

H.C. Wilcox Technical High School

Student/Parent Handbook

ADDENDUM

2019-2020



Stacy L. Butkus, Principal

298 Oregon Road · Meriden · CT 06451-3797 Main Phone: 203-238-6260

www.cttech.org/wilcox



Wilcox Technical High School

Mission Statement

We provide a rigorous career technology and academic education that meets the needs of our students, future employers, and the global community.

Philosophy

Education empowers us to develop a sense of mastery and a belief in our ability to shape our future. As a basis for building an educational program at H.C. Wilcox Technical High School, the school community believes the following tenets are fundamental:

- Our unique and rigorous high school learning environment ensures both academic and trade/technology mastery and instills a zest for lifelong learning.
- Students are prepared for immediate productive employment and/or apprenticeships and post-secondary education.
- Our educational program responds to industries' changing global workforce needs and expectations through business/school partnerships.
- The dignity of the individual is foremost, and a climate of respect for all is ensured.
- Each person should have an understanding of and respect for the traditions, customs, and heritages of other cultures.
- Our educational atmosphere encourages fundamental principles such as individuality, perseverance, creativity, work ethics, and responsible citizenship.
- Students will be prepared to meet future technological challenges.
- Education must embrace a vision that allows each student to realize his or her full potential.

Accreditation

The H. C. Wilcox Technical High School is accredited by the New England Association of School and Colleges through 2021.

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Policy and Student Grievance Procedures For Alleged Discrimination and Harassment

H.C. Wilcox Technical High School, a part of the Connecticut Technical High School System (“CTHSS”) prohibits discrimination and harassment based on race, color, national origin, ancestry, religious creed, sex, age, marital status, sexual orientation, and/or disability. It also strictly prohibits retaliation against any 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 discrimination or harassment. CTHSS treats retaliation as a form of discrimination under this Grievance Procedure. Overt or covert acts of reprisal, interference, restraint, penalty, discrimination or harassment against an individual or group for exercising rights under this Grievance Procedure will be subject to prompt and appropriate disciplinary, corrective and remedial action. Reports of discrimination or harassment may be made to the school administrators or to the Title VI & Title IX Compliance Coordinator or 504 Coordinator.

Title VI & Title IX Compliance Coordinator:

Mrs. Michelle DellaVecchia
H.C. Wilcox Tech HS, 298 Oregon Road, Meriden, CT 06451-3797
203-238-6260 emails: michelle.dellavecchia@ct.gov

504 Coordinator: Melissa Tweedie

H.C. Wilcox Tech HS, 298 Oregon Road, Meriden, CT 06451-3797
203-317-5975 email: Melissa.Tweedie@ct.gov

Let’s work together to ensure that Wilcox Tech is a positive place for every student to learn!

**H.C. Wilcox Tech High School
Contact Us!**



Administration:

To schedule an appointment with an administrator, please call:

Mrs. Elaine Provenzano at 203-317-5962

To contact via voicemail or email:

Principal: Stacy Butkus 203-317-5967 stacy.butkus@ct.gov

Assistant Principals:

Luz Manson (Grades 10 & 12) 203-317-5973 luz.manson@ct.gov

Paul Bazzano (Grades 9 & 11) 203-317-5968 paul.bazzano@ct.gov

School Counseling and Admissions:

To schedule an appointment with a counselor, please call:

Mrs. Bea Tavares at 203-317-5963

School Counselors:

Last Name A – F Ms. Suzanne Robinson 203-317-5970 suzanne.robinson@ct.gov

Last Name G – N Ms. Suzanne Niemiec 203-317-5971 suzanne.niemiec@ct.gov

Last Name O – U Ms. Melissa Warrek 203-317-5972 melissa.warrek@ct.gov

Last Name V – Z Ms. Michelle DellaVecchia, Dir. 203-317-5969 michelle.dellavecchia@ct.gov

Attendance:

To report an absence, please call:

Main Phone 203-238-6260, then 1

For questions about attendance records:

Dean of Students, Ms. Cindy Kisner 203-317-5977 cynthia.kisner@ct.gov

Athletics Director: Mr. Steven Wodarski 203-317-5848 steven.wodarski@ct.gov

Teachers can be contacted via email at firstname.lastname@ct.gov or voicemail via our school number 203-238-6260.

PowerSchool (Grade/Attendance): cttech.org/psportal

School Cancellations: Channel 3 or WSFB (wfsb.com/closenow)
Channel 8 or WTNH (wtnh.com/closings)
[Twitter@tech_wilcox](https://twitter.com/tech_wilcox)

Whole School Communications uses the phone number and email you designate in Powerschool as the primary contacts. Calls/emails will have the Caller ID/Sender as the State of Connecticut. You can update this information at any time in PowerSchool.

ATTENDANCE MATTERS!

Students: Wilcox gives you a high school diploma and a trade certificate. We only have 182 days a year or 91 for academics and 91 for trade. Being here matters!

Regular Day 7:17am-2:10pm

Half Day 7:17am-11:33pm

2-Hr Delay 9:17am-2:10pm

- Absent? Bring a note to the Dean of Students within three days of the absence.
- *You get 9 unexcused absences per school year. More than 9 = Credit Denial (No credits for the year).*
- Parents/Guardians can excuse with a note any of the first nine absences. After that a doctor's note, court order, or other verifiable documentation must be submitted for the absence to be excused.
- Students who are absent cannot attend or participate in any school-sponsored activity on the day of their absence. This includes athletic events, proms, school dances, field trips, or club events.
- Unless there are extenuating circumstances, it is expected that all work will be made up within **2 days for any one day of absence.**
- An automated phone call will be sent for absences. Please make sure your contact information is correct in PowerSchool.

Being on Time Matters! Wilcox Tech works to help students become great employees.

- If you are late getting to school go to the Dean of Students FIRST.
- Being late is considered a behavioral or disciplinary problem and may require a parent conference and possible disciplinary action.
- Too many tardies could cause the loss of your parking permit and/or participation in extracurricular activities.

Perseverance Matters! Pushing through a bad day makes you stronger!

- Requests for Early Dismissal must be submitted to the Assistant Principal **in the beginning** of the school day with a note from a parent.
- Per the CTECS Student/Parent Handbook, an administrator may deny a request to leave early if it will negatively impact the student's education.
- We know there are some appointments that are only available during school hours. We appreciate all efforts to **schedule appointments outside of the school day.**

Questions/Concerns about Attendance?

- If there is a problem you would like to discuss or you have any questions, call the school counselor or Assistant Principal (See page 5 for Contact Info).
- Call the Dean of Students if you have any questions about attendance (X 5977).

Our school expectations are:



THE WILCOX WAY

We are Responsible

We are Respectful

We are Safe

Be Responsible: Coming to school prepared, completing assignments and cleaning up after ourselves allows for everyone to be successful.

Be Respectful: Being respectful is doing what you know is right and treating others as you expect to be treated. Failure to show respect for others is the root of behavioral violations and will be treated very seriously.

Be Safe: Our school is a busy place that includes academic classrooms and trade environments that have safety concerns. We have to be aware and use care at all times to ensure everyone's safety both physical and emotional. Be kind. Be careful.

School ID's

For the safety of us all, students and staff are required to wear the H. C. Wilcox Technical High School photo identification badge with a Wilcox break-away lanyard.

If a student forgets or loses their ID they must report to the Dean of Students.

1st Incident: Temporary ID and warning.

2nd Incident: Temporary ID and Phone Call to Parent.

3rd Incident: New ID (Charged) and issued a Detention.

- New IDs are \$3.00 and \$2.00 for the breakaway lanyard.
- Trade/Technology areas, for safety reasons, may amend how the ID is worn. *However, when going to lunch, out-class or anywhere in the building all students must wear IDs with lanyards.*
- Refusal to wear the ID Badge or Temporary ID will be considered insubordination and disciplinary action will be taken.

Important School Regulations

1. Smoking (including e-cigarettes and chewing tobacco) is NOT allowed on state property as per state law (C. G. S. 19a-342). A ticket will be issued to anyone smoking or vaping on school grounds. Student will receive school disciplinary action, also. Smoking is not permitted at any school-related or school-sanctioned activity, on or off school property.
2. Cell phones, Chromebooks, tablets or any other electronic device:
 - a. May be used in the classroom for instructional purposes with permission of the teacher.
 - b. Students may use cell phones/electronic devices in the cafeteria before school and during lunch time.
 - c. Use of these devices at any other time during the school day will be defined as misconduct of the CTECS Discipline policy.
 - d. If administration determines that a serious disruption to the educational process is occurring or is expected to occur, all electronic communications may be shut down including cell phone use.

Students who bring cellphones on campus are subject to rules regarding their use. If a cell phone is misused it is considered to be contraband and subject to search and/or seizure.

3. Card playing or any form of gambling is not allowed in the school, on school buses or at off-campus job sites.
4. Tools should never be outside the trade areas without direct permission from the trade teacher.
5. Students must keep food and drinks packed away while in hallways, classrooms or shops. Students may carry water bottles in their school bags, but should not leave them out on desks or tables, etc. when not actively drinking.
6. Valuables or expensive clothing should not be brought to school nor should students carry large sums of cash. The school does not assume responsibility for the security of these items.
7. Absolutely no roller blades, scooters, mini-bikes, skateboards, etc. are to be operated/ridden on state property.
8. Body piercings that are visible and/or jewelry which may inhibit activities in the classroom, shop or gym, or endanger the activities of students are prohibited. Many trade areas prohibit facial/ear body piercings per OSHA and/or CTECS policies.
9. Students in Exploratory Phase I and Phase II **will not be permitted** to wear any visible piercings during the trade/technology cycles **or** have acrylic nails due to Health and Safety requirements.

Student Dress at H. C. Wilcox Technical High School

Our school has visitors often and at any time students may be asked to lead a tour of their shop or of the school. All other CTECS schools have uniforms for academics. H. C. Wilcox Tech has not adopted this policy in order to allow students, during academic cycles, to have some freedom in clothing choice, HOWEVER, the expectation is that all students will dress appropriately.

If a staff member deems a student's clothing as possibly in violation the student will be sent to the Dean of Students. Parents will be contacted to bring clothing. If a parent cannot be contacted or they cannot get to the school during the school day the student will be offered donated (clean) clothing to wear for the day. If none are available the student will be given alternative assignments to complete in the SAIL/ISS room. This will not be recorded as a disciplinary action, however the student will be responsible for making up all missed work.

Dress Code Guidelines:

Dress for the work place in clothing that is clean, free from holes, rips or tears; that is not attention getting and allows you to do the work of school. *Use common sense, if you have to ask if it is okay, it probably isn't.*

Examples of items not allowed:

- Visible underwear or nightwear.
- Clothing that exposes bare midriffs, bare sides, or bare backs.
- Pants must be worn at waist level at all times and must not be a tripping hazard and cannot have any tears. Belt straps cannot drag or hang. No hanging chains.
- Leggings are not permitted as an outer garment, but can be worn under appropriate length skirt, tunic/shirt or dress. Appropriate length = looks professional. Yoga pants, sweat pants or work-out clothing are not allowed.
- Hats, stocking caps, bandanas, headbands wider than 1", and caps that are not trade uniform required are prohibited.
- Heavy coats, jackets or raincoats are not to be worn inside the building.
- Sunglasses, unless a doctor's note prescribing them is on record with the school nurse.

- Slippers, only socks, flip-flops, backless shoes, toeless shoes cause a safety concern. Students are in hallways and on stairwells with hundreds of other students during passing periods. Feet get stepped on. Slipping and falling can hurt you and others.
- Students should not wear attire which may create a hostile environment or disrupt the educational process such as clothing with harassing symbols, pictures or vulgar, illegal, racial, sexist or other discriminatory viewpoints which denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual preference or disability.
- Shirts with slogans, logos, pictures or symbols referencing products or activities that are illegal for a high school student are unacceptable.

When in doubt – Don't wear it to school.

Trade/Technology Uniform Policy

During Exploratory Phase I and II freshmen students will be required to wear the school approved Wilcox Tech Exploratory T-shirt. Please refer to order form on our website.

Each trade/technology area has designed a uniform which follows industry standards and provides safe, comfortable work clothing for students.

- Uniforms for each technology are determined by the trade department head and must be worn all day during the trade cycle. This will include safety glasses and work boots as well as the approved shirt and pants.
- Safety glasses must meet ANSI standards with the approved identification on the glasses. Tinted safety glasses will not be allowed inside the building unless a doctor's note is on file with the school nurse.
- Any student violating trade uniform policy will not be allowed to remain in the trade area. Parent/guardian will be contacted to bring in the correct attire. If the parent/guardian contact cannot be arranged, the student will not be allowed to participate in the practical or production areas of the trade/technology, however they will be responsible for any work missed.

Public Display of Affection

Excessive display of affection in a work or school atmosphere is offensive and embarrassing to others. This type of behavior is not acceptable.

Hall Passes

Every student's schedule is designed to provide the time needed in each course to complete work and earn full credit. With the ability to contact teachers via Google Classroom or email, students do not need to interrupt classes to communicate with their instructors.

Therefore:

- Students should not be out of his/her technology or academic classroom while school is in session without a pass signed by staff member.
- Students who wish to go from academics to shop or shop to academics must have administrative approval. Approval will be granted via email, which will become the hall pass.
- Students should make all effort to use lavatories during academic breaks, lunches, before and after school.

GENERAL INFORMATION

Class Dues

Each year students pay into their class fund in order to provide class trips, cover senior week including graduation costs and the senior yearbook. Participation in Fund Raisers defers Dues Owed! Dues should be paid at the beginning of each year.

Bring checks or money orders payable to: Wilcox Student Activity Fund to the business office.

	Total due	Class Advisor
Class of 2023	\$50	TBD
Class of 2022	\$50	Ms. Niemiec (x 5971)
Class of 2021	\$75	Ms. Kisner (x 5977) and Ms. Williams (x 5810)
Class of 2020	\$75	Ms. Testa and TBD

Non-payment may result in loss of parking privileges, senior early release, etc. If you have a financial hardship, please contact the school social worker, Mrs. Goodson (x5974). To be considered for financial help students need to participate in class fund raisers.

PLEASE NOTE: Many school community members are happy to participate in fund raisers: ASK US!

Daily Schedule

7:05 am: School doors open. Students may go to cafeteria for breakfast, or the gym.

7:17 am: First bell rings and students go to their lockers/homerooms.

7:25 am: Attendance is taken and morning announcements are made.

2:10 pm: School day ends.

Half days are from 7:17 am until 11:33 pm.

Student class schedules are available in PowerSchool online. Students will not be permitted on school grounds after 3:15 pm unless they have prior approval by administration for athletics, clubs/activities.

School Closings/Delays due to Inclement Weather and Other Emergencies

When school is delayed or cancelled, we notify:

3/WFSB

8/WTNH

CTNow.com/FOXCT

Twitter@tech_wilcox

You can go to any of these stations' websites and register to receive text messages.

- If your hometown school district is cancelled due to inclement weather, transportation will not be provided to H. C. Wilcox AND the absence is excused.
- If your sending school has a delayed opening, your tardy will be excused. If weather requires a delayed opening in Meriden, Wilcox will begin 2 hours late and school will start at 9:25am.

Deliveries and Messages: Educational time is important!

- Delivery of flowers, balloons, gifts, etc. is not allowed during school hours. If these items are delivered, we will hold them until the end of the school day.
- We understand that sometimes a lunch is forgotten at home and food needs to be delivered to school. Deliveries should be rare and due to food allergies, food can only be delivered by family members to their child.
- In case of an emergency, please call the main office at 203-238-6260 and then '0'. We will contact your son/daughter immediately.

- Please do not contact your student during the school day via his/her cell phone. Students can only use their cell phones before 7:25am and during lunch each day. Interrupting students during class time could cause someone to get hurt. Answering a phone when handling a knife, torch, or equipment is dangerous. Please help us keep your student safe.

Field Trips, Production Work Outings, School Sponsored Activities

Teachers organize out-of-school activities to enhance what is being taught and to provide experiences for students. Behavior must be exemplary while on or off campus. A student may be denied the right to participate in an extra or co-curricular activity for failure to meet disciplinary obligations, poor academic performance, or poor attendance.

Lockers

Each student is assigned a locker and a lock. The locker is considered state property and is subject to search. It is the responsibility of the student to see that the locker is kept locked and in order at all times. **DO NOT share your locker combination with friends.** Report any problem with a locker in the academic area to Guidance. All Lockers must be secured with a lock at all times. Report issues to PE or technology teachers.

Lost and Found Articles

Lost and Found is located in the Dean of Students' office in School Counseling. Articles such as clothing, personal equipment, books and keys should be reported or turned into the Dean of Students. Articles that are found and turned in will be kept for a reasonable time and then discarded or donated.

Breakfast and Lunch

Breakfast is served in the cafeteria starting at 7:05am. Cost is \$2.35 (Reduced Breakfast is \$.30)

All students must report directly to the cafeteria during their lunch period. Lunch - \$3.35 and Reduced Lunch \$.40.

A Point of Sale System (POSS) is available for payment of student cafeteria purchases. **To set up an account for your student**, send a check made out to the "Treasurer State of CT" or cash to our Business Office.

FREE/REDUCED LUNCH/BREAKFAST: Information on how to apply for Free/Reduced Lunch and/or Breakfast was sent home this summer. Information is also available in our Main Office. All students who think they may qualify are encouraged to apply.

The following rules must be observed in the cafeteria:

- Respect those who are in front of you. *Do not crowd or cut in line.*
- Eat in a quiet, orderly manner.
- Clean up after yourself. Put trash in garbage containers located near dish washing area, recyclables in bins and trays on the dishwasher window counter.
- Students must have permission to leave the cafeteria prior to the end of their lunch wave from a teacher serving lunch duty.

NOTE: Due to food allergy concerns, students may not bring food or drink to school for other students.

Parent Faculty Organization (PFO)

Wilcox Tech's success is closely linked to our parents. We welcome parent questions, concerns or ideas on how to improve our school. Any parent interested in becoming a member of PFO can complete the form attached to this Addendum or on our website and drop off the \$10 membership to the main office mailbox at any time OR attend a meeting! PFO meets the *Second Tuesday of every month at 6:30pm at the school*. Check our website for upcoming activities on PFO night and for school community events.

School Nurse

Our School Nurse works very hard to ensure the health and safety of students. There are three simple rules that help to keep Wilcox Tech a safe and healthy school:

1. Students who are ill should stay home. Please do not send students to school to be evaluated by the school nurse to obtain an excused dismissal. This practice endangers the student from possibly becoming more ill from exposure to others and exposes others to his/her illness.
2. Students must tell a teacher if they need to go to the nurse: A teacher will issue a pass or if it is an emergency the teacher will determine if the student needs an escort or if 911 needs to be called.
3. Only the School Nurse or an Administrator can dismiss a student: Students who are ill or injured should not contact a parent/guardian directly for pickup without seeing the school nurse first. If the nurse is not available the student should see an administrator. Parents who come school to pick up a student without prior contact by the nurse or administrator will be stopped at security to get information which may delay a student's dismissal and care. Please Note: When the school nurse gives a medical early dismissal if the student needs to stay home the following school day it is automatically medically excused and does not require a note.

Student Parking

Unfortunately, Wilcox has very limited parking. Student permits will be first issued to students currently enrolled in the WBL program who need to leave during the school day for work, followed by seniors requesting permits. When issued a parking permit students will be assigned a numbered space in the student lot. Only students with permits may park on campus and they must only park in their assigned parking space. **Parking Permit Applications** will be available to eligible students **at the security desk** beginning the second week of school. Students must show their valid Connecticut driver's license, current insurance card, and car registration in order to obtain a parking permit. Students driving to school must display the H. C. Wilcox parking permit.

Please read the Parking Permit Application for conditions of this privilege.

- Tardiness, grades, disciplinary actions and attendance will be reviewed continuously throughout the year and may be cause to revoke a student's parking permit.
- SPEED LIMIT IS FIVE (5) MILES PER HOUR. Reckless driving is cause to revoke parking privileges.

Student Drop Off

As the third school on a busy street traffic can pile up in the morning. For safety, parents cannot use the bus lane for dropping off students in the morning or picking up in the afternoon. Please follow the directions of our School Resource Officer when dropping off students. **DO NOT DROP OFF STUDENTS AT THE CROSSWALK!** Drive passed the crosswalk and drop off along the pull out lane on the center island. Students can exit to the island and walk to the cross walk. The speed limit on school property is 5 MPH.

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Connecticut Technical High School System
Middletown
ASBESTOS MANAGEMENT PLAN

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

The buildings are inspected every six (6) months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly re-inspected every three (3) years by licensed asbestos inspectors following the same basic criteria as the original inspection.

The H. C. Wilcox Technical High School maintains in its **MAIN OFFICE** a complete updated copy of the AMP. It is available during business hours for inspection. The Designated Person for the Asbestos Program is John Woodmansee, and can be contacted at (860) 807-2233.

August 2019

INSERT SCHOOL CALENDAR

Wilcox Bell Schedules

Please join the Wilcox Tech PFO

Parent Faculty Organization



You are invited to be a member of the Parent Faculty Organization at Wilcox Tech!

Who we are: We are YOU! PFO is a nonprofit organization made up of parents and faculty of Wilcox Tech who work together to improve the educational experience of our students.

What we do: We meet the 2nd Tuesday of each month at 6:30pm during the school year to talk about the school, answer questions you may have, discuss ways to improve Wilcox Tech and plan fundraisers that provide funding for our Academic and Tool Scholarship program.

Why we need you: We need your ideas, your experiences and your leadership. It doesn't require a lot of time, but research shows that when parents take part in their children's education, (And high school years are important!) the children perform better. Being a good role model for your son or daughter and showing them the importance of being involved in their community has great benefits! Help us make the Wilcox Tech Community even better.

How to join: Please fill out the form below and place it in an envelope with **\$10** annual membership dues, per family. Drop it off or mail it!

First 2019-2020 Meeting: Parent Q&A Night - Tuesday, September 10th at **6:30pm** in the school's multi-purpose room.

Student Name _____ Grade _____

Parent/Guardian Name _____

Address (Street/City) _____ Zip Code: _____

Email Address _____ Phone _____

Signature of parent/guardian _____

\$10 Annual Membership Fee enclosed as: Cash Check# _____

Bring to school main office or mail to: Wilcox Tech PFO, 298 Oregon Road, Meriden, CT 06451

H. C. WILCOX TECHNICAL HIGH SCHOOL
2019-2020

PLEASE SIGN & RETURN TO
HOMEROOM TEACHER
FIRST WEEK OF SCHOOL

CTECS STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT/AGREEMENT

Student Name (Please Print)

Grade

Attendance Policy

I understand that regular attendance is the responsibility of the student and his/her parent and is a critical aspect of the educational process. I also understand that **if 10 days of unexcused absence are reached** my child will be denied credit. I further understand that I may make a written request for review within ten (10) school days following receipt of notification of denial of credit.

Education Records

I understand that certain personally identifiable information about my child is considered directory information and does not require a signed release for disclosure. I understand that unless I deny the release of any or all of this information within 10 school days of the date this student handbook was issued to my child, directory information may be released. I also understand that as a parent/guardian I have a right to inspect and review all student records of my child.

Discipline Policy and Substance Abuse Policy

I understand the responsibilities outlined in the Discipline Policy and Substance Abuse policy. I also understand that should my child violate either policy he/she shall be subject to disciplinary action, up to or including expulsion from school and/or referral to law enforcement officials for violation of the law.

Electronic Information and Resources Policy

I acknowledge and agree to abide by the Electronic Information Resources Policy and Cell Phone Policy of H.C. Wilcox Technical High School and the Connecticut Technical Education and Career System.

Health and Safety Policies

I acknowledge that I have read the Health and Safety Section of this Handbook.

Request by non-custodial parent

Either parent or legal guardian or a minor student shall, upon written request to a local or regional board of education and within a reasonable time, be entitled to knowledge of and access to all educational, medical, or similar records maintained in such student's cumulative record, except that no parent or legal guardian shall be entitled to information considered privileged.

The parent or legal guardian with whom the student does not primarily reside shall be provided with all school notices that are provided to the parent or legal guardian with whom the student primarily resides. Such notices shall be mailed to the parent or legal guardian requesting them at the same time they are provided to the parent or legal guardian with whom the child primarily resides. Such requests shall be effective for as long as the child remains in the school the child is attending at the time of the request.

**Above policies can be found in the CTECS Student/Parent Handbook
available online at wilcox.cttech.org, choose Parents and Students, and then Handbooks**

I acknowledge that I have reviewed the CTECS handbook, the Wilcox Student/Parent Addendum including the above policies with my child.

Parent/Guardian Signature

Date

Student Signature

Date

**Wilcox Technical High School
Opt Out Provisions
2019-2020**

IF YOU ARE OPTING OUT PLEASE SIGN & RETURN TO HOMEROOM TEACHER FIRST WEEK OF SCHOOL
--

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

Release of Directory Information

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

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

Sexual Health Education 2019-2020

Your child will be receiving lessons in Sexual Health Education as part of our comprehensive health curriculum. This unit will be taught during your child’s class in Health. The CTECS health education curriculum and semester pacing guides may be found at <http://www.cttech.org/central/curriculum/draft-powered-curriculum/academics/health-education/index.html> for your review.

You have the right to opt your child out of instruction in this unit. If you choose to opt your child out of this instruction, please sign the acknowledgement below.

Please note: any child opted out of Sexual Health Education instruction will be given an alternative assignment of the same duration to receive appropriate credit toward their graduation requirement in health education.

I do not grant permission for my child to participate in Sexual Health Education instruction.

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

