledge is not necessary.

CTHSS administrators and other staff designated by the principal are authorized to conduct reasonable searches of a student, including his/her person or personal property, or school property in the possession of an assigned or assigned to the student. When there is reasonable cause to believe that the student may be in possession of weapons, contraband, the fruits of crime, or other materials in violation of school policy or state law.

CTHSS administrators are authorized to seize illegal or prohibited materials that are discovered as a result of a reasonable search.

1. There shall be a minimum of two staff persons present whenever a search is conducted.
2. Each year, at the beginning of the school year, the principal will identify staff that is authorized to search students or their personal property or assigned property and a list of such persons will be maintained in each school.
3. The superintendent will provide such persons with annual training on how to conduct a reasonable search.
4. Such persons may search students or their property, when they have reasonable suspicion that a student is carrying some form of dangerous weapon, drugs or anything that may be perceived as illegal, or in violation of school rules.
5. Searches shall be limited to a student's locker, desk, workbench, toolbox, purse, book bag, backpack, pockets, or outerwear.
6. A more intrusive search is normally not permitted.
7. A search of an automobile is not permitted (unless consent has been obtained in exchange for issuing a permit to park on school property).
8. If a school administrator concludes that a more intrusive search such as that described above is necessary, the parents of the students involved should be called, and suspicions should be reported to the police who shall be responsible for any such search.
9. Teachers in the normal function of their responsibilities may retrieve visible items and materials from students that are in violation of school rules.
10. If a reasonable search has been conducted and items or materials that are illegal or violative of school rules are discovered, the items or materials may be seized.
11. A log shall be maintained in each school indicating whenever a search has been conducted, who conducted the search, who was searched, the basis for the search and the outcome.

**In order to deter the possession, use or distribution of drugs on campus, periodically, a drug sniffing dog may be brought on to school grounds by law enforcement officials. Notice is provided to students and parents before the visit occurs.**

## Inspection of Lockers and Other School Property

1. In order to maintain health and safety standards, school property is periodically subject to inspection by school officials.
2. The purpose of the inspection of lockers and other school property is to assure the proper use and maintenance of the property in accordance with established rules.
3. In order to facilitate inspection, the school administration shall provide the locking mechanisms for all school property and maintain the lock combination or master key.
4. Conspicuous notice shall be provided to all students that lockers, desks, workbenches and other spaces are school property and shall be inspected from time to time with prior written or posted notice given by the school.
5. It should be noted that the inspection of school property does not include the search of personal property contained in the locker (such as purses, clothing pockets, book bags).
6. However, contraband found in plain view during the inspection, may be seized.

## ***Sexual Harassment***

In Connecticut, all students are protected from harassment, including, but not limited to, any form of sexual harassment. Any action creating an intimidating, hostile and/or offensive educational environment may be considered harassment. Students have the right to report any activity about which they are concerned and to do so without fear of being penalized.

Any student who believes that he/she has suffered sexual harassment by another student, by an employee of the Connecticut Technical High School System, or by a third party on the school property, shall report the alleged harassment by notifying the school principal or the Title IX Coordinator.

## ***Connecticut Technical High School System Grievance Procedures for Alleged Illegal Discrimination***

It is the policy of the Connecticut State Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, or disability.

### **Informal Level**

Any student or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, religion, sexual preference, sex or disability shall contact the designated school based Compliance Coordinator (Title IX, 504 or Equity) within 30 days of the alleged occurrence to discuss the nature of the complaint.

At the time the alleged discrimination complaint is filed, the Compliance Coordinator shall review and explain the grievance procedure with the complainant and answer any questions. The Coordinator shall then meet informally with the complainant and the individual(s) against whom the complaint was lodged, and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level. This process shall take no longer than ten (10) working days from the time the complaint was received.

### **Formal Level**

If the complainant is not satisfied with these initial informal procedures and within twenty (20) workdays from the date of the original discussion with the coordinator, more formal procedures may be initiated by the complainant to further explore and resolve the alleged discrimination complaint at this level.

The complainant shall present the written alleged discrimination complaint to the superintendent who may resolve the complaint alone or with the appropriate school principal.

The superintendent shall hear and fully review the case within fifteen (15) days of receipt of the discrimination complaint. A written decision shall be sent to the complainant within five (5) days of the hearing.

If the complainant is not satisfied with the superintendent's recommendation he/she may submit a written appeal to the Board of Education within fifteen (15) days of the superintendent's decision.

The time limits as noted throughout may be extended by mutual agreement in writing.

Any person may also file a complaint of illegal discrimination with the Office of Civil Rights, John W. McCormick Post Office & Court House Building, 2<sup>nd</sup> Floor, Post Office Square, Boston, MA 02109 or Office of Civil Rights, Washington, D.C. at the same time he/she files a grievance, during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office of Civil Rights, It must be filed in writing no later than 180 days after the occurrence to the possible discrimination.

Each school has a staff member who serves as Title IX, Equity, and/or 504 Coordinator.

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

The school campus is a public environment. Excessive display of affection in a school is offensive and embarrassing to others, as well as distracting and disruptive to the educational process. Students are to refrain from any public display of affection that would offend or embarrass others.

### ***Student Dress and Grooming***

In order to maintain a proper and healthy educational atmosphere, students must be suitably dressed and groomed. The State Board of Education and the administration encourage students to dress in a manner that reflects pride in and respect for themselves and their community. Restrictions on student appearance may be applied whenever the dress or grooming interferes with the learning process, is disruptive, is unsafe, or is contrary to law.

Students must be properly dressed and groomed in order to promote a positive, safe, and non-disruptive learning environment. Students are prohibited from wearing clothing or other items that interfere with the learning process, are disruptive, are unsafe, or that are contrary to law. Without limitation, the following are examples of attire that is **prohibited from wear** in the school buildings during the academic school day or at school-sponsored activities:

1. Coats, jackets or other attire normally worn as outerwear, including **hooded sweatshirts** and jackets.
2. All head coverings of any kind, including but not limited to scarves, bandanas, masks, kerchiefs, athletic headbands, hats, caps or hoods, unless it is worn for bona fide religious reasons.
3. Footwear that damages or marks floors or that is a safety hazard, including backless shoes, flip-flops and toeless shoes, heelines or slippers.
4. Sunglasses, unless required by a doctor's order.
5. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached.
6. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products or alcoholic beverages.
7. Attire that can create a hostile school environment or disrupt the educational process such as clothing with harassing symbols, pictures or vulgar, illegal, racial, sexist, or other discriminatory viewpoints which denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual preference or disability.
8. Gang-related attire, including but not limited to gang colors, jewelry, emblems, badges, symbols, signs, or other insignia which are evidence of membership in or affiliation with a gang.
9. Clothing that is overly revealing, including but not limited to shirts and/or blouses that reveal the abdomen, chest, or undergarments; tank-tops; see-through clothing; shorts (mid-thigh shorts are acceptable); miniskirts; or pants that reveal the navel, upper thigh or undergarments. Underwear must be covered. Cleavage must be covered
10. All pants must fit and be properly fastened. Students shall not wear pants that when fastened sag or fit below the natural waist. No sweatpants.
11. Leggings are not permitted as an outer garment- can be worn under appropriate length skirt.

**Students are provided with picture identification cards. Such cards shall be visible and worn on a lanyard while on school property or at school-sponsored events. (ID Cards must be tucked into shirts while in shop areas.)**

**Trade uniforms are required in the trade cycle and there may be additional restrictions based on specific trade environments.**

### ***Display of Disruptive Symbols***

Extremist symbols and logos create a hostile school environment or disrupt the educational process. Therefore the display of harassing symbols, pictures or vulgar, illegal, racial, sexist, or other symbols that represent discriminatory viewpoints are not acceptable on clothing, toolboxes, autos, or other items and may result in disciplinary intervention. Examples of such symbols include, but are not limited to, the Confederate flag, swastikas and swastika variants.

### ***Smoking***

Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property, and are subject to arrest.

### ***Motor Vehicles on Campus – Student Use***

The student use of automobiles on school grounds is a privilege and procedures have been established to assign parking permits when space is limited. Students who are properly licensed drivers may be allowed parking privileges **at no cost** in a designated area of the school parking lot with the approval of the principal. This privilege may be revoked for improper use of a motor vehicle or disregard for safety.

1. All requests for student parking privileges must be accompanied by proof of proper licensing.
2. If a student's licensing status changes the student must inform the principal.
3. The only automobiles that will be allowed to park on the school grounds, in the area designated for students, will be those that have been issued permits.
4. A permit will be valid only for the car that it is assigned to.
5. A student who requests a permit to park on school property must agree to allow the vehicle to be searched if deemed necessary by a school administrator.
6. If a student brings any motor vehicle upon school premises school officials may presume consent by the student, parent or guardian, or owner of the vehicle to a search of that motor vehicle.
7. The principal may request a law enforcement officer to search a motor vehicle on school premises.
8. Permits will be for the academic year only, or a shorter period if deemed necessary by the school administrator.
9. Any car found on the school parking lot without a permit will be towed away at the owner's expense.
10. Upon arrival at school students are not to remain in student cars, but are to come directly into the building.
11. Any student abusing the permit privilege will have the permit revoked.
12. Grounds for Revocation of Permits include but are not limited to the following:
  - Driving at an excessive speed on school grounds.
  - Reckless or dangerous driving on school grounds.
  - Leaving school grounds without permission.
  - Failure to park in the area designated for students.
  - Loitering of students in cars.
  - Failure to maintain a satisfactory level of scholastic achievement, attendance, punctuality, and general attitude.
  - Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle.
  - Possession of alcohol or drugs on campus.

### ***In-School Suspension and Out-of-School Suspension***

A student who is assigned to in-school suspension, out of school suspension, or is serving a period of expulsion is not permitted to attend or participate in any school-sponsored activities.

### ***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.

***SECTION VII***

***Substance Abuse Rules and Guidelines***

## ***Substance Abuse***

### **Rules and Regulations**

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs or mood altering substance or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug, shall be subjected to discipline pursuant to the provisions and procedures outlined in Board Policies.

### **School Guidelines**

As an integral part of the Connecticut Technical High School System Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substance and alcohol related incidents. The Connecticut Technical High School System will provide a safe and healthy environment for students, with due consideration for their legal rights and responsibilities. The Superintendent reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein. Implementation of these guidelines further requires the establishment and maintenance of a student assistance model (student assistance team) that seeks to assist students through provision of a rehabilitative process.

### **Definition of Terms**

- A. Drug/ Mood Altering Substance/Alcohol shall include any alcohol or malt beverage, a drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under law, and/or any substance which is intended to alter mood. Examples include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the district policy for the administration of medication to students in school.
- B. Student Assistant Team is a multi-discipline team composed of school personnel (teachers, staff, administration, nurses, and counselors). This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.
- C. Referral Agency/Facility is any agency/facility licensed by the State of Connecticut to provide drug and alcohol assessment.
- D. Drug/Alcohol Assessment is an evaluation to determine a student's condition relative to the use of drugs/alcohol and recommendations for corrective action.
- E. Distributing is to deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.
- F. Drug Paraphernalia includes any utensil or item that in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, and bowls.
- G. Student is any individual enrolled as a full time student in grades 9-12 in a Connecticut Technical High School.
- H. Part-Time Student is any individual enrolled as a part-time student in grades 9-12 in a Connecticut Technical High School.
- I. Post-Secondary Student is any individual not in grades 9-12 enrolled as either a full-time or part-time student in a Connecticut Technical High School.
- J. Non Student is any individual not enrolled in grades 9-12 or a post-secondary program in a Vocation-Technical School.

## SUBSTANCE ABUSE

SITUATION	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DEPOSITION OF SUBSTANCE *	DISCIPLINE	REHABILITATION
1. A student is suspected of possible alcohol or drug use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance.	Limited to the staff member contacting the counselor, nurse or administrator for assistance.	Limited to behavior problems.	Not applicable.	Not applicable.	None	Referral to the Student Assistance Team (SAT).
2. A student seeks drug-related help or advice for himself/herself or for a friend from a staff member	Staff member will inform the student of the availability of professional help and his/her rights in receiving such help and will encourage the student to meet with the SAT	Limited to the staff member, although the counselor, nurse or administrator may be contacted for assistance	Only with written consent of the student unless there is clear and imminent danger	Not applicable	Not applicable	None	Referral to the SAT
3. A student has a drug or alcohol related medical emergency	The staff member will immediately inform an administrator and the school nurse. All standard health and first aid procedures will be followed.	The administrator will investigate. Procedures may include a search of the student, locker and other possessions. The nurse will document physiological symptoms.	The administrator will contact parents immediately and arrange a meeting. If possible, parents will come to school to observe student.	Required if drugs are involved	Provided to medical personnel to assist in treatment. Submitted to police for analysis and possible use in further proceedings.	Coordinate with SAT recommendations. If there is evidence of further violation, see appropriate category.	Referral to SAT. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendations.
4. A student is caught in the possession of drugs, uses or is under the influence of drugs or alcohol.	Staff member will escort student to the administrator's office or summon the administrator	Administrator will confiscate the drug and request that the student empty pockets and/or purse. The student's person, locker, desk and all personal property will be searched	The administrator will contact the parents immediately and arrange a meeting. If possible, parents will come to school immediately.	Required	Submitted to the police for analysis and possible use in further proceedings.	Coordinate with SAT recommendations. 5 - 10 day suspension subject to request for expulsion.	Referral to SAT. Required participation in a SAT program. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendations.
5. A student possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Follow #3 or #4	Follow #3 or #4	Follow #3 or #4	Follow #3 or #4	Follow #3 or #4	Follow #3 or #4	Follow #3 or #4
6. A student possesses drug related paraphernalia.	Staff member will escort student to the administrator's office or summon the administrator who will confiscate the paraphernalia.	Administrator will request student to empty pockets and/or purse. The student's person, locker, desk and personal property will be searched.	Administrator will contact the parents immediately and arrange a meeting. If possible parents will come to school immediately.	Required. Police will take possession of the paraphernalia and analyze them for possible presence of drugs.	See #4	If drug use or possession is confirmed, follow #4. If no drug use or possession is confirmed, follow #1	Meeting with parent(s), student, and administrator. Further follow-up action will be determined by results of analysis of paraphernalia.

SITUATION	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DEPOSITION OF SUBSTANCE *	DISCIPLINE	REHABILITATION
7. A student is caught distributing drugs.	Staff member will escort student to the administrator's office or summon the administrator who will confiscate the drug.	Administrator will request student to empty pockets and/or purse. The student's person, locker, desk and personal property will be searched.	Administrator will contact the parents immediately and arrange a meeting. If possible parents will come to school immediately.	Required	See #4	Immediate exclusion and consideration of expulsion.	Refer to SAT. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendations
8. A student is caught again in possession, use, or under the influence of drugs or alcohol.	Staff member will escort student to the administrator's office or summon the administrator	Administrator will confiscate the drug and request that the student empty pockets and/or purse. The student's person, locker, desk and all personal property will be searched	The administrator will contact the parents immediately and arrange a meeting. If possible, parents will come to school immediately.	Required	See #4	Immediate exclusion and consideration of expulsion.	Refer to SAT. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendations
9. A part-time student is caught distributing drugs, or possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Follow #3 or #4	Follow #4	Follow #4	Required	Follow # 4	Informal hearing. If informal hearing substantiates allegation student is terminated and sending school administrator is notified.	To be determined by sending school.
10. A post secondary full or part-time student is caught distributing drugs, or possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Follow #4	Follow #4	Yes, if student is less than 18 years old.	Required	Follow #4	Informal hearing. If informal hearing substantiates allegation student is terminated.	Does not apply
11. A non-student is caught distributing drugs, or possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Follow #4	By police	By police	Required	By police	Does not apply	Does not apply

\* Any confiscated substance or paraphernalia will be sealed, documented, and submitted to the police for analysis and possible use in further proceedings. The administrator will give the student a signed, dated receipt and will obtain a signed, dated receipt from the police.

***SECTION VIII***

***Health Office Policies and Safety Procedures***

## ***Administration of Medication***

A physician's order is required for all medications, including over-the-counter medications, administered during the school day. The physician's order must include the name, indication for, strength, dosage and administration schedule of the prescribed medication.

A student may not self-administer medication with the exception of asthma inhalers, epinephrine auto injectors (EpiPens) and insulin. The ordering physician, the school nurse and parent will determine the student's ability to safely self-administer the medication and sign the permission to self-medicate statement on the Medication Authorization Form. A student may not self-administer these medications without this form on file with the school nurse.

A parent/guardian of a student requiring medication during school hours (whether administered by the school nurse or self-administered) should contact the school nurse to obtain a Medication Authorization Form to be completed by both the physician and parent/guardian. The form can also be found on the School Nurse Page of the school Website.

A parent/guardian or responsible adult is required hand-deliver the medication directly to the school nurse or an administrator (with the exception of medication for self-administration). The medication must be in its original container with the student's name, name of medication and instructions for administration clearly printed on it. Medications must be picked up by the Parent/Guardian or responsible adult by the last student day or it shall be discarded accordingly.

## ***Communicable Diseases***

A student with a communicable type condition may be excluded from school and directed to see his/her family physician. For conditions such as: head lice, scabies, conjunctivitis, impetigo, and ringworm the school nurse may require a physician's written statement that he/she is free of the condition or is receiving treatment for it.

Guidelines to assist you in determining whether your child should be kept home from school include:

- 1) A student with a temperature of 100.4 must be fever free (with out the use of fever reducing medication) for 24 hours before returning to school.
- 2) A student with an illness requiring treatment with an antibiotic must be taking the antibiotic for at least 24 hours before returning to school.
- 3) A student suffering with vomiting and/or diarrhea must be symptom free for 24 hours before returning to school.

## ***Emergency Contact Numbers and Medical Information***

All students receive an Emergency Information Card on the first day of school. These cards are used in the event of a student illness, incident or emergency. A Parent/Guardian must complete and sign the card and return it the homeroom teacher as soon as possible. The Parent/Guardian must provide working emergency contact numbers including home, work and cell numbers and the name and number of at least one alternative contact in the event we are unable to reach you. Allergies and medical conditions should also be noted on the emergency card. It is the Parents'/Guardians' responsibility to keep the school nurse up to date with any changes in emergency contact telephone numbers and/or health conditions.

## ***Emergency Health Procedures***

When a student becomes seriously ill or injured, the parent will be notified immediately. If the parent cannot be reached, the nurse will act according to the instructions listed on the student's emergency medical data card.

## ***Fire Drills – Evacuation – Lock Down – Lock Out***

A fire drill, lock out or other school evacuation is a rehearsal of a procedure that may some day save your life. It is a serious preparation for conduct during a possible emergency. Each of your teachers is aware of the procedures to be followed during a drill. The evacuation route for each room will be explained by each of your teachers. You are to follow their direction during a drill as well as in an emergency situation. The students who are leaving from a particular room are to remain with that group, under the teacher's supervision, during the entire drill.

In a lock-down drill if you are in a classroom you are to remain in that room and follow the teacher's instructions. If you are in the hallway you will need to enter the closest classroom. Students will remain in classrooms until the all-clear signal is given.

## ***Health Room Procedures***

A registered nurse usually staffs the health room office during normal school hours. If the health office is closed or the nurse is not immediately available, a student with urgent or emergent problem or who is in need of an inhaler or daily medication should report to the main office. Students with non-urgent or non-emergent needs such as picking up or returning forms, minor illnesses and minor injuries are not to wait in the corridor for the nurse to return, but should return immediately to the class. A pass to the school nurse is required.

## ***Immunizations***

The Connecticut Technical High School System, as mandated by Connecticut law, requires that all students, including adults in a day program, be successfully immunized against Diphtheria, Tetanus, Polio, Measles, Mumps, Rubella (German Measles), Varicella (chicken pox) and Hepatitis B.

Entering students must submit written proof of the required immunizations prior to attending school. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided.

## ***Injuries/Accidents***

All injuries or accidents occurring on school grounds should be reported to a teacher, the nurse, coach or administrator immediately.

## ***Crutches in School and Shop:***

Due to safety concerns any student who is required to use crutches or a wheel chair or is unable to wear a work boot due to injury or surgery (on a short term basis) may be reassigned from shop. During this time the student will be given work that may be completed while sitting or with limited standing in a safe location. The student may participate in all theory classes.

The parent/guardian will provide the school nurse with documentation from a physician stating anticipated duration of crutch/wheelchair use, medical orders, activity restrictions including PE & sport restrictions, necessary accommodations ( i.e. elevator use, assistance to and from classes).

Accommodations will be made for any student with any long term needs related to mobility.

## ***Pesticide Applications***

Staff and parents or guardians of students may register for prior notice of pesticide applications in the building or on the campus during the current school year. The school maintains a registry of persons requesting prior notice and such persons are provided with notice at least 24 hours prior to application. The notification procedure is usually by mail and includes:

- a description of the name of the active ingredient in the pesticide being applied,
- the target pest,
- the location of the application, and
- the name of the school official who may be contacted for further information

A record of pesticide applications at a school during the prior year is also maintained.

## ***Mandatory 10<sup>th</sup> Grade Physical Examination***

In compliance with Connecticut State Law the CTHSS requires all students entering the 10<sup>th</sup> grade to undergo a health assessment. This health assessment must be completed by the end of the 10<sup>th</sup> grade school year. The CTHSS will provide access to a free health assessment to any student whose parents or guardians meet the eligibility requirements for free and reduced price meals under the National School Lunch Program or for free milk under the special milk program. The CTHSS may partner with various community agencies to make this free exam available to qualified students. It is the responsibility of the parent or guardian to request this service, in writing by November of the student's 10<sup>th</sup> grade year. Students may be excluded from entry into the 11<sup>th</sup> grade if not in compliance with this policy.

## ***Release from School Due To Illness/Injury***

When a student becomes ill in school and must be sent home, a parent or responsible person designated by the parent must provide transportation and accept responsibility for the student. Students may not leave school for illness or injury or call parents for transportation without first reporting to the nurse or an administrator. Only the nurse or administrator may dismiss a student from school. Students who walk, drive or travel by city bus to school will only be released by these methods with the approval of the parent/guardian, the school nurse and an administrator. The school nurse at her discretion may deny walking/driving/bus privileges to a student being dismissed who is at risk for medical complications or may not be able to travel safely home. Examples of students at risk for medical complications or who may not be able to travel safely home include but are not limited to students with high fever, head injury, breathing difficulties, severe injury, dizziness and moderate to severe vomiting.

**Students should not be sent to school when ill solely for the purpose of obtaining an excused dismissal from the school nurse. Not only is this detrimental to the student's wellbeing, but poses the potential for the spread of infection to staff and students.**

## ***Safety***

Safety is taught in all shops, laboratories and classrooms. Each shop, piece of equipment, and job has a safety procedure that must be followed carefully. Any student found not observing the safety procedures will be subject to disciplinary action.

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 those students who wear glasses, prescription safety glasses are required.

## ***Student Insurance***

Student insurance is available for a nominal fee. If parents do not have a regular family health plan, they are strongly urged to purchase either 24-hour or during-school coverage. Student insurance applications will be sent home with the students at the beginning of the school year. Additional applications may be obtained from the school nurse.

## ***9<sup>th</sup> Grade Mandatory Vision and Scoliosis Screenings***

In compliance with Connecticut State Law all 9<sup>th</sup> grade students undergo scoliosis and vision screenings. Any parent who wants child excluded from this screening must notify the school nurse in writing by October 1<sup>st</sup> of the 9<sup>th</sup> grade school year. If a student fails to meet the standard of the screening written notification will be sent to the parent/guardian

***SECTION IX***

***Organizations, Clubs, and Extracurricular Activities***

## ***Academic/Technology Requirements for Eligibility to be a Student Council Officer, SkillsUSA Officer or Class Officer***

1. Any student failing his/her trade/technology is ineligible.
2. A student must maintain a GPA of D to be eligible.
3. When a student is academically ineligible at the end of the first or second marking period, a review can be conducted at the mid-point of the next marking period. He/she can obtain a form from their advisor and have it signed by all of his/her teachers to show that ALL courses are being passed for the year (not just the marking period) then that student could be classified as eligible once again.

### ***Athletics Eligibility Requirement for Participation in Interscholastic Sports***

The athletic program is an important and integral part of the total school program and is open to participation by all students enrolled at a Connecticut Technical High School. Athletics serve as a base for the development of a positive self-image for all participants, encourages individual and group excellence, dedication, and commitment in working toward team goals, contributes to the participants' growth in physical fitness and skill, fosters mental alertness, emotional maturity, and social interaction. While the high school athletic program serves as an arena for the student-athlete to display his/her talents, student-athletes must in turn be willing to assume certain responsibilities. The Connecticut Technical High School System adheres to C.I.A.C. Eligibility Rules and those listed below:

#### **A student is not eligible:**

- 1) If he/she is not taking four (4) units of work or the equivalent (CIAC handbook Sec. 7.0 Eligibility Rule I.B.).
- 2) If he/she failed trade/technology course at the end of the last marking period. The final average grade in trade/technology determines fall eligibility. (CIAC handbook Appendix B-Eligibility Rule I.D.).
- 3) If he/she has failed more than one full credit course (i.e. math, science, English, social studies, health) and one partial credit course (i.e.art,) at the end of the last marking period. The final academic grade averages determines fall eligibility. (CIAC handbook Appendix B-Eligibility Rule I.D.).
- 4) If he/she has failed physical education (CTHSS policy).
- 5) **If the student has reached his or her twentieth (20th ) birthday. A student-athlete will not be allowed to start a season\* or compete during a season in which his/her twentieth (20th ) birthday falls. (\*Season as defined in Article IX, Section II.D. and E of the CIAC Bylaws)**
- 6) For 30 calendar days if he/she has changed schools without a change of legal residence provided both the receiving and sending school principals sign a Transfer Waiver Form attesting that the student to the best knowledge of the principals, did not transfer for athletic reasons. (CIAC handbook Appendix B-Eligibility Rule-II.C.).
- 7) If he/she has played the same sport for more than three (3) seasons in grades 10, 11, and 12 (CIAC handbook Appendix B-Eligibility Rule II.B.).
- 8) If he/she plays or practices with an outside team in the same sport while a member of the school team after the first scheduled game in any season (CIAC handbook Appendix B-Eligibility Rule II.E.). The exceptions to Rule II.E shall be:
  - (1) Participation in parent-child tournaments and caddie tournaments.
  - (2) Swimming ,Tennis and gymnastics - a pupil may practice but not compete with a non-C.I.A.C. team during the season,(not to exceed three (3) hours per week delete this.) and add as long as such practices do not interfere with or replace member school practices.
- 9) If he/she plays under an assumed name on an outside team (CIAC handbook Appendix B-Eligibility Rule II.F).
- 10) If he/she receives personal economic gain for participation in any C.I.A.C. sport (CIAC handbook Appendix B-Eligibility Rule II.F).

When a student is academically ineligible at the end of the first or second marking period, a review can be conducted at the mid-point of the next marking period. Assuming the student is eligible by CIAC criteria, (passing courses leading to at least 4 Carnegie units), he/she can obtain a form from the athletic coordinator and have it signed by all of his/her teachers to show that ALL courses are being passed for the year (not just the marking period) then that student could be classified as eligible once again.

The Connecticut Technical High School determines a student athlete's eligibility based on the official receipt of the previous marking period's report card.

## ***Cheerleading***

Providing cheerleaders for boys teams but not for girls teams in the same sport is a form of unlawful discrimination. Title IX requires that cheerleading be provided on an equitable basis whenever the same sport is provided for both boys and girls.

This means that a cheerleading squad that cheers for boys basketball must also cheer for girls basketball. If there is only one cheerleading squad at the school then the squad must be split between boys basketball games and girls basketball games.

Please note that this ruling only applies to same sport situations, i.e. boys and girls basketball, boys and girls soccer. It would not apply if the squad cheered for football and did not cheer for volleyball because these are not the same sport.

## ***Medical Requirements for Participation in Interscholastic Sports Activities***

Before the student will be allowed to practice and/or compete in any interscholastic sport activity, the Parent Approval, Student Medical History and Sports Physical Examination forms are to be filled out completely and filed in the office of the school nurse or in the office of the athletic director/coordinator.

The sports physical examination is valid for one year from the date of the previous sports physical exam.

## ***Participation in School Activities/Absence***

Students who are absent from school will not be permitted to participate in interscholastic athletic contests, athletic practices, extracurricular activities, or other school-sponsored activities on the days they are absent from school. Coaches and advisors will check daily attendance sheets for compliance with this regulation.

## ***National Honor Society***

Membership in the National Honor Society is an honor bestowed upon students based on outstanding scholarship, leadership, service and character as demonstrated in the school and greater community. Once selected, members have the responsibility to continue to maintain the standards

## ***Parent/Faculty Organization (PFO)***

We encourage parents to participate in the Parent Faculty Organization (PFO). Parents, teachers and administrators should always work together in the best interests of students. Research has shown that students whose parents are involved in their education do in fact perform better in school. Such students get better grades and test scores, more long term academic success, and display more positive attitudes and behaviors. Please see sign up form on page 54.

## ***Class Organizations***

Each class elects four officers for the year: a president, vice president, secretary and treasurer. The class officers meet with faculty advisors to plan social functions for their class. They may sponsor dances, talent shows etc. Fund-raising is often done to begin to build a treasury that can partially defray the expenses.

## ***SkillsUSA***

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

Participation in SkillsUSA provides a student with these opportunities:

- A chance to learn and practice employment skills and leadership skills that will result in greater confidence
- Opportunities to compete in the SkillsUSA Championships at the local, state or national levels

- Opportunities for scholarships, awards and honors
- Job contacts and networking opportunities
- Recognition from peers, teachers and leaders within the community
- Opportunities to attend leadership conferences at the state and national level
- Access to SkillsUSA employment resources
- Chances to travel meet a variety of new people and develop meaningful friendships

### ***Student Council***

The Student Council serves to develop attitudes of citizenship and the practice of good school citizenship, to promote school spirit, to provide a forum for the exchange of student ideas, to charter clubs and other school activities, and to promote the general welfare of the school.

The Student Council shall be comprised of representatives from each class. There shall also be at least one faculty advisor, appointed by the school principal, assigned to oversee the Student Council. All student clubs/organizations shall have a slate of student officers elected from the membership through the democratic process. There shall be a minimum of three elected officers: a president, a secretary and a treasurer.

### ***Graduation and Senior Events Guidelines***

The guidelines will assist schools in planning graduation exercises, out-of-state senior class trip and other events. The highlights included in the guidelines are listed below.

- timelines for each major senior event to increase student participation;
- responsibilities for the class advisor(s) and school graduation planning committee;
- a guide for selection, participation and attendance to meetings for senior representatives and sub-committee(s);
- clarification regarding class dues;
- information regarding graduation date, program, and site;
- information, timelines and basic rules for the planning of the 3-day out-of-state senior class trip;
- a list of other senior events commonly held by schools;
- timelines and information for the senior prom and facility;
- a list of successful fundraisers, out-of-state senior class trips, and travel agents/bus companies' recommendations collected from the schools; and,
- a calendar with timelines for the 2007-08 school year.

*The guidelines take effect with the 2007-2008 freshman and sophomore classes. Other classes may choose to follow the guidelines to plan a 3-day out-of-state class trip, providing that planning has not yet been completed and preparation, coordination, and funding allow the trip.*

### ***Yearbook Guidelines***

Initial review of content, page, and final proof review is completed by the yearbook advisor, assigned review committee, and school principal. Appropriate pictures and text included should follow CTHSS and school policies. Yearbook policies must be prepared and communicated to students and parents. For example:

- Students are required to be photographed in appropriate clothing that conforms with the dress code but not necessarily the school uniform.
- Students may not be photographed with anything that violates the discipline code
- Students may not be photographed with props or with logos/pictures on clothing
- Photographs may not contain gestures or expressions that are offensive, negative or insulting.
- Photographs and text may not contain hidden messages.
- Display of weapons is not permitted (except photos of Rifle and Archery Team in sport session)

The principal has the authority and the responsibility to review yearbook pictures for conformity with the above.

***SECTION X***  
***General Information***

## ***Age of Majority***

Any student 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 Connecticut Technical High School. The Connecticut Technical High School System recognizes its responsibility to the parents of secondary students regardless of the age of the student in its charge. The school will continue to maintain contact with parents of all secondary students who reside at home and/or continue to receive support from parents.

## ***Work Based Learning***

Work Based Learning (WBL) is offered as an extension of the technical training offered in the trade/technology component of the school year.

Trade/technology WBL is offered in the trade/technology cycle to include and supplement the instruction scheduled during the school day. Students are allowed a maximum release from school time based on being either a junior or senior student. The experience may legally extend beyond the school hours. The student's shop grade reflects input from the employer and the release time from school replaces the credit bearing time in the shop or at a production site. WBL may be extended to the academic cycle if the students schedule permits and they are a participating CWE student. This would be in lieu of senior release or last period(s) study halls.

In order to be eligible to participate in the WBL program students must meet at a minimum the following criteria:

- successfully complete their sophomore year at a technical high school;
- be at least 16 years old;
- maintain an overall marking period grade average of 70 or above, with no failures, and a minimum grade of 70 or above in trade/technology and;
- demonstrate trade/technology proficiency based on performance criteria established in the curriculum.

Final decision of eligibility rests with the principal in consultation with the trade/technology department head, the student's counselor, and the WBL coordinator. Students under the age of 18 enrolled in a WBL program are permitted to work in most age restricted and hazardous occupational areas.

The student may be withdrawn from the program by request of the student's parent/guardian, the school, the employer, or the student.

## ***Electronic Information Resources Access Agreement***

By signing the student/parent acknowledgment signature page of the student handbook, I, as a user of the CTHSS's electronic information resources and computer networks, acknowledge that I have read, accept and agree to abide by the Electronic Information Resources Policy of the CTHSS and with the following preconditions of my use of the CTHSS electronic information resources:

1. I will use electronic information resources only for educational and research purposes — and only as those purposes are consistent with the educational objectives of the CTHSS;
2. I will use the electronic information resources in a responsible, ethical, and legal manner at all times;
3. I will use electronic information resources only with the permission of the responsible teacher or staff member;
4. I will be considerate of other electronic information users and their privacy, and I will use polite and appropriate language at all times while accessing and using these resources;
5. I will not give out any personal information about myself or anyone else while using these resources;
6. I will make responsible decisions while accessing and using these resources;
7. I will not knowingly degrade or disrupt electronic information resources, services or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services or violating copyright laws;
8. I will immediately report any problems or breaches of these responsibilities to my teacher or to the school personnel who is monitoring my use of these resources;
9. I will report all security problems I identify while using these resources to my teacher or to the school staff who is monitoring my use of these resources;
10. I will act responsibly at all times and will avoid other activities that are considered to be inappropriate in the non-electronic school environment;

11. If I do not follow these rules, I know that I may lose my privileges to use the computers at school, that I may be disciplined for not following the rules, and that I may have to pay for any damage I may cause by my misuse of these resources;
12. I am aware that the inappropriate use of these resources can be a violation of local, state, and federal laws and that I may be prosecuted for violating those laws.

*Note: Parental acknowledgement and/or agreement are recorded by a separate document that lists every item for which the school requests consent. See last pages.*

### ***Electronic Communication***

We have started to routinely collect parent/guardian e-mail addresses - as well as cell phone numbers - as part of the student's educational record, and parents and staff now expect to communicate electronically. Electronic response is encouraged because it is much more efficient and we are providing you with the following guidance. Questions and answers are also provided (**see attachment**) to provide further clarification.

#### Sharing of student information across e-mail

Please be advised that under FERPA and/or current CSDE Agency Policies, the following **student** information can be shared across e-mail with members of the school administration, teachers and other CSDE staff:

- Name
- District ID#
- State ID#
- Address
- School
- Courses/Credits
- Grades
- Attendance/Disciplinary
- Participation in Activities/Location
- Reduced Lunch Program Status
- Age
- Gender
- Ethnicity
- Special Education/disabilities

All the above information can be e-mailed to administration, teachers, CSDE staff and parents. Any audience outside of the ones mentioned should be discussed. This is not public information and cannot be distributed to the general public.

In addition, student/parent information (names, school, , e-mail/telephone numbers, etc.) can be stored on outside contractors' servers for use for electronic message systems which alert in case of delays/closings/emergencies if there is a proper confidentiality agreement in place.

#### Sharing of Staff/Teacher Information across e-mail

The following **staff/teacher** information can be shared across e-mail with members of the school administration, teachers, CSDE staff or general public:

- Certification status
- Address
- Salary
- Years Experience
- Teaching Schedule
- NCLB/Highly Qualified Status

All this information is public information and can be shared. Basically only the Social Security Number (SSN) cannot be shared. Teacher Certification, by statute, has an exemption on the use of SSN. With other systems you need to exhibit your best judgment in keeping the data secure until a replacement system or alternate identifier is deployed. Data collections such as the ED-163 Certified Staff File still requires use of SSN. Any files containing sensitive data such as SSN need to be

stored on the network in secure folders with access to only staff that needs to know. Data of this type should not be stored on a computer hard drive or laptop. This would be in violation of department and state policies unless the proper approvals from the Commissioner are obtained.

### ***Field Trips***

Field trips may be scheduled for educational reasons. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.

Every effort shall be made to provide resources for all interested and eligible students to participate in a school-sponsored trip.

Permission slips signed by a parent/guardian shall be required of all students participating in school trips and must be on file. Blanket permission may be obtained for such activities as athletic trips.

If a student needs to take medication during a field trip or requires an inhaler or epipen the parent should call the School Nurse at least 2 weeks in advance to discuss the student’s needs

All school trips shall begin and end at the school.

All accident’s injuries and unusual incidents must be reported to the school principal, who shall make a report to the superintendent.

### ***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.

### ***Lockers***

Each student is assigned a locker. It is the responsibility of the student to see that the locker is kept locked and in order at all times. Students should not compromise security by sharing their lockers and combinations. The school administration may conduct inspection of lockers or other school property such as desks, workbenches, and school vehicles to maintain the integrity and security of the school environment.

### ***Lost or Damaged Textbooks, Library Books, School Materials***

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials. However the school district will not withhold a transcript from a college or other secondary school to which the student has applied.

### ***Military Service***

Students who intend to enter a branch of the military service, or are interested in applying to any of the service academies should consult with a recruiter and their guidance counselor. Male students are required by law to register with Selective Service at the local post office upon their eighteenth birthday.

### ***Pledge of Allegiance***

Time shall be made available for students to recite the Pledge of Allegiance each day that school is in session, preferably at the beginning of the school day. Students shall be encouraged to recite the Pledge of Allegiance. However, no student shall be required to participate. A student who declines to recite the Pledge of Allegiance may remain seated while classmates stand.

Students have the responsibility to respect the rights and interests of other students. Therefore, all students are expected to respect the choice that each student makes regarding participation in the Pledge of Allegiance.

### ***School Improvement Team (SIT)***

School Improvement Teams are comprised of teachers, parents, administrators, and students. The group represents its various constituencies on the team that provides input in planning the future of the high school, as well as to improve student performance.

### ***Sale of items, raffle tickets***

Students are not permitted to sell anything that is not school sanctioned including raffle tickets and they are not permitted to accept money for donations

### ***School Lunch Program***

The Connecticut Technical High School System has purchased a cafeteria Point of Sale System (POSS). This new computerized school food service management program will be capable of processing free, reduced, paying and prepaying patrons. All transactions will require the student to enter a Personal Identification Number (PIN) which is his or her student ID number. In addition, the POSS will assist in the following areas:

- Greater confidentiality (no overt identification of free or reduced students at point of service);
- Rapid moving lunch lines;
- Allow Parents to review their child's meal and/or a la carte buying history;
- Allow Parents to pay for meals or a la carte items in a separate or joined account;
- Allow Parents to decide what their child may or may not purchase; and
- Track popular meal sales, therefore increasing lunch participation.

Offering and serving well-balanced meals to our students is important. CTHSS welcomes all parents to become involved in their child's meal activities and looks forward to having your son or daughter be active participants.

The Connecticut Technical High School system has established school lunch prices :

Breakfast	\$1.85
Lunch	\$2.50
Power Meals	\$5.00
Reduced Breakfast	\$ .30
Reduced Lunch	\$ .40

Food items may also be purchased a la carte for cash only. The a la carte meals, now known as Power Meals, are priced at \$5.00. The Power Meals are prepared by the culinary department as an alternative to the school lunch meals

Parents can deposit money in their child's school meal account any time during the school year. All prepayments are conducted in the school's business office. Cash in all denominations or checks made payable to "Treasurer, State of Connecticut", are acceptable. All checks are to include the student's name and ID number. A receipt will be issued after payment. As students purchase meals off of their prepaid account, their balance is drawn down per transaction. Students may ask for their prepayment balance at the cashier line.

Applications for free or reduced lunch are available in the school guidance office.

**Note: Due to food allergy concerns no student may bring food or drink to school for another student. Students may bring in food for their own consumption only.**

### ***Hard Hats, Work Boots and Safety Glasses***

Each trade/technology will issue in writing its required dress regulations. These take into consideration safety, health, industrial standards, and the educational process. All ninth grade students are required to wear safety glasses and work boots during Phase I and Phase II of Exploratory. The trade dress requirement for Phase III of Exploratory will depend on the trade/technology selected. For example, extreme hairstyles may be a safety hazard (covering may be a solution).

## ***Transportation***

Transportation for students, by state law, is the responsibility of local boards of education. When enrollment from a town warrants it, school buses are provided. If there is insufficient enrollment to warrant a bus, a program of reimbursement is established by the sending town. Students or parents should contact their local superintendent's office to obtain information on transportation procedures.

The school will cooperate fully with local school boards, bus contractors, and bus drivers to provide safe and orderly transportation for all students. Those who violate the rules of safety, common courtesy, or the rights of others will be reported to the local superintendent for appropriate action. This could mean suspension from bus privileges either temporarily or for the remainder of the school year.

## ***Visitors***

Parents, guardians, and care-givers of students enrolled in our schools are encouraged to take an active role in the education of their children, including the scheduling of visits and participation in school related activities. Members of the community are also welcome. However visitors are not permitted to disrupt educational programs and activities.

1. Visitors to a school in the Connecticut Technical High School System must first report to the main office for permission to visit.
2. Visitors will be provided with a nametag, which must remain, visible at all times.
3. Anyone wishing to observe a class must contact the administration of the school prior to the observation. Where possible, at least twenty-four (24) hours notice should be provided.
4. In addressing requests for classroom observation, the administration will consider its responsibility to avoid disruption to the learning environment.
5. Visitors are expected to follow school rules.
6. Visitors should not initiate conversations with students or otherwise interrupt normal activities. Any questions should be addressed after the class, outside the classroom, to the teacher and/or administrator.
7. Audio taping, video taping or photographing of classroom activities by third parties may be disruptive to the educational process and may invade the privacy rights of students, and will therefore not generally be allowed.
8. Any person violating any of these guidelines may be asked to leave the school premises. Failure to obey such a request may be grounds for arrest for trespass.
9. Staff members should be alert for unauthorized visitors and report their presence to the principal promptly.
10. A person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building, or grounds, without a reason or relationship involving custody of, or responsibility for, a student or any other license or privilege to be there.

## ***Volunteer Program***

The State Board of education supports the use of volunteer services in the Connecticut Technical High School System to enrich students' educational experiences and heighten their motivation. The use of volunteers frees educators from non-teaching tasks, assists in the provision of individualized instruction, and fosters continued community support and involvement. Volunteers strengthen and supplement school activities and do not take the place of school staff.

The Program of Volunteers in the Connecticut Technical High Schools is designed to meet the following objectives:

1. Provide an opportunity for parents and other interested citizens to participate in the educational programs of the students.
2. Increase the number of Connecticut citizens who are well informed about the Connecticut Technical High Schools and its array of programs.
3. Increase the amount of small group and individual attention given to Connecticut Technical High School students.
4. Increase positive communications between school and community.
5. Fingerprinting is requested prior to the start of volunteer services.

Make community talents and expertise available to Connecticut Technical High School students under professional guidance.

***Working Papers***

Students who need working papers may obtain one by taking their "promise of a job certificate" to the school's Guidance Coordinator.

***SECTION XI***

***PFO Sign-up/Acknowledgements/Agreements/Opt Outs***

**The forms in this section must be completed and returned to the school.**

**Parent Contact Information**

Name(s) \_\_\_\_\_

Address(s)  
(home) \_\_\_\_\_

(work) \_\_\_\_\_

Telephone(s)  
(home) \_\_\_\_\_

(cell) \_\_\_\_\_

(work) \_\_\_\_\_

Email \_\_\_\_\_

## Parent-Faculty Organization

As parents and guardians of students attending a Technical High School, you are invited to be a member of this organization. The purpose of this organization is to encourage a closer association among parents, their sons/daughters and teachers by providing social activities and supporting worthwhile school projects. At the same time, the Parent-Faculty Organization (PFO) endeavors to gain community and state support for technical education.

Scholarships are awarded by the PFO. Preference will be given to students who have parents/guardians who are members of the PFO. Parents and guardians are urged to show their support for the educational process by joining the Parent-Faculty Organization.

To join, fill out the form below, **enclose the \$5.00 annual dues per family**, and have your child return it in a sealed envelope to the Parent-Faculty Organization mailbox in the Main Office.

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### *2008-2009 Parent-Faculty Organization*

Student Name(s) \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

## ***Acknowledgements/Agreements***

### ***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.

### ***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.

### ***Education Records***

Regarding education records, I understand that 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.

### ***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.

### ***I acknowledge that I have reviewed this handbook***

_____ Parent/Guardian Signature	_____ Date	_____ Student Signature	_____ Date
_____ Print Name		_____ Print Name	

## ***Opt Out Provisions***

Please sign below **ONLY IF** you **DO NOT** grant permission:

### ***Release of Directory Information***

I **do not grant permission** for the release of directory information to the military without my prior consent.

_____ Parent/Guardian Signature	_____ Date
_____ Student Signature	_____ Date

### ***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.

The Human Growth and Development and HIV/AIDS unit is from 3 to 6 lessons. 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 to 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 grant permission** for my child to participate in Human Growth and Development and HIV/AIDS instruction.

_____ Parent/Guardian Signature	_____ Date
_____ Student Signature	_____ Date

**Please note: Permission to use photographic or video images of your child will be requested separately and you will have the option to refuse permission at that time.**