

WINDHAM TECH

SUPPLEMENTAL INFORMATION

STUDENT/PARENT HANDBOOK 2008-2009

Kirk A. Murad, Principal
Fred L. Ashton, Ph.D., Assistant Principal
Judith R. Warren, Assistant Principal
Raymond Swol, Dean of Students

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

It is not the school's policy to dismiss students during school hours. Parents are asked to schedule medical, dental, and other appointments after school hours. Students have daily assignments and commitments that are an essential part of the school's total educational program.

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 Attendance Officer/Dean of Students. Early dismissal requests may be denied if not in the educational interest of the student.

The written early dismissal request must include the phone number where the parent or guardian may be reached that day, in order that the request may be verified. If the request cannot be verified, the student may not be dismissed.

In the event of an emergency requiring that a student be dismissed early and a note has not been sent, the parent or guardian must call the Dean of Students/Attendance Officer and then come in to the school guidance office in order to sign-out the student.

Procedures for Absences and Tardies

All students who have been absent or who are reporting to school late must report to the Main Office Attendance Office for a readmission slip. All requests for readmission must contain the following:

1. The student's full, printed name
2. The student's grade, shop, and ID number
3. The date(s) absent or tardy
4. The reasons for tardiness or absence
5. The signature of the parent or guardian and a phone number where they may be reached that day for verification.

Tardies/Early Dismissals and Participation in School Activities or Sports

On full length school days, in order for a student to participate in a school extracurricular activity or interscholastic sport, the student must have been in school a minimum of four hours and 45 minutes on the day of the activity.

Arrival/Dismissal at School

Students in grades 10-12 arriving at school prior to the homeroom advisory warning bell are to report immediately to the student dining hall, grade 9 students will report to the small gym. Loitering outside or in the parking lot is not permitted. All students are to enter the school through the “A Wing” (main office) entrances. No students are allowed in shops or homerooms before the homeroom advisory warning bell.

At dismissal, all students are to vacate the building immediately unless they have after school activities, sports, detention, or an appointment with a faculty member. The final dismissal bell will ring at 2:03 p.m. At that time, all students who are dismissing should be out of the building, and busses will depart.

Emergency School Closing/Delayed Opening/Cancellation

School will be in session every day as specified on the school calendar. On occasion, it may be necessary to delay school opening or to close school due to mechanical failure or weather emergency. In this event, announcements will be made through radio and television media. Generally, but not necessarily always, Windham Tech follows Windham Public Schools with respect to weather related delays, early dismissals, and cancellations, however, radio and television will list Windham Tech’s status separately.

PSAT/NMSQT

The PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) is a co-sponsored program by the College Board and National Merit Scholarship Corporation. This standardized test provides firsthand practice for the SAT Reasoning Test. It also gives you a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

The PSAT/NMSQT measures:

- critical reading skills
- math problem-solving skills
- writing skills

The above skills have been developed over many years, both in and out of school; however this test doesn’t require you to recall specific facts from your classes.

The most common reasons for taking the PSAT/NMSQT are:

- to receive feedback on your strengths and weaknesses on skills necessary for college study. You can then focus your preparation on those areas that could most benefit from additional study or practice.
- to see how your performance on an admissions test might compare with that of others applying to college.
- to enter the competition for scholarships from the National Merit Scholarship Corporation (Grade 11).
- to help prepare for the SAT. You can become familiar with the kinds of questions and the exact directions you will see on the SAT.
- to receive information from colleges when you check “yes” to Student Search Service.

The PSAT/NMSQT will be administered on Wednesday, October 15, 2008. The test is given to 10th & 11th graders. The fee for the 2008 PSAT/NMSQT is \$13.00. The test is free of charge for those students receiving free or reduced lunch.

Those students wishing to take the PSAT/NMSQT should see their guidance counselor to find out about registering for the test, paying the test fees and for the exact time of the test.

Academic Access

All students in grades 9, 10, and 11 are scheduled on Monday, Wednesday and Friday, during period 7 in a course called “Academic Access”. The course, scheduled only during the students’ academic cycle, is .25 credits. It is designed to provide students with the opportunity to learn the study and time management skills to be successful in each grade. The low student to teacher ratio (7 students to 1 teacher in grade 9; eleven students to one teacher in grades 10 and 11) allows faculty members to personally monitor student progress.

All WTHS students are required to use agenda books to record daily homework, quizzes, tests, and projects. While students are expected to record such information, all may not follow through with completion of the work. In addition, students may have questions that they were uncomfortable asking in a large class. Academic Access period will address these issues and help students to be more successful.

Academic Access allows students to ask for assistance in a small group setting, work on projects together, arrange for make-up work when needed, and organize their work for the cycle. Grading for Academic Access is based on students coming to class with their agenda book and all of the necessary materials needed to work in a productive way for the period. Academic Access teachers will monitor student progress and will be in contact with the student’s Guidance Counselor and parent monthly.

Parking Restrictions

Faculty, students, and parents may not park behind the school, along side the school, along the fence behind the school at the top of the athletic fields, or in the roadway that leads from the top

of the athletic field to the cafeteria. No one should enter the driveway that leads to the back of the school with the intention of parking next to or behind the school. The only areas permitted for parking are in the designated spaces in the parking lot in the front of the school. These restrictions are in force every day, whether school is in session or not. Failure to comply may result in the vehicle being towed at the owner's expense. If your vehicle is towed, contact T & B Motors, 423-1187.

These rules are in compliance with state and local fire ordinances.

ECSU Partnership Program (WHIPS)

Guidance Counselor Suzanne McLean is the contact person for students who wish to be in the Partnership Program. The Partnership Program is administered in conjunction with Eastern Connecticut State University. This program allows juniors and seniors, with an average of 83 or better, to take up to two courses free of charge per semester. These credits are transferable to many public 2 or 4 year colleges. This is a first-come, first-served program. Students are eligible to take classes only after completing a full school day at Windham Tech. ECSU grants Windham Tech 10 spaces for students that qualify for this unique program under the advisement of Ms. McLean.

Hallway Passports and Class Sign-Out Procedures

Students will not be allowed in the hallways in between classes unless they have their agenda planner hallway passport with them. The passport will include the date, time in/time out, and the teacher's initials. These rules apply when using a hallway passport:

1. Students will sign-out on the classroom master sheet
2. Students must take the shortest route possible to their destination and must use the restroom closest to their classroom.
3. Passes will not be issued for students to go from academics to shops, or vice versa, without administrative approval, and only then in cases of emergency.
4. Students should not request to use the main office phone during instructional time unless there is an emergency, and only then with advance administrative approval. Otherwise, students should use the phone during lunch.
5. The stairway at the east end of the building (at the architectural drafting wing) is for emergency, homeroom, and dismissal times only.

Students found in violation of these procedures, or out of assigned area, may be subject to discipline, up to and including in-school suspension.

Silent Sustained Reading (SSR)

Research shows that providing opportunities for students to make reading selections and to enjoy reading as a scheduled part of the student day enhances reading skills. Therefore, the school has incorporated SSR into the weekly schedule and all students are required to participate as a part of their academic program.

Student Agenda Planners

On the first day of classes, every student will be issued a student agenda planner. Consistent, daily use of the student agenda planner will help to contribute to the student's academic success. Additionally, use of the planner will enable parents to know about homework assignments and upcoming projects and tests.

Every day, for every class, students will write their homework assignments, long-term projects, and upcoming tests and assessments. If there is no homework or assignment for a particular class, the student will write "none" for that period. Teachers will check to ensure that assignments are consistently and accurately recorded.

Students are required to use an agenda planner. If the original planner that they were given on the first day is lost, they are required to purchase an additional one. The replacement cost is \$5.00.

As the parent or guardian, you are urged to talk with your son or daughter about their assignments and to check their planners on a regular basis.

Arrival and Dismissal from Phys. Ed. Classes

Students going on, and dismissing from, physical education classes are not to enter or leave classes through the gym; instead, students must enter and leave gym classes through the appropriate locker rooms.

POLICY FOR PARTICIPATION IN PHYSICAL EDUCATION

Participation by students in physical education is a critical aspect of the Connecticut Technical High School educational experience. Without regular participation in physical education, a student will not receive the benefits of improving overall physical fitness nor develop essential wellness skills for life. Participation in a planned, ongoing, and systematic physical education program is vital for fostering and maintaining one's physical health and well-being.

Through participation in physical education, students are afforded a variety of fitness experiences that will contribute to their attainment of wellness throughout life. A thorough course of study in physical education in the Connecticut Technical High School will prepare students to be physically ready to meet the demands and challenges of work and life. The Connecticut Technical high School's participation policy is designed to develop in students

the perseverance needed for high achievement and the confidence to demonstrate health enhancing behaviors.

The education objectives to be achieved by a participation in physical education policy are as follows:

1. Improve overall physical fitness
2. Develop an attitude of cooperation and responsibility in the student
3. Place the responsibility of participation on the student
4. Develop physical fitness skills that will promote a healthy, active lifestyle
5. Develop an awareness of the benefits of participating in daily physical activity

PROCEDURES

Section I – Attendance as a Course Requirement for Graduation

As per Connecticut General Statute Sec 10-221a, students must complete 1.0 credit in physical education in order to graduate from high school.

In order to earn credit for physical education in a Connecticut Technical High School, a student may have no more than 3 unexcused absences in a trimester not to exceed 9 unexcused absences in a school year.

Section II – Physical Education Class Credit

Students must be actively, engaging in each class activity and must be dressed in full required physical education attire to EARN possible credit for the class.

Section III – Dress for Physical Education

For the safety and hygiene of all Connecticut Technical High School students, each student is required to change into the prescribed uniform for every physical education class and subsequently change out after physical education instruction. A student must change into and out of the required physical education uniform in order to earn full credit for the class. Approved physical education attire is interpreted to include the following and adheres to the district's policy on dress:

1. **Sneakers** – Must be laced and tied up for safety during physical education class.
 - a. No slip on, backless, heely or platform sneakers are allowed
 - b. No boots are allowed
 - c. No sandals including flip flops are allowed
2. **Shorts** – Must have an elasticized waistband with a length that exceeds or meets a student's fingertips when placed at their side.
 - a. No jean shorts are allowed
 - b. No khaki shorts are allowed
 - c. No shorts with pockets, belt loops, external buttons or ties are allowed
 - d. No cut off shorts are allowed
 - e. No capri pants are allowed
 - f. No zip off pants are allowed
 - g. No spandex shorts are allowed
3. **Sweatpants or wind pants** – May be worn in lieu of shorts as part of the required physical education uniform; however, said pants may not have external pockets, zippers or buttons
 - a. No pajama bottoms are allowed
 - b. No dorm/flannel pants are allowed
 - c. No scrubs are allowed

4. T-shirts – Must be short sleeved or long sleeved with a length which covers the waistband of shorts and/or sweatpants.

- a. No sleeveless or tank tops are allowed
- b. No camisoles or thinly strapped tank tops are allowed
- c. No half shirts or bare midriffs are allowed

5. Sweatshirts/Fleece crew neck shirts – (Optional) May be worn over the required physical education uniform, however, said over shirt may not have zippers, buttons, external pockets or hoods.

- a. No hoodies are allowed

The following items are **NOT allowed** at any time:

- a. Hats, headbands, and/or wristbands
- b. Head gear – i.e. scarves, bandanas, doo rags
- c. Jewelry that interferes with physical activity such as but not limited to: earrings which dangle below the earlobe such as hoops, necklaces, watches and bracelets
- d. Electronic devices such as but not limited to: cell phones, iPods, pagers, Play Station 3(PSP)
- e. Visible Body piercings **MUST BE COVERED** with a band aid to reduce the potential for injury

Section IV – 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 and submitted to the school nurse prior to class participation
3. Death in the immediate family
4. Religious holidays
5. Suspensions
6. Failure of sending town to provide transportation
7. Court appearances

The above absences are considered excused provided all work missed during the absence is completely and satisfactorily made up **no later than 10 school days following the absence.**

Section V – Unexcused Absence from Physical Education Class

An unexcused absence from physical education class is interpreted to include failure to dress in the required physical education uniform or cutting class.

ASBESTOS MANAGEMENT PLAN

DATE: 7/17/2008

In accordance with 19a-333-1 thru 13, “Asbestos Containing Materials in Schools”, we are required to inform you that asbestos containing materials have been identified in various areas of the school, primarily in maintenance areas not accessible to students. Much of the material has been removed. What remains is included in an Operations and Maintenance (O&M) program. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O & M program will remain in effect until all ACBM is removed from the buildings.

The buildings are inspected every six (6) months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly re-inspected every three years by licensed asbestos inspectors following the same basic criteria as the original inspection.

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

Windham Technical High School Faculty/Staff Listing 2008-2009
Main Number: 456-3879

NAME	Department/Title	Phone Extension	E-Mail
Kevin Arpin	Electrical Department Head	338	Kevin.Arpin@ct.gov
Dr. Fred Ashton	Assistant Principal	317	Fred.Ashton@ct.gov
Ernest Avery	Business Manager	308	Ernest.Avery@ct.gov
Gary Baier	Automotive	363	Gary.Baier@ct.gov
Edward Baxter	Science	398	Edward.Baxter@ct.gov
Jeffrey Belanger	Athletic Director	331	Jeffrey.Belanger@ct.gov
Diane Blake	Science	395	Diane.Blake@ct.gov
Susan Brault	Admin. Secretary	302	Susan.Brault@ct.gov
Trooper Briger	School Resource Officer	459	Fred.Briger@ct.gov
Chef Rachel Brown	Culinary	461	Rachel.Brown@ct.gov
Charles Caisse	HVAC	413	Charles.Caisse@ct.gov
Rafael Calixto	Guidance Counselor	314	Rafael.Calixto@ct.gov
Sandra Campbell	Guidance Secretary	311	Sandra.Campbell@ct.gov
James Cardin	Manufacturing Technology	328	James.Cardin@ct.gov
David Carter	Mathematics	374	David.Carter@ct.gov
Constance Clabby	Phys. Ed	330	Constance.Clabby@ct.gov
Teresa Covill	Special Ed.	353	Teresa.Covill@ct.gov
Edward Crane	Carpentry	388	Edward.Crane@ct.gov
Deborah Derjue	Health Tech	327	Deborah.Derjue@ct.gov
Donna DiCataldo	Health Tech	386	Donna.Dicataldo@ct.gov
Gretchen Dimock	Art	380	Gretchen.Dimock@ct.gov
Michele Doucette	Security	373	Michele.Doucette@ct.gov
Chef Shirley Dunnack	Culinary Department Head	333	Shirley.Dunack@ct.gov
Raymond Elliott	Social Science	376	Raymond.Elliott@ct.gov
Laura Engel	Guidance Coordinator	312	Laura.Engel@ct.gov
Todd Farrell	Electronics Department Head	359	Todd.Farrell@ct.gov
Linda Foisey	Social Science	378	Linda.Foisey@ct.gov
Paul Froment	HVAC Department Head	361	Paul.Froment@ct.gov
Kathleen Gagnon	Language Arts Lab	372	Kathleen.Gagnon@ct.gov
David Grenier	Carpentry Department Head	335	David.Grenier@ct.gov

NAME	Department/Title	Phone Extension	E-Mail
Tracie Higgins	Attendance Office Secretary	310	Tracie.Higgins@ct.gov
Sherry Hilding	Special Ed.	462	Sherry.Hilding@ct.gov
MaryEllen Hovey	Business Office	303	MaryEllen.Hovey@ct.gov
Peter Jennings	Electrical	377	Peter.Jennings@ct.gov
Michael Kirchhoff	Science	422	Michael.Kirchhoff@ct.gov
Patricia Long	English	383	Patricia.Long@ct.gov
Violet Lukasik	Mathematics	390	Violet.Lukasik@ct.gov
Garry Lutsky	Machine Technology	410	Garry.Lutsky@ct.gov
Robert Mango	Architectural Technology Department Head	323	Robert.Mango@ct.gov
Kelly Martin	Library Media Specialist	343	Kelly.Martin@ct.gov
Suzanne McLean	Guidance Counselor	464	Suzanne.Montesano-McLean@ct.gov
Stephen McShane	Electronics	385	Stephen.McShane@ct.gov
Carrie Merfeld	Science	405	Carrie.Merfeld@ct.gov
Sue Mias	Architectural Technology	337	Sue.Mias@ct.gov
MaryPaule Monks	School Psychologist	367	Mary-Paule.Monks@ct.gov
Chris Morgan	Social Studies	384	Christopher.Morgan@ct.gov
Chef Robert Motekaitis	Culinary	333,461	Robert.Motekaitis@ct.gov
Kirk Murad	Principal	306	Kirk.Murad@ct.gov
Jessica Nahas	Mathematics Lab	382	Jessica.Nahas@ct.gov
Ramona Nishball	World Languages/ Bilingual	324	Ramona.Nishball@ct.gov
Rita Noll	Social Studies	408	Rita.Noll@ct.gov
Cynthia Oatley	School Nurse	309	Cynthia.Oatley@ct.gov
Sarah O'Brien	Health Tech	437	Sarah.Obrien@ct.gov
John Pascone	Mathematics Related Ed. Department Head	389	John.Pascone@ct.gov
Ada Podolski	Mathematics Lab	423	Ada.Podolski@ct.gov
Lynn Proto	Mathematics	397	Lynn.Proto@ct.gov

NAME	Department/Title	Phone Extension	E-Mail
James Quimby	Automotive Department Head	340	James.Quimby@ct.gov
Charles Rayner	Special Ed. Department Head	326	Charles.Rayner@ct.gov
Nancy Roberts	Mathematics	391	Nancy.Roberts@ct.gov
Christopher Romano	English	399	Christopher.Romano@ct.gov
Elizabeth Scheff	School Social Worker	313	Elizabeth.Scheff@ct.gov
Brendan Smith	Automotive	339	Brendan.Smith@ct.gov
Paul Smith	Phys. Ed/Health	379	Paul.Smith@ct.gov
Kristine Stone	Language Arts Lab	465	Kristine.Stone@ct.gov
Raymond Swol	Dean of Students	368	Raymond.Swol@ct.gov
John Tyszka	Security	373	John.Tyszka@ct.gov
Paul Vallone	Phys. Ed/Health	381	Paul.Vallone@ct.gov
Judith Warren	Assistant Principal	316	Judith.Warren@ct.gov
JanMarie Weston	English General Ed. Department Head	420	JanMarie.Weston@ct.gov
Joseph Wilk	English	392	Joseph.Wilk@ct.gov
Richard Zadroga	Special Ed.	325	Richard.Zadroga@ct.gov

General Summary of School Rules and Procedures

1. Students are to be in their assigned area at all times, from the time they arrive in the morning until dismissal. During class or shop time, students must have their hallway passport initialed by the teacher if they are out of shop or class. Students must sign in and out on the class or shop sign out sheet.
2. Except for emergencies, student phone calls should be made only during lunch period. Phone calls are to be made from the main office.
3. Wristbands, rings with metal spikes, wallet chains, and similar kinds of jewelry that may cause a safety hazard will be confiscated by administration. Sunglasses and reflective lenses are not to be worn.
4. Students are not permitted to bring food or beverages purchased in the cafeteria out of the cafeteria.
5. Radios, MP3 players, walkmans, beepers, cell phones, and similar electronic devices are not to be used in school. Cell phones must be turned off and out of sight. Cell phones that are visible or that ring will be confiscated and will only be turned over to the parent. Confiscated items not claimed after one year will be disposed of.
6. Once students arrive at school, they are not allowed to leave the school grounds until dismissed.
7. At dismissal, all students are to leave the building and grounds unless they have permission to be at the school for a sanctioned activity. Busses will leave at the 2:03 p.m. bell.
8. Gambling is not permitted.
9. Students who bring items to school for repair must have a written production order completed by the shop's department head and signed by the administrator.
10. Sale and fundraising activities are not permitted unless approved in advance by the student council and administration.
11. Students may not possess prescription or over-the-counter medications at any time. If students need to take medication, it must be stored with the school nurse.
12. Safety glasses and safety shoes/boots must be worn in designated shop areas at all times, beginning with the ninth grade exploratory program.
13. The school cannot be responsible for students' personal property that is lost or stolen. Shop lockers and gym lockers must be secured with the student's personal lock.

14. Smoking is not permitted on school grounds or at any school sponsored activity at any time.
15. Appropriate dress/uniform is required at all times. Hats and head coverings are not allowed.
16. Visitors are not allowed at school or school sponsored events, including dances, without advance written permission of administration.
17. Hazing, harassment, or bullying are not tolerated and are subject to criminal sanctions.
18. Privacy rights are limited. Lockers are the property of the school and may be searched at any time. Student cars parked on school property may be searched at any time.
19. All students are expected to use their agenda planners every period/every class/every day.
20. Educational production work is accepted on the basis of instructional value. The activities to be performed must supplement or enhance the curriculum being taught at the time, provide effective skill training for the student, provide work readiness, and conform to industry standards. Student labor must be limited to the description of the work to be performed on the approved production order. Vehicles should not be left on the campus overnight and should not be left near the auto shop unless the work is scheduled for that day. Students are not permitted to drive vehicles unless they have a CT driver's license and parental permission.
21. Students are subject to all of the rules in the Parent/Student Handbook and this addendum when they are at school sponsored events and field trips.

PARENTS/GUARDIANS:

As indicated below, this is further clarification of our tardy protocol as stated in our handbook.

Please fill in the information below, sign and return to Mr. Swol, Dean of Students (In the Attendance Office in the Main Office)

Name: _____ ID# _____ Grade/Shop _____

STATE OF CONNECTICUT
WINDHAM TECHNICAL HIGH SCHOOL
210 Birch Street
Willimantic, Connecticut 06226
Telephone 860-456-3879 Fax 860-450-0630
E-mail windham@po.state.ct.us

TARDY PROTOCOL

TARDY	DISCIPLINARY ACTION
1,2,3,4,5,6	N/A
7	1 DETENTION per 15 MINUTES (or less) TARDY per incident
8	1 DETENTION per 15 MINUTES (or less) TARDY per incident
9	1 DETENTION per 15 MINUTES (or less) TARDY per incident
10	Dean of Students contacts parent; Next unexcused tardy may result in parent conference with Dean of Students and Assistant Principal; Detention assigned for every 15 MINUTES (or less) TARDY per incident; <u>NEXT UNEXCUSED TARDY WILL RESULT IN ISS OR ALTERNATIVE DISCIPLINE</u>
11	Assistant Principal contacts parent; May meet with parent; <u>ISS OR ALTERNATIVE DISCIPLINE WILL BE ASSIGNED</u>
12	ISS ASSIGNED or ALTERNATIVE DISCIPLINE
13	ISS ASSIGNED or ALTERNATIVE DISCIPLINE
14	ISS ASSIGNED or ALTERNATIVE DISCIPLINE
15	ISS ASSIGNED or ALTERNATIVE DISCIPLINE
16 & ...	MEETING WITH PRINCIPAL

Acknowledgement:

Parent/Guardian: _____

Date: _____

Student: _____

