

GRADUATE EXPECTATIONS  
PLATT'S GUARANTEE OF QUALITY

These declarations fulfill a promise to parents of program quality, consonant with school mission. In sum, they represent a pattern of personal attributes collectively describing an individual who is both work-ready and able to advance on the job. Faculty is committed to the complete education of each student as described by the following...

1. Well developed work ethic
  - Reliable, dependable, regular attendance
  - Conscientious, diligent, self-motivated
  - Honest, loyal, decent, proud
  
2. Entry level technical competencies:
  - Familiar with terminology, tools and safety practices
  - Competence in essential trade skills, equivalent to a second year apprentice
  - Capable of functioning with minimal supervision
  - Able to access and utilize current technologies
  - Able to adapt in a changing economic environment
  
3. Academic proficiency
  - Able to demonstrate written and oral language skills at or above accepted state levels
  - Capable of computation and application of mathematical principles
  - Understand and apply key concepts of life/physical science
  - Able to apply logical, sequential, evaluative and critical thought process in problem solving
  
4. Social/ communication skills
  - Able to listen, understand and follow directions
  - Use appropriate language in requesting assistance, responding to inquiries and providing explanations
  - Function as a team member, able to work well in a group
  - Is comfortable with cultural diversity



## **Platt Technical High School**

600 Orange Avenue Milford, CT 06461

*Excellence in Action...*

### **Mission 2009-2010**

Platt Technical High School will provide nothing less than the finest technical and academic education possible for all students.

### **Philosophy and Goals of Platt Tech**

Platt Tech faculty firmly believes a well-organized, integrated program of technical and academic instruction will equip graduates with the skills necessary to compete in an evolving global environment as valued employees, contributing citizens and productive members of society.

Therefore, school goals reflect both the state mission and the unique characteristics of our community. These include:

- ❑ To maintain a safe, positive learning environment
- ❑ To assure all students are able to understand and apply basic principles of science, essential mathematics and acceptable written/oral language, at or above State competency levels.
- ❑ To produce graduates capable of demonstrating entry-level to advanced marketable skills in their chosen trade/technology
- ❑ To develop critical thinking and problem solving skills
- ❑ To prepare students for the rigors of post-secondary education
- ❑ To instill a true sense of pride in individual accomplishment and passion for life-long learning
- ❑ To advance our students' development into responsible, independent, self-reliant and productive members of society
- ❑ To establish and preserve a school culture which teaches the values of family, community, camaraderie, and mutual support
- ❑ To instill enduring social skills that embrace the ability to work with people of diverse cultural backgrounds
- ❑ To provide students the tools to adapt and employ expanding technologies
- ❑ To integrate our school goals within the frameworks of business, industry, and the local communities served by Platt Tech.

## STAFF ORGANIZATION

### ADMINISTRATION

Gene LaPorta - Principal  
David D'Aniello - Assistant Principal  
Dr. Alvin Vaz – Assistant Principal

### SCHOOL COUNSELING

Diane Higginson - Class of '13  
Jane Arestia – Class of '10  
Jennifer Farley– Class of '11  
Barbara Mazzonna – Class of '12  
Louise Wade - Class of '12

Hank Galarraga- School Psychologist  
Sandra Heller - Social Worker

### TECHNICAL INSTRUCTORS

#### ARCHITECTURAL DRAFTING

Robert Riccitelli, Dept. Head

#### AUTO BODY COLLISION & REPAIR

Mario Ferguson, Dept. Head  
Robert Turcotte, Instructor

#### AUTOMOTIVE MECHANICS

Kirk Stankiewicz, Dept. Head  
Robert Dimenna, Instructor  
Alex Andrezejski, Instructor

#### CARPENTRY

Peter McDevitt, Dept. Head  
David Farrell, Instructor

#### CULINARY ARTS

David Terry, Dept. Head  
Frank Leto, Instructor  
Louis Fusco, Instructor

#### ELECTRICAL

Paul Kasperzyk, Dept. Head  
Chris Theriault, Instructor

#### ELECTRO-MECHANICAL

Andrew Giannettino, Dept. Head  
Felix Arbelo, Instructor

#### ELECTRONICS

David Feda, Dept. Head  
Ralph DeMasi, Instructor

HAIRDRESSING & COSMETOLOGY

Linda Russo, Dept. Head  
Darlene Richichi, Instructor

HEATING/VENTILATION/AIR CONDITIONING

Joseph Forte, Dept. Head  
Richard Daddona, Instructor

COMPUTER AIDED DRAFTING & DESIGN

, Dept. Head

MANUFACTURING TECHNOLOGY

David Tuttle, Dept. Head  
Stephen Orloski, Instructor  
Kevin Bendell, Instructor

PLUMBING & HEATING

Ralph Salemme, Dept. Head  
John Carew, Instructor

INFORMATION SOFTWARE TECHNOLOGY

Robert Mitchell, Dept. Head  
Thomas Viola, Instructor

MEDICAL ASSISTANT PROGRAM

Karen Canty, Dept. Head  
Pamela Lerner, Instructor

HEALTH SERVICES

Doris Poeta , R.N. - School Nurse

RELATED AND GENERAL EDUCATION INSTRUCTORS

DEPARTMENT HEADS

Deborah Mills - Related Department Head  
Mary Coughlin - General Department Head/ Room BPR1

ENGLISH

Stephen Celmer / Room 114  
Karen Gherlone, Room 217  
Philip Lespinasse/ Room 220  
Jeff Levinson / Room 218  
Sean O'Connor / Room 219  
Branka Shekhdar/ Room 116  
Jill Pepe / Room 205  
Laura Flowers- Language Lab / Room 205

ART

Marianne Healy/ Room 117  
Susan McDonald/ Room 117

MATHEMATICS

George Baglini/ Room 102  
Jill Baronowski/ Room 103  
Marie Brown/ Room 106  
Vincent Camera/ Room 104  
Joanne Dimenno, Math Lab/ Room 107  
Theodore Gerrish / Room 108  
Sheldon Myer/ room 105

MEDIA CENTER

Paula Patterson, Dept. Head  
Bruce Howard - Media Specialist

PHYSICAL EDUCATION/ LIFE SKILLS

Lawrence Mandell / Gym  
Susan Murphy / Gym  
Chrystyna Messina / Room 201  
Patricia Gentile/ Room 204

ELL

Suzette Montanez/ Room 205

SCIENCE

Brendan Byrne / Room 212  
Scott Bush / Room 209  
John Chaco / Room 203  
Andrew Kosch / Room 204  
John Opramolla / Room 210  
Theresa Pearce / Room 215

SOCIAL STUDIES

Eileen Barnes / Room 222  
John Hatfield / Room 115  
Dan Quinn / Room 219  
Christine Pavlat / Room 223  
Danielle Sintay / Room 218

SPECIAL EDUCATION

Penelope Finlayson, Department Head / Room 113A  
Linda Kittell/ Room 107  
Tamara Fischman / Room 113B  
Joyce Sanseverino / Room 113A  
Sharon Stockel / Room 205

CAREER DEVELOPMENT/ INFORMATION TECHNOLOGY

/ IT#2

S.A.I.L. PROGRAM

Craig Behun

## TRADE PROGRAMS

The following trades are offered: Auto Body Collision & Repair, Automotive Mechanics, Architectural Drafting, Carpentry, Culinary Arts, Electrical, Electro-Mechanical, Electronics, Hairdressing & Cosmetology, HVAC (Heating, Ventilating, Air Conditioning & Refrigeration), Computer Aided Drafting & Design, Manufacturing Technology, Plumbing & Heating and Information Software Technology. In addition, Platt Tech offers a Medical Assistant program for post graduate students.

## ATTENDANCE CREDIT

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

## STUDENT DISMISSAL PRECAUTIONS

- No student under the age of 18 may be released from school to anyone other than the parent, guardian or child protective services personnel.
- A student may be released to either parent unless a custodial parent supplies the principal with a certified copy of a court order or divorce decree to the contrary.
- Students who are age 18 may be released from school without parental authorization. However the student WILL be asked to provide documentation and parents may be contacted

## TARDY AFTER HOMEROOM

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

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

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

## PARENT/ GUARDIAN RESPONSIBILITY FOR STUDENT ATTENDANCE

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

1. Call the school at 783-5324, prior to 9:00 a.m. A recording will answer. Leave the name and grade of the student.
2. Provide the student with a signed written excuse for the homeroom instructor accounting for each day's absence or period of time, for up to four days. The note must be dated, identify the time period covered and identify the illness or emergency causing the absence. The note is in addition to the daily phone call.
3. Absences excused by a doctor's note must be delivered to the attendance officer, Mrs. Healy, within 3 days of school return.
4. Platt CTHS reserves the right to verify notes with the doctor, court, etc.
5. When it is anticipated that a student will be absent for an extended period of time due to illness or injury, it is the parent's/guardian's responsibility to notify the student's guidance counselor as soon as possible.

## Procedures For Release From School

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

## FAMILY WITH SERVICE NEEDS OR YOUTH IN CRISIS COMPLAINT

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

## LEAVING SCHOOL GROUNDS

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

## Explanation Of The Grading System

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

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

## TEACHER ADVISORSHIP PROGRAM (TAP)

Each student attending Platt is assigned a teacher advisor who will meet monthly with the student within a small group setting. During this meeting the teacher will monitor student progress, serve as a school resource, and assist the student with goal setting and action plan development and follow through.

## PEER MEDIATION

The Peer Mediation Program is intended to provide a means of conflict resolution for students for disputes that arise in the school setting. Students are trained as mediators, third party neutrals, who help disputants reach agreements that are mutually satisfactory. Mediation is a voluntary process; the mediator does not find fault or punish, but helps parties reach agreements that will allow them to continue their relationship. Students access the program in three ways: teacher referral, administrative referral and student referral. A team of advisors manages the program. Perspective mediators are selected based upon a stringent application process, and may be of any grade level provided they are in good academic standing.

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

<u>TYPES OF RECORDS</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Cumulative School Records	School Counseling Dept Platt CTHS  600 Orange Avenue Milford CT 06461	Ms.Barbara Mazzonna School Counseling Coordinator
Special Education Records	Resource Room Platt CTHS 600 Orange Avenue Milford CT 06461	Penelope Finlayson, Special Education Department Head
Discipline Records	Office of the Assistant Principal Platt CTHS 600 Orange Avenue Milford CT 06461	Mr. David D’Aniello Assistant Principal
Health Records	School Nurse Platt CTHS 600 Orange Avenue Milford CT 06461	Mrs. Doris Poeta, R.N. School Nurse
Student Assistance Team Records	Guidance Department Platt CTHS 600 Orange Avenue Milford CT 06461	Mrs. Sandra Heller Guidance Counselor/ Student Assistance Team
Cumulative and Special Education Records for Students in out-of-District Placement	Office of the Superintendent DVTAE 25 Industrial Park Road Middletown CT 06457	Ms. Karen Zimmerman Consultant Special Education
Miscellaneous Records/ Student Records Not Listed	Director Platt CTHS  600 Orange Avenue Milford, CT 06461	Mr. Gene LaPorta Principal

## LIBRARY MEDIA CENTER

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

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

### GUIDELINES FOR USE OF THE MEDIA CENTER

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

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

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

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

### CORRIDOR/ STAIR TRAFFIC

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

IMPORTANT NOTE: "F" Wing traffic: Stairway outside the cafeteria is an "UP" stairway only. The stairway at end of "F" Wing is a "Down" stairway only. "F" wing teachers always monitor this area.

## LUNCH REGULATIONS:

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

### Regulations/ Procedures:

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

## HARD HATS, WORK BOOTS AND SAFETY GLASSES

Note: Only tan work boots that have tan soles are allowed to be worn.

Safety glasses must be worn in all specified areas. Safety lenses must have a minimum thickness of 3.0 millimeters, properly monogrammed, and mounted in a safety frame. For students who wear glasses, prescription safety glasses are required.

Hard hats are to be worn as designated by shop safety practices.

All ninth grade students are required to wear safety glasses and work boots during Phase I and Phase II of Exploratory.

## CELLULAR PHONES, PAGING DEVICES AND OTHER PROHIBITED ITEMS

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

1st offense: The item is confiscated for 1 day. A parent or guardian is required to pick it up at the school.

2nd offense: The item is confiscated for 1 month. A parent or guardian is required to pick it up at the school.

3rd offense: The item is confiscated until the end of the year and a parent or guardian is required to pick it up.

## GYM LOCKERS

It is mandatory for students to use gym lockers for their valuables during physical education classes. Valuables (money, jewelry) should be given to the physical education teacher during class and will be returned upon conclusion of class. The school assumes no responsibility for lost / missing items.

For added security, a personal lock, purchased through the school or privately may be fastened to the gym locker. As is school policy, all lockers are subject to search. Any personal lock not purchased through the school may be cut and removed without notice should the administration have need to inspect the locker.

## RESPONSIBILITY FOR PERSONAL TOOLS AND PROPERTY

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

## LOST & FOUND

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

## TRAFFIC RULES

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

All student vehicles must exit to Kozlowski Drive. Be considerate of our immediate neighbors by adhering to all traffic rules and regulations. Parents will be notified via telephone and letter regarding parking lot violations relative to their child.

## STUDENT I.D.'S

Students are required to wear their student I.D. on a lanyard during school hours. Grade 9, 10 and 11 student photos for I.D.'s are taken at the same time students have their annual portraits taken, during the first month of school. The cost of the I.D. is \$5.00 for all new and replaced I.D.'s

Students in grades 10, 11 and 12 can use their old I.D. or request a replacement with a more recent photo. Replacement I.D.'s may be purchased through the Assistant Principals' office at a cost of \$5.00

## SCHOOL CLOSING

Platt CTHS follows the same schedule as Milford Public Schools for delayed openings or cancellation due to weather conditions. Listen for radio announcements that Platt Tech and/ or Milford Public Schools are closed due to inclement weather. Radio stations that will carry this announcement are: WAVZ, WELI, WEBE, WNHC, WPLR, WKCI (FM) and WEZN (FM).

## DELAYED OPENINGS

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

The delayed opening schedule in surrounding towns is:

Ansonia	1 hour, fifteen minute delay
Bethany, Orange, Woodbridge School District 5 delay	Listen for Amity Regional
Bridgeport School District delay	Listen for Bridgeport Public
Derby, Seymour and Oxford	Listen for announced delay
East Haven, West Haven and Branford	1 hour delay
Milford, Shelton and Stratford	1 1/2 hour delay
New Haven	1 hour delay
North Haven District delay	Listen for North Haven School
Trumbull	1 1/2 hour delay

## JEWELRY

### During Trade Cycle

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

### During Related Cycle

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

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

## SEMI - FORMAL AFFAIRS

Three times during the year Platt RVTS holds special semi-formal affairs on behalf of its students. These affairs are the Sophomore Ring Dance, the Junior Prom and the Senior Prom. On these occasions, a student may be dismissed from school at 12:10 on the day of such an event provided the student submits to the administration a verified note from the parent/guardian. Students leaving prior to 12:10 will not receive credit for the day. Once at the event, no student will not be admitted unless dressed appropriately. Ladies are to be attired in either a dress, gown, or appropriate dress suit. Gentlemen are to be dressed in shirt, tie, jacket and dress shoes (current formal fashion wear will also be accepted).

## DANCE REGULATIONS

The following regulations will prevail for all school dances:

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

## CORRIDOR PASSES AND SIGN OUT SHEETS

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

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

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

### CORRIDOR/ STAIR TRAFFIC

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

IMPORTANT NOTE: "F" Wing traffic: Stairway outside the cafeteria is an "UP stairway only.

The stairway at end of "F" Wing is a "Down" stairway only. "F" wing teachers always monitor this area.

### USE OF ELEVATOR

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

### EXTRA-CURRICULAR ACTIVITIES PARTICIPATION

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

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

### TRANSPORTATION TO ALL SPORTING EVENTS

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

Both classroom phone numbers and individual teacher e-mail addresses are provided to promote clear communication between home and school. Administration advises that phone calls be made after 2:30 pm to avoid classroom interruption. NOTE: For those instructors having an extension rather than a direct phone number, dial 783-5300 and then dial the listed extension.

