

Eli Whitney Technical High School



STUDENT/PARENT HANDBOOK ADDENDUM 2008-2009

Eli Whitney Technical High School Administration

Ms. P. Moore, Principal
Dr. M. Moran, Assistant Principal
Mrs. A Noel, Assistant Principal
Dr. B. Waterman, Assistant Principal

Telephone (203) 397-4031 Extension 305
Telephone (203) 397-4031 Extension 308
Telephone (203) 397-4031 Extension 325
Telephone (203) 397-4031 Extension 307

Philosophy and Goals of Eli Whitney Technical High School

ELI OWLS DO THE A'S

The 4 A's of Success:

Attitude, Attendance, Attention, Achievement

Education is the basic tool by which people can learn to cope and interact with the total environment in an intelligent manner. The purpose of education is to enable students to successfully meet the technological, economic, social, and intellectual demands of life as they become productive citizens. Education must embrace a vision that allows each student to develop to his or her fullest potential. The faculty and administration are dedicated to addressing the individual differences of students and teaching to the highest academic and technological standards, while nourishing relationships with local business, labor, and community groups.

1. Foster sustained improvement in student learning by increasing CAPT and NOCTI scores by 2% annually.
2. Create a positive educational learning environment by improving attendance 5% annually and by decreasing suspension 3% annually.
3. Strengthen staff leadership and communication skills through collaboration mentoring, and the advisory committees.
4. Increase teacher retention and recognize excellence in teaching by providing and facilitating professional development for faculty, which supports SIP goals and objectives.
5. Conduct an annual review of Eli Whitney Technical High School's philosophy and goals
6. Design recruitment strategies to reflect the diversity of the greater New Haven community in our school.
7. Create and sustain an active Parent Faculty Organization.

IMPORTANT INFORMATION:

Lockers: Each student is expected to use the locker assigned to him or her. Throughout the school year, there will be random checks of lockers. The school is not responsible for items taken from lockers.

A student will take full responsibility for any item found in his/her locker if federal and state laws, as well as school policy prohibit the possession of such item(s). **Therefore, do not share lockers.**

Search and Seizure: The school has the right to conduct a search whenever there is suspicion of illegal activities or possession of anything to endanger students or others.

As soon as students enter school grounds, all the rules of the school are in effect until students leave school grounds. These rules are also applicable to after-school activities including detentions.

Attendance: Attendance is taken each period. Students may be credit denied for twelve (12) or more unexcused absences. For early dismissal, a parent or guardian must come into the building and produce proper identification before the student is released.

Fire Drills: Students must remain with their class and instructor(s).

The passing time between Period 3 and Period 4 has been increased to five (5) minutes. No passes are **allowed during Period 7.** Instead, at the end of Period 7, there is an additional 3-minute-passing time for students to go to their lockers before proceeding to the buses.

SuperPass: Every student is given a SuperPass at the beginning of each Marking Period. This pass is used when a student needs to go to the Main Office, guidance, the school nurse, lavatory, etc. Each time a student is tardy to class, a line may be taken off or a detention may be given. **It must be carried at all times. Do not use another student's SuperPass.**

Agenda Books: Each student will be given an **Agenda Book** to keep track of assignments, due dates for reports, and projects.

School Lunch: Lunch is served daily except on Legal Days. **Students must apply for Free or Reduced lunch.** Applications are available in guidance. Students – learn your ID Number – you need to enter it at the cashier's counter.

School Uniform Policies:

Shop Dress Code

During Shop Cycles students must follow the guidelines below:

- Each trade area will designate a specific shop uniform for their students in grades 10, 11, and 12.
- The uniform will consist of a top and a bottom of a designated color and material.
- At no time are shorts allowed while in shop.
- Uniforms will be made available for purchase by the end of the freshmen year.
- Trade uniforms are not to be worn during the student's academic cycle.
- Students are to keep all uniform tops buttoned and tucked in at the waist (navel – belly button) *at all times*.

Freshmen Information:

- Freshmen students must wear exploratory dress code shirts in shop (solid navy blue t-shirts) until their permanent shop choice has been made.
- Shirts will be available for purchase over the summer and the first weeks of school from the class of 2009 (see Guidance).
- Jeans are permissible while in the Exploratory Phase in shops. All pants must not be torn, must be of proper fit (no more than one regular size larger or smaller than the student actually measures), and must not drop below the student's waist (navel – belly button). All undergarments must be covered. Athletic wear, spandex and spandex-like material, and sweats are not acceptable.
- Safety glasses and work boots are required in all trades for safety.
- Uniform information is also available in the Eli Whitney Tech Guidance Office.

Standardized Academic Dress Code

During Academics students must follow the guidelines below:

Shirts: Academic shirts are available for purchase directly from Eli Whitney. Academic shirts must be long or short sleeve polo shirts in **solid** colors navy, yellow, white, or black, or button down dress shirts in white or yellow. **Academic shirts must be of proper fit (no more than one regular size larger or smaller than the student actually measures).** Shirts must be just below the student's waist (navel – belly button). Shirts cannot have symbols, etc. on them except for the Eli Whitney logo.

Undershirts: If students choose to wear a shirt under the Academic shirt, it must be solid white, navy, yellow, or black with no designs or symbols. Undershirts must be tucked into pants.

Outerwear: "Hoodies" are not permitted. Jackets and coats are not permitted. The only outerwear that is permitted is a navy, yellow, black, or white, **hoodless** sweatshirt, sweater, sweater vest, or fleece (many of these can be purchased through the school).

Pants: Students must wear classic trouser-style navy, black, or khaki pants that fit properly **(no more than one regular size larger or smaller than the student actually measures) and do not drop below the waist (navel – belly button).** Pants must cover all undergarments. Belts are preferred. Jeans, athletic wear, spandex

and spandex-like material, denim material, and sweats are not acceptable.

Academic Dress Code, continued

Skirts: Girls may wear navy, black, or tan skirts or skorts as long as the length is appropriate: mid thigh and not shorter. Any leggings worn under skirts must also be navy, black, or tan.

Shorts: Girls and boys may wear shorts that are of appropriate length (two inches above the knee and not shorter).

Shoes: All shoes must be closed toe and heel.

ID Badge: ID Badges must be displayed at all times

It is required that students will wear their uniforms when attending field trips.

All pieces must be appropriately sized for the student; that is, **they must be no more than one regular size larger or smaller than the student actually measures.** Extra wide, extra full, extra long, baggy or sagging pants, shirts, or shorts, or clothing articles that are too tight, are not acceptable. All pieces must not be torn, ripped, or modified. Undergarments should not be visible.

Students are not allowed to carry hats, bandanas, or head coverings with them through the day. These items must be stored in their lockers. Students must turn off cell phones and other electronic devices at the 7:30 bell and store them in their lockers or book bags (out of sight).

Students who fail to adhere to the school uniform policy will be disciplined using the established progressive measures.

Students must be appropriately dressed: No clothing that is overly revealing – shirts, blouses that reveal abdomen, chest, undergarments, no tank tops, see-through clothing, miniskirts, pants that reveal navels, upper thigh or undergarments, coats, and outer garments are not allowed. **Coats, hooded jackets/sweatshirts are not allowed.**

C-Rule: Students interested in participating in any school activities must be in good academic standing defined by maintaining a “C” (70) or higher in **every** class. School activities include, but are not limited to the following: field trips, class office, Skills USA, Student Council, fund raising activities that take students out of class, athletics, and senior activities (it does not apply to instructional class trips, Activity Day, or Field Day). Participation criteria are evaluated every marking period and at the interim progress reports.

Student athletics must also follow the guidelines set forth by the Connecticut Interscholastic Athletic Conference and the Connecticut Technical High School System.

ID Badges: must be displayed at all times. Pictures will be taken early in the school year. If the ID badge is lost the student must have it replaced and pay a fee of \$1.00.

Parking: Staff and student parking is not allowed on the street.

Policy on Misuse of Electronic Devices that includes cell phones, iPods, hand-held gaming devices, and walkmans: See page 29.

Cafeteria rules: Rules and processes for the cafeteria are posted on the walls of the cafeteria

Reading/Writing Day: on a regular basis Eli Whitney will set aside some time during the school day when all students are expected to read and write.

ELI WHITNEY Technical High School

Regular Bell Schedule 2008-2009

| | | |
|------------------|----------------------------|---|
| Pass to Period 1 | 7:30-7:38 | |
| Period 1 | 7:38-8:28 | |
| Homeroom | 8:28-8:31 | |
| Period 2 | 8:34-9:24 | |
| Period 3 | 9:27-10:17 | |
| Period 4 | 10:22-11:12 | |
| Period 5 | 11:15-12:05 11:38-12:28 | 12th or 11th in Academics 9th or 10th in Academics |
| Period 6 | 12:31-1:21 | |
| Period 7 | 1:24-2:14 | |
| End of Day | 2:14-2:17 | Pass to Lockers |

Breakfast: Available for students 7:10 - 7:30 daily

| Lunch Schedule | | CYCLE - A | CYCLE - B |
|-----------------------|-------------|---|--------------------|
| 1st Lunch | 10:48-11:08 | Both Cycles shops: Health Tech, Carpentry, Electrical, Plumbing, Drafting | |
| 2nd Lunch | 11:15-11:35 | Gr. 9 (Academics) | Gr. 10 (Academics) |
| 3rd Lunch | 11:41-12:01 | Both Cycles shops: Manufacturing, Graphics, Fashion, Auto, Hairdressing | |
| 4th Lunch | 12:08-12:28 | Gr. 12 (Academics) | Gr. 11 (Academics) |
| 5th Lunch | 12:31-12:51 | (Culinary Arts & ISS Students) | |

Reading/Writing Period Bell Schedule

Any of the 8 periods can be designated as the Reading/Writing Period

| | | |
|------------------|----------------------------|---|
| Pass to Period 1 | 7:30-7:38 | |
| Period 1 | 7:38-8:21 | |
| Homeroom | 8:21-8:24 | |
| Period 2 | 8:27-9:10 | |
| Period 3 | 9:13-9:56 | |
| Period 4 | 9:59-10:42 | |
| Period 5 | 10:45-11:29 11:09-11:52 | 12th or 11th in Academics 9th or 10th in Academics |
| Period 6 | 11:55-12:39 | |
| Period 7 | 12:42-1:26 | |
| Period 8 | 1:29-2:13 | |
| End of Day | 2:13-2:17 | Pass to Lockers |

Lunch Waves

- 1st 10:20-10:40 (see shops above)
- 2nd 10:45-11:05 (Cycle A = Freshmen, Cycle B = Sophomores)

3rd 11:09-11:29 (see shops above)
 4th 11:32-11:52 (Cycle A = Seniors, Cycle B = Juniors)
 5th 11:58-12:18 (ISS & Culinary)

Legal Day Bell Schedule 2008-2009

| | | |
|------------------|-------------|-----------------|
| Pass to Period 1 | 7:30-7:38 | |
| Period 1 | 7:38-8:13 | |
| Homeroom | 8:13-8:16 | |
| Period 2 | 8:19-8:54 | |
| Period 3 | 8:57-9:32 | |
| Period 4 | 9:37-10:12 | |
| Period 5 | 10:15-10:50 | |
| Period 6 | 10:53-11:28 | |
| Period 7 | 11:31-12:06 | |
| End of Day | 12:06-12:09 | Pass to Lockers |

Breakfast: Available for students 7:10 - 7:30 daily. No lunch is served on Legal Days

2008-2009 Cycle Calendar

1st Marking Period

| <u>Days</u> | <u>Cycle</u> |
|------------------|------------------------------|
| Aug 27 – Sept 8 | A |
| Sept 9 – Sept 23 | B |
| Sept 24 – Oct 8 | A |
| Oct 9 – Oct 28 | B (Phase 1 Exploratory Ends) |
| Oct 29 – Nov 12 | A |
| Nov 13 – Nov 26* | B |

*End of 1st marking period but not the end of the Cycle

2nd Marking Period

| <u>Days</u> | <u>Cycle</u> |
|-----------------|------------------------------|
| Dec 1 – Dec 3 | B (Phase 2 Exploratory Ends) |
| Dec 4 – Dec 15 | A |
| Dec 16 – Dec 23 | B |
| Jan 5 – Jan 16 | A |
| Jan 20 – Jan 29 | B (LAS Testing) |
| Jan 30 – Feb 20 | A (LAS Testing) |
| Feb 23 – Mar 13 | B (CAPT Testing) |

3rd Marking Period

| <u>Days</u> | <u>Cycle</u> |
|-----------------|-------------------|
| Mar 16 – Mar 31 | A (NAEP Testing) |
| Apr 1 – Apr 9 | B (NOCTI Testing) |
| Apr 20 – May 1 | A |
| May 4 – May 15 | B (NOCTI Testing) |
| May 18 – Jun 2 | A |
| Jun 3 – Jun 15 | B |

Cycle A: 9th & 12th → **ACADEMICS**
 10th & 11th → **SHOPS**

Cycle B: 9th & 12th → **SHOPS**
 10th & 11th → **ACADEMICS**

LAS Links Window: Jan 20 – Feb 20

CAPT Window: Feb. 23 – March 13

NAEP Testing: March 3

NOCTI Testing Windows: Apr 1 – Apr 9, May 4 – May 15

**SUBJECT TO CHANGE DUE TO CANCELLATIONS
AND/OR SNOW-DAYS**

Eli Whitney Technical High School School Calendar 2008-2009

| AUGUST | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| JANUARY | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

August

- 25 First Day for Faculty (PD)
- 26 Faculty PD Full Day (PD)
- 27 First Day for Student - 9th Grade Only
- 28 First Day for Student - 9th thru 12th Grades

September

- 1 Labor Day Holiday - No School
- 25 Counselor Breakfast

October

- 1 Shortened Day - Early Dismissal (PD)
- 2 Parent Survivor Night *(Academic Teachers Only)
- 13 Columbus Day Holiday - No School
- 14 No School for Students - Full Day (PD)

November

- 4 No School for Students - Full Day (PD)
- 6 Open House
- 7 Shortened Day - Early Dismissal
- 11 Veterans Day Holiday - No School
- 19 Shortened Day - Early Dismissal (PD)
- 26 Shortened Day - Early Dismissal
- 27 Thanksgiving Holiday - No School
- 28 Vacation - No School for Faculty and Students

December

- 3 Shortened Day - Early Dismissal (PD)
- 9 Career Night *(Shop Teachers Only)
- 23 Shortened Day - Early Dismissal
- 24-31 Vacation - No School for Faculty and Students

January

- 1 New Year Day - No School
- 2 Vacation - No School for Faculty and Students
- 19 Martin L. King Jr. Birthday - No School
- 21 Shortened Day - Early Dismissal (PD)
- 28 Progress Report Night ***
- 30 Shortened Day - Early Dismissal

February

- 12 Lincoln's Birthday - No School
- 13 Vacation - No School for Faculty and Students
- 16 President's Birthday - No School

March

- 3 NAEP Testing - 12th Grade Only
- 4 Shortened Day - Early Dismissal (PD)
- 5 Shortened Day - Early Dismissal (PD)
- 11 Shortened Day - Early Dismissal (PD)
- 12 Shortened Day - Early Dismissal (PD)
- 27 Vacation - No School for Faculty and Students (Skills USA Competition)

April

- 10 Good Friday - No School
- 13-17 Vacation - No School for Faculty and Students

May

- 4 Shortened Day - Early Dismissal (PD)
- 5 Class of 2013 Welcome Night
- 15 Shortened Day - Early Dismissal*
- 25 Memorial Day - No School
- 28 Awards Night

June

- 15 Student Last Day (Tentative - No Snow Day)
- 15 Graduation (Tentative)
- 22 Student Last Day (includes 5 Snow Day)
- 23 Last Day for Faculty - PD Full Day

The school calendar shall contain five pre-scheduled "snow days" in June. Cancelled school days will be made up in the following order:

1. From the pre-scheduled "snow days" in June
2. From the February vacation
3. From the April Vacation
4. By adding days in June

| FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

| MARCH | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| APRIL | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| MAY | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| JUNE | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |



* Shortened Day for the two school activities
*** January 29, 2009 (Alternative Day for Career Night if Cancelled)