

**FULL-TIME  
ADULT  
STUDENT HANDBOOK**

**2018-2019**



**CONNECTICUT STATE DEPARTMENT OF EDUCATION**  
*Connecticut Technical Education and Career System*  
*39 Woodland St., Hartford, CT 06105*

# CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM

The CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM school is governed by a board of education. Such board shall consist of eleven members as follows: (1) Four executives of Connecticut-based employers who shall be nominated by the statewide industry advisory committees and appointed by the Governor, (2) five members appointed by the State Board of Education, (3) the Commissioner of Economic and Community Development and (4) the Labor Commissioner. The Governor shall appoint the chairperson. The chairperson of the technical education and career system board shall serve as a non-voting ex-officio member of the State Board of Education.

## CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM (CTECS) BOARD

CTECS Board Membership	
<i>Letter to the Connecticut Technical Education and Career System Community</i>	
<b>VACANT</b>	<b>Commissioner Catherine Smith</b> Department of Economic and Community Development
<b>Ms. Karen Eichstaedt</b> Vice President of Human Resources United Community and Family Services	<b>Mr. Robert J. Trefry, Chairperson</b> Former Chief Executive Officer of Bridgeport Hospital
<b>Mrs. Patricia Keavney-Maruca, Vice Chairperson</b> Current State Board of Education Member	<b>Mr. Fitz Walker</b> President and Chief Executive Officer Bartron Medical Imaging
<b>Mr. Chris DiPentima</b> President and General Counsel Pegasus Manufacturing, Inc.	<b>Dr. Daisy Cocco De Filippis</b> President Naugatuck Valley Community College
<b>Commissioner Kurt Westby</b> Department of Labor	<b>Mr. Peter Hoecklin</b> President and Chief Executive Officer TRUMPF, Inc.
<b>Ms. Gina Chiarella Schum</b> Chief Executive Officer TAKE 2, Inc.	

Dr. Dianna R. Wentzell, Commissioner of Education  
Mr. Jeffrey S. Wihbey, Superintendent of Schools  
Dr. Nikitoula Menounos, Assistant Superintendent of Schools

### Accreditation

The New England Association of Schools and Colleges accredits the **Connecticut Technical Education and Career System** Schools. The **CTECS** adult programs are accredited by the Council on Occupational Education.

## ***Mission Statement of the Connecticut Technical Education and Career System***

The mission of the **Connecticut Technical Education and Career System** school is to provide a world class, unique and rigorous learning environment for high school students and adult learners that:

- ensures both student academic success and career technical education mastery, as well as, promotes enthusiasm for lifelong learning;
- prepares students for post-secondary education, including apprenticeships and immediate productive employment;
- engages regional, state, national and international employers and industries in a vibrant collaboration to respond to current, emerging and changing global workforce needs and expectations; and
- pursues and participates in global partnerships that provide **CTECS** students with international exposure and experience.

## **Vision Statement**

To be the best technical education and career system in the United States.

## ***Prohibition of Discrimination***

Under federal antidiscrimination laws, the **CTECS**, as a recipient of federal funds, must include a statement of nondiscrimination in all publications, handbooks, announcements, bulletins, and application forms that it makes available to employees, students, parents, applicants, sources of referral of applicants, and all unions and professional organizations. The **CTECS** statement must include an equal access statement (**see below**). This must be done in order to ensure compliance with federal requirements. The **CTECS**'s approved statement reads as follows:

The **CTECS** is committed to a policy of affirmative action/ equal opportunity for all qualified persons and equal access to the Boy Scouts of America and other designated youth groups. The **CTECS** does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the **Connecticut Technical Educational and Career System**'s nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA)  
Connecticut State Department of Education  
450 Columbus Boulevard, Suite 607  
Hartford, CT 06103  
860-807-2071  
[Levy.gillespie@ct.gov](mailto:Levy.gillespie@ct.gov)

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices.

Christine Spak  
Education Consultant  
Connecticut Technical Educational and Career System  
39 Woodland Street  
Hartford, CT 06105  
860-807-2212  
[christine.spak@ct.gov](mailto:christine.spak@ct.gov)

(Coordinator for matters related to Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, MA 02109-3921  
(617) 289-0111  
Fax number (617) 289-0150  
TTY/TDD (877) 521-2172  
(Matters related to race, color, national origin, age, sex and/or disability)

In the event of space constraints, such as newspaper advertisements the CTECS' condensed statement may be used:

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

## **Connecticut Technical Education and Career 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, gender preference or expression or disability.

### **Informal Level**

Any student or applicant to a program who feels that he/she has been discriminated against shall contact the designated school based Equity Coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint. At the time the alleged discrimination complaint is filed, the Coordinator shall review and explain the grievance procedure with the complaint 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 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.

If the complainant is not satisfied with the Superintendent's recommendation he/she may submit a written 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 for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F HHH Bldg., Washington, D.C. 20201 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.

For the student's convenience, the Council on Occupational Education (COE), the accrediting agency for adult programs at **CTECS**; mailing address and telephone number are listed below if there is a grievance is not settled to his/her satisfaction:

Council on Occupational Education  
7840 Roswell Road  
Building 300 Suite 325  
Atlanta GA 30350

1-800-917-2081

### ***The Connecticut Technical Education and Career System (CTECS) Adult Student Complaint Process***

The CTECS has several policies and procedures in place for responding to adult student complaints regarding post-secondary programs:

#### ***Personal Injury:***

The CTECS is operated by the State Board of Education and is an administrative unit within the State Department of Education. If someone is injured and wishes to file a claim against the CTECS, he or she must file a claim with the Office of the Claims Commissioner. To file a claim, directions and necessary forms may be obtained directly from that Office: <http://www.occ.ct.gov> .

Office of the Claims Commissioner  
450 Columbus Blvd., Suite 203  
Hartford, CT 06103  
Phone: 860-713-5501  
Fax: 860-713-7435  
Email: [Claims.Commissioner@ct.gov](mailto:Claims.Commissioner@ct.gov)

#### ***Climate Concerns On and Off Campus:***

Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity. Sexual harassment, bullying, or discrimination by conduct, gesture, verbal statement, and/or electronic communication, student to student, or student to staff, or staff to student may be reported. [Student Discrimination/Harassment](#).

#### ***Discrimination:***

The CTECS does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Complaints regarding the Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie 860 807 2017 or [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov) ,or,  
Office of Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office  
Square, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Email:  
[OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov) .

#### ***Other Concerns:***

Concerns regarding a staff member's actions should be reported to the principal. The principal reviews the complaint to determine how to proceed with this information. All other complaints, such as financial concerns, equipment issues, or staff/ teacher issues, should be submitted in writing to the Superintendent.

#### ***Connecticut Technical Education and Career System Website***

The Connecticut Technical Education and Career System school maintains an Internet web site for each of its schools, satellites and Home 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/>.

#### ***Definition of Student***

The word "student" in this handbook refers to a person enrolled as an adult student in a technical school program of study.

#### ***Fiscal Responsibility***

Tuition and registration fees are set by the Connecticut State Board of Education. Current rates are available from the Business Office, Guidance Office, or Administration. Tuition and fees are due and payable on or

before the first class session of each semester by bank check or money order made payable to “Treasurer, State of Connecticut” with the exact amount due and the address and phone number of the person paying. Cash will be accepted only during the normal business hours of the school. Personal checks are no longer accepted. Students are required to adhere to all payment deadlines and will be dismissed from their program of study if these deadlines are not met.

Detailed information of all deadlines, current tuition rates, registration fees, Veteran’s waivers, financial aid and refunds are available at the school and should be obtained prior to enrolling in a program of study.

# CTECS Adult Handbook 2018-2019

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*Please note: Aviation Appendices are available on our website, <https://cttech.org>.*

***SCHOOL CLIMATE***

All students, teachers, administrators, school 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



### School Climate

School climate means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

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. The **Connecticut Technical Education and Career System** school policies seek to afford students a safe and healthy learning environment by prohibiting misconduct and establishing a system for reporting and investigating allegations of misconduct.

**Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.** Students may anonymously report acts of bullying to school employees. The definition of people to whom reports can be made encompasses all school employees, and contractors having regular contact with and providing services to or on behalf of students.

School employees who witness acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist not later than one school day after witnessing the act of bullying or receiving a report of an act of bullying. School employees must file a written report not later than two school days after making their oral report.

### Responsibility to Observe and Report Bullying

In the event of an alleged act of discrimination and harassment because of race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, gender identity or expression and/or disability, (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws, the **Connecticut Technical Education and Career System** will use the procedures outlined in its Student Grievance Procedures for Alleged Illegal Discrimination, on page 24.

In accordance with Connecticut anti-bullying statutes, the **Connecticut Technical Education and Career System's** school anti-bullying policy seeks to afford students a safe and healthy learning environment by prohibiting bullying conduct and establishing a system for reporting and investigating allegations of bullying. To this end, the **CTECS** anti-bullying can be found on page 24.

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

### Responsibility to Observe and Report Sexual Harassment

Sexual harassment is not to be tolerated in any workplace overseen by the State Department of Education. Sexual harassment is prohibited by the State of Connecticut's Discrimination Employment Practices Laws, Section 46a-60(a)(8) of the Connecticut General Statutes, and is a violation of Title VII of the 1964 Civil Rights Act, and Title IX of the Education Amendments of 1972. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual Harassment shall constitute grounds for disciplinary action.

Below are some procedural safeguards to keep our school free from sexual harassment:

- Report any blatant or unwanted words or gestures between students to the administration.
- Actively model behavior, which is free from gender bias in your classroom or technology.
- Judge all students by their ability, not their gender.
- Avoid using profanity in your classroom or technology.
- Report students who display signs, symbols or pictures, which are sexual in nature.
- Post clear statements in your classroom that Sexual Harassment is not tolerated at our school.

**If a student wishes to use the CTECS Student Grievance Procedure for Alleged Discrimination and Harassment or bullying then more information can be found on page 24.**

#### **DEFINITIONS:**

**DISCRIMINATION:** Treating a student or group of students less favorably, or interfering with or preventing a student from enjoying the advantages, privileges or courses of study of a school, including in a production or work-based learning site, because of that student's actual or perceived race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, gender identity or expression and/or disability (**including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability**), or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws;

**HARASSMENT:** Unwelcome comments or conduct (oral, written, graphic, electronic or physical) relating to an individual's actual or perceived race, color, national origin, ethnicity, religious creed, sex, age, marital status, sexual orientation, gender identity or expression, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to unreasonably interfere with or limit a student's ability to participate in or benefit from the district's programs or activities or by creating a hostile, humiliating, intimidating, or offensive educational environment.

**RETALIATION:** Threatening to or retaliating against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment or discrimination. Retaliation includes threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties. It also includes overt or covert acts of reprisal, interference, restraint, penalty, discrimination or harassment against an individual or group for exercising rights under the *CTECS Policy on Bullying* or the *Student Grievance Procedures for Alleged Discrimination and Harassment*.

**BULLYING:** (1) "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same school district that: (A) Causes physical or emotional harm to such student or damage to such student's property, (B) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student, (D) infringes on the rights of such student at school, or (E) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics; "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

## **EQUITY COORDINATOR**

Each school has a staff member(s) who serves as Title VI, Title IX, Equity, and/or 504 Coordinator. **The name of the person is on the school's website.** The Equity Coordinator is available for advice and is the person to see if there is a problem with discrimination or harassment.

Any person may file a complaint of illegal discrimination or harassment at the same time(s) he files a grievance, during or after use of the Grievance Procedure or without using the Grievance Procedure at all with, but not limited to, the following entities. If a complaint is filed with the Office of Civil Rights, United States Department of Education ("OCR"), or the State of Connecticut Commission on Human Rights and Opportunities, it must be filed in writing no later than 180 days after the occurrence to the possible discrimination or harassment. OCR may waive its 180 day time limit based on OCR policies and procedures.

- a. Office of Civil Rights, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921; Telephone number: (617) 289-0111; **fax number: (617) 289-0150; TTY/TDD: (877) 521-2172. Email: OCR.Boston@ed.gov.**
- b. State of Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106; Telephone number: (860) 541-3400 or Toll free: (800) 477-5737.
- c. Notwithstanding any other remedy, any person may also contact the police or pursue criminal prosecution.

## **ADULT STUDENTS WITH DISABILITIES**

### **POSTSECONDARY**

The mandates of Section 504 and the Americans with Disabilities Act encourages postsecondary institutions to provide supports and accommodations for students with disabilities. Accommodation procedures require a student to:

- self-identify as having a disability to faculty within the first weeks of class,
- provide documentation to campus disability professionals that verifies eligibility for accommodations,
- request specific accommodations based on the disability, and
- wait for adjustments to be implemented through coordination between faculty and the disability services office.

Section 504 and the Americans with Disabilities Act result in varying services across institutions of higher education. In addition, it has been demonstrated that fostering self-determination must be the prime directive for postsecondary disability supports.

## **BACKGROUND CHECK**

A background check is done at the student's expense, through the organization utilized by the **CTECS**. The results of the background check with criminal histories is reviewed by the superintendent's designee. Review is made to determine:

1. the nature of the crime and its relationship to the program for which the person has applied;
2. information pertaining to the degree of rehabilitation of the convicted person; and
3. the time elapsed since the conviction or release (**CGS Sec. 46a-79**).

The Superintendent's designee determines if enrollment is prohibited, based on the above statute. No disclosure of the student's history is made to the school staff or the clinical site.

We inform all proposed clinical sites that:

- the school is responsible for admissions and assignment to clinical, and
- the above procedure is used in order to assure that we operate in accordance with the statute and prevent inappropriate students from entering the program.

***ATTENDANCE***  
***and***  
***GRADING***  
***PROCEDURES***

### **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 Education and Career System** school expects from its students what employers will expect and thus provides a smooth transition from school to work. The **Connecticut Technical Education and Career System's** school 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 student.
6. Develop work habits that are beneficial to future employment.
7. Develop an awareness of the importance of attendance on the part of the student.

### **Excused Absences**

**General Information (Refer to the program appendices for specific attendance guidelines.)**

A student's absences from school are considered excused only for the following reasons:

1. Participation in school-approved activities with prior permission of the principal.
2. Medical reasons for student or immediate family, which are verified by a physician or an APRN/PA.
3. Death in the immediate family (usually 3 days with exceptions).
4. Religious holidays.
5. Suspensions.
6. Court appearances.
7. Extraordinary educational opportunities pre-approved by district administrators.

### **Review Process for Denial of Credit Due to Absences**

The student may make a written request for REVIEW within 3 (three) school days following the receipt of A Notification of Credit Denial. The student may appeal to the principal. If the denial is upheld then the student may appeal to Home Office.

### **Tardies/Early Dismissal**

Students are expected to arrive in class on time and stay until the end of the school day. In case of emergency, approval may be granted by a school administrator. Students who are tardy or leave early will have the time (in minutes) deducted from class time.

### **Grading Procedures**

Grades in all courses are based upon student achievement levels, measured against course objectives and standards of good work and are recorded numerically but reported as a letter grade.

It is the responsibility of each instructor to maintain criteria for grading and to communicate these criteria to each student in the beginning of each marking period/block in a manner, which the student can understand.

The final grade for a course is an average of all marking period grades earned during the school year and final examination grades. A minimum grade of 70 is necessary to earn credit in most full-time adult programs. Refer to program appendices for specific passing grades for each program.

The specific grading policies for the full-time adult only programs can be found in section VIII.

### **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 instructors in regard to all make-up work.

### **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. A final grade will be computed within 3 weeks of the following semester whether or not the work has been made up.

***DISCIPLINE***

### **Campus Crime Reporting**

The **Connecticut Technical Education and Career System** school provides data on an annual basis regarding the safety of its campuses. The Campus Security report is posted on each school's website and in each school's main office. A copy of the report is available upon request.

The method of reporting incidents is the same for both secondary students and postsecondary students. Students are encouraged to report incidents verbally to their instructor who will then follow up with the appropriate administrator. Information on incidents is then completed and maintained.

### **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.

### **Policy of Discipline for the Connecticut Technical Education and Career System**

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 experience. The Board's responsibility to create an acclimate for learning can be effectively discharged and student's rights guaranteed properly, if students obey the publicized rules of the school. Such are designed to ensure a safe environment conducive to learning.

Students 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. Dismissal 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. Dismissal, suspension, in-school suspension, or removal from class is in accordance with applicable state and federal laws. Penalties range from a minimum of removal from class for a day, to a maximum of dismissal from the program. 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.

## 2018-2019 CTECS Adult Program

### Procedures on Discipline Connecticut Technical Education and Career System

#### 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. 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.
- D. 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.
- E. Report means a periodic report to the Board that indicates the number and types of disciplinary actions imposed by each school in the system.
- F. School Days shall mean days when school is in session for students.
- G. School –Sponsored Activity means any activity sponsored, recognized or authorized by the **CTECS** and includes activities conducted on or off school property.
- H. Seriously Disruptive of the Educational Process means any conduct that markedly interrupts or severely impedes day-to-day operation of a school.

#### 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 DISMISSAL

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

- 1. **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. Violating school smoking regulations including use of e cigarettes, “vaping” or other facsimiles is included as a violation.

**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.

2. **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. Dating violence is included in school rules prohibiting bullying, harassment and intimidation.

**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 Offenses 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.

### **Misuse of Electronic Devices**

CTECS embraces the use of electronic devices to support the process of teaching and learning. According to HIPAA (Health Insurance Portability and Accountability Act) regulations, no patient information can be transmitted electronically or posted on any social website. Students must follow their specific program's guidelines regarding the appropriate use of electronic devices in the classroom or during the hands-on/clinical activities. A student's failure to do so may be considered misconduct.

### **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.

**Misuse of user id's and passwords by students with regards to giving them out to others (sharing) or in some cases stealing of username's or passwords, and on a larger scale, identity theft.**

### **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.

### **Pornography**

Possession, observation, or participation in creation of pornography.

**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**

**Tardies or unexcused absences** including an accumulation of offenses such as: school and class tardies, 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.

**Cheating** to plagiarize or use the work of another individual and present it as the student's own work without proper attribution, or to access or share assessment materials without permission, or to utilize resources during the assessment process that are not permitted.

#### **Homicide**

#### **Counterfeiting**

#### **Forgery**

### **Progressive Discipline**

Students are expected to follow all rules as stated in this handbook along with all applicable rules pertaining to each school site, classroom rules, clinical facility rules and standards of professional conduct.

For minor offenses – those that do not pose an immediate threat to the student, other individuals or property – the following progressive discipline guidelines will be followed:

First offense – The instructor will discuss with the student the reason for the disciplinary referral to help the student understand their inappropriate actions, then allowing the student to return to their normal schedule. The teacher and student will fill out a disciplinary incident form indicating the meeting was held and suggestions to keep further incidents from happening. Both instructor and student will sign the form.

Second offense – The instructor will refer the student to the Department Head (DH). The DH will counsel the student and review the rules of conduct, citing specific infractions outlined in the student handbook, school or clinical facility rules and standards of professional conduct. The DH will fill out a disciplinary form with the student indicating that the meeting took place and an outline of expected behaviors.

Third offense – The DH will notify the student of the infraction and contact the administrator. The administrator will review the student's record to assure that due process has taken place. Depending on individual circumstances, the administrator may decide to dismiss the student from the program. If the student is dismissed, the protocol outlined below:

### **Dismissal**

An adult student may be dismissed if provided with due process, as follows:

1. The administrator assigned to the adult program provides the adult student with a clear and specific allegation of misconduct, including date, location, witnesses and handbook reference.
2. The student is provided with the opportunity to explain his side of the story and any explanation or clarification of the alleged misconduct.
3. The administrator listens to the student and considers all the evidence that is presented.
4. The administrator gathers additional information, if appropriate.
5. The administrator makes a decision based on the information presented or gathered.
6. The administrator communicates his decision to the student. The decision must contain the administrator's conclusions as to the allegation and the penalty that he proposes to enforce, up to and including termination.
7. All dismissals from this program are subject to an appeal process. All appeals must be made in writing to Central Office through the subject area consultant. Appeals will be referred to the Assistant Superintendent.

## **Removal**

An adult student may be removed from the Clinical/Classroom area for health, performance, or other reasons, which are detrimental to the student and/or the patient, faculty, or agency personnel. The School Principal or designee and DH are to be notified immediately. Removal from a clinical site for cause and at the request of the facility may result in dismissal if an informal hearing determines that the student cannot or should not be placed at another site.”

## **Search and Seizure**

**Connecticut Technical Education and Career System** school students are subject to reasonable searches.

If there is reasonable suspicion that a **CTECS** 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.

**CTECS** 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.

**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.

## **2018-2019 CTECS Adult Program**

### **Connecticut Technical Education and Career 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, gender preference or expression or disability.

#### **Informal Level**

Any student or applicant to a program who feels that he/she has been discriminated against shall contact the designated school based Equity Coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint. At the time the alleged discrimination complaint is filed, the Coordinator shall review and explain the grievance procedure with the complaint 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 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.

If the complainant is not satisfied with the Superintendent's recommendation he/she may submit a written 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 for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F HHH Bldg., Washington, D.C. 20201 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.

For the student's convenience, the Council on Occupational Education (COE), the accrediting agency for adult programs at **CTECS**; mailing address and telephone number are listed below if there is a grievance is not settled to his/her satisfaction:

Council on Occupational Education  
7840 Roswell Road  
Building 300 Suite 325  
Atlanta GA 30350

1-800-917-2081 Telephone number

***HEALTH AND SAFETY***

### **Medication on School Property**

Medication must be in its original labeled container. The adult education student is responsible for the safe handling, safekeeping and self-administration of medication needed during school hours.

### **Highly Communicable Disease Plan**

Students and staff who appear to have an influenza-like illness or other highly communicable illness upon arrival to school or who become ill during the day will be promptly moved to an area in the health office where they are separated from other students and staff.

The CTEC's policy on Immunization is communicated to students in the school's annual Student/Parent Handbook and the school's website.

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 or program director 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 you should remain home from school include:

1. Temperature of 100.4 or greater: must be fever free (without the use of fever reducing medication) for 24 hours before returning to school.
2. An illness requiring treatment with an antibiotic: must be taking the antibiotic for at least 24 hours before returning to school.
3. Persistent vomiting and/or diarrhea: must be symptom free for 24 hours before returning to school.

### **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 student must provide the school nurse or department head with documentation from a physician stating anticipated duration of crutch/wheelchair use including activity restrictions and necessary accommodations (i.e. elevator use).

### **Emergency Health Procedures**

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. Please complete and sign the card and return it to the teacher as soon as possible. Please provide working emergency contact numbers including home, work and cell numbers. Allergies and medical conditions should also be noted on the emergency card. It is the adult student's responsibility to keep the school nurse/program director up to date with any changes in emergency contact telephone numbers and/or health conditions.

When a student becomes seriously ill or injured, the nurse will act according to the instructions listed on the student's emergency medical card. In the absence of a school nurse, 911 will be called. Under no circumstances will school personnel or other students transport ill or injured students.

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

A fire drill or a school evacuation is a rehearsal of a procedure that may someday 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**

With the exception of the Stratford School for Aviation Maintenance Technicians and Connecticut Aero Tech, a registered nurse staffs the health room office during normal school hours. If the nurse is not available, please return to class. If it is an emergency situation, please contact the main office. Health Office personnel will administer first aid for injuries occurring while at school and will respond to health related emergencies. Please contact your health-care provider regarding all other health and wellness concerns.

### **Immunizations**

*CGS 10a-155: Each institution of higher education shall require each full-time student born after December 31, 1956 to provide proof of adequate immunization against measles and rubella before permitting such student to enroll in such institution. Any such student (1) who presents a certificate from a physician stating that in the opinion of such physician such immunization is medically contraindicated, (2) provides a statement that the immunization would be contrary to his religious beliefs, (3) presents a certificate from a physician or from the director of health in the student's present or previous town of residence stating the student has had a confirmed case of the disease....shall be exempt from the appropriate provisions of this section.*

The Adult Health Programs have immunization requirements that are specific to students working in a clinical environment. Information on these immunization requirements can be found on the adult physical form.

Due to the nature of our Career Technical Education (CTE) programs, an up-to-date tetanus booster is strongly recommended.

### **Incident Reporting**

All accidents occurring on school property or at school-approved sites must be reported to the nurse or an instructor immediately, who will initiate and complete the proper forms.

### **Physical Examinations**

School policy requires that all full-time Adult students submit the completed adult physical examination form prior to enrollment (see appendices). Students who graduated high school within the past three years may alternatively submit a copy of the State of Connecticut Health Assessment record ("blue physical form", a copy of which should be available from your high school's health office).

Students of the Licensed Practical Nurse Program have to and must submit the Physical Examination Form for Students Participating in Clinical Activities (see Licensed Practical Nurse Program appendix).

### **Release Due To Illness**

Students may not leave school for illness or injury or call for transportation without first reporting to the nurse, teacher or an administrator. Only the nurse or administrator may dismiss a student from school. Adult students must follow the protocol within their area of study related to leaving theory/clinical setting due to illness.

### **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.

### **Blood Borne Pathogens**

**A student may be exposed to blood borne pathogens.** Students can be at risk for exposure to blood and OPIM in many situations especially the following:

- providing first aid;
- participating in athletics/gym;
- during a physical altercation or biting incident; or
- handling sharp materials, tools and equipment in the Career Technical Education (CTE) setting and/or on a production job site.

The health curriculum and exploratory safety curriculum provide all students with basic information regarding blood-borne pathogens and universal precautions. The Hairdressing and Barbering Curriculum and Health-Related Career Technical Curriculums provide more in-depth information on these topics and include information on the handling of sharps.

The student must be sent to the nurse immediately.

#### **NOTE:**

If a student is exposed at a clinical sight, then the facility's exposure control plan will be implemented (and this would include paying for any necessary testing).

### **Student Procedures:**

These procedures apply to all students except those who sustain an exposure while at a clinical site, in which case, the exposure control plan and recommendations of the clinical site facility will be followed. The **CTECS** staff person supervising the student at the time of the incident is responsible for completing the **CTECS** Student Incident Report and forwarding copies to the Principal and School nurse, as soon as possible after the incident.

1. Students will be directed to seek help from school staff in the event of an accident or injury rather than rendering assistance to other students by themselves.
2. The parent/guardian or student over age 18 is responsible for laundering clothing soaked with blood, body fluids or OPIM. Soiled student clothing will be placed in a leak proof container for transport home.
3. All potential student exposures will be reported to the school nurse or an administrator as soon as possible after the incident.

4. First aid following a student exposure incident will be the same as that following an employee exposure incident. If there is an injury associated with the exposure incident, the student will be referred for medical or emergency care as appropriate.

The school nurse will determine if a true exposure occurred. If the school nurse is not available, an administrator will contact the school nurse supervisor for a determination. If it is determined by the nurse that a true exposure **did not occur**, the reported incident along with the school nurse's determination that a true exposure did not occur will be documented in the student's Cumulative Health Record (CHR) using the SNAP documentation system. The parent/guardian of a student under the age of 18 and an administrator will be also be notified. A student incident report will be completed as appropriate. The parent may choose to follow-up with the student's health care provider. No other action will be necessary on the part of the school nurse, school or district.

If it is determined by the nurse that a true student exposure **did occur**, the following actions will be taken:

1. The incident will be documented using the student exposure form (appendix h). Documentation will include the route of exposure and the circumstances under which the exposure occurred; the dates of Hepatitis B and Tetanus (if applicable) immunizations.
2. A Student Incident Report will be completed.
3. A student over age 18 will be asked to sign the Student Exposure Report, acknowledging receipt of a copy.

***GENERAL INFORMATION***

### **School and Classroom Rules**

Adult students are expected to follow all rules as described in this handbook along with any rules as mandated by individual instructor dealing with classroom conduct and expectations, along with any rules particular to an individual school. Failure to follow classroom and school rules may result in dismissal or removal from the program. Students removed from the programs due to disciplinary issues are under no circumstances entitled to a refund of tuition or any other fees associated with the program.

### **Search and Seizure**

**Connecticut Technical Education and Career System** school adult students are subject to reasonable searches.

If there are reasonable suspicion that a **CTECS** adult 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.

**CTECS** 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 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.

### **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.

### **Electronic Information Resources Access**

In order to protect the performance and maintain the integrity of the **CTECS** network all staff and students must use electronic information resources appropriately.

### **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.

All accidents, injuries and unusual incidents must be reported to the school principal or designee, who shall make a report to the superintendent.

### **Fraternization with Secondary Students**

Adult students are reminded that students in the high school program are not permitted to interact with adult students on school property, except in the classroom or shop area while under supervision. Therefore, Adult students are expected to avoid social contact with high school age students, on school property, or at school-sponsored events.

### **Fund Raising Activities**

Direct solicitation of donations of money or goods on school property during regular school hours is disruptive. Students are not permitted to sell anything that is not school sanctioned, including raffle tickets, and they are not permitted to conduct fundraising and collect money for donations. Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation may be approved by the principal.

### **Lockers**

Some students may be 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 material.

### **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.

### **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.

### **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. Violating school smoking regulations including e-cigarettes, electronic cigarettes, vaping and other facsimiles is included as a violation.

### **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 may be provided with picture identification cards. Such cards shall be worn while on school property or at school sponsored events.**

### **Student Activity Program**

Fees/Dues: Each school shall set acceptable fees/dues to include cost of admission to Student Activity Program events, graduation expenses and class events, and individual student dues paid by members of approved student organizations. Each school will set a Student Trustee Account (formerly known as “Student Activity Fund”) to assist student experiencing financial hardship. Guidelines are outlined in the Student Activity Manual. Failure to pay dues may result in limited participation in student activities other than graduation.

### **Tools, Supplies, Books**

Students must provide their own appropriate shop-designated clothing, as well as safety equipment, tools, supplies and books. It is the student's responsibility to have all materials for the first day of school.

### **Transfer between Technical Schools**

Transfer of currently enrolled Adult students from one technical school to another in the same Career Technical Education (CTE) area is subject to shop availability, space availability and concurrent curriculum.

Students enrolled in the adult programs within the **Connecticut Technical Education and Career System** school can be considered for transfer from one program to another program upon meeting the entrance requirements and applying to the program.

### **Transportation**

Transportation is the responsibility of the individual student.

### **Visitors**

Visitors are not permitted to disrupt educational programs and activities.

### **Withdrawal from School**

Students intending to withdraw from the **CTECS** must notify the Guidance Office and their program's Department Head at their school in writing using the withdrawal form (see appendix). The official withdrawal date that the **CTECS** will use for the return of Title IV aid is the date the student initiates the withdrawal process. The Guidance Office will notify our Home Office of a student's withdrawal date and reason code. **Withdrawals may be cancelled within a reasonable period of time.**

### **Career Exploration Program for Students in Adult Health Programs**

The Career Exploration Program provides adult students the experience of visiting a health care facility or community setting that is aligned with their course of study. The experience is intended to give the student a brief, all-inclusive overview of the daily workings of setting for training and potential employment in that Career Technical Education program. Career Exploration opportunities can be provided during any semester while the student is in the program.

Students visit the worksites under the following conditions:

- The placements are short term, 1 or 2 days maximum per site;
- Students are not compensated for the visit;
- Students do not participate in any hands-on work experiences; and
- Experience is observational only.

In most cases the experience enhances the student's clinical experience. In every case, the experience enlightens the student to aspects that will assist in making a better career decision.

Coordination of student participation occurs through the WBL Coordinator, but can be structured by the Department Head.