

H.C. Wilcox Technical High School

Student/Parent Handbook

2021-2022 ADDENDUM



Dr. 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 postsecondary 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 understand and respect the traditions, customs, and heritage 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 Schools 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

Phone: 203-238-6260

Email: michelle.dellavecchia@cttech.org

504 Coordinator:

Ms. Melissa Tweedie

H.C. Wilcox Tech HS, 298 Oregon Road, Meriden, CT 06451-3797

Phone: 203-317-5975

Email: Melissa.Tweedie@cttech.org

Safety “Anonymous Reporting Form”

The H.C. Wilcox THS community is a safe, effective and collaborative learning environment. All community members are supported and respected. As such, we have dedicated a section on our school’s website to address issues related to safety.

We encourage our students and parents to contact us anytime with questions or concerns. However, due to the sensitive nature of some circumstances, we want to provide a way for individuals to make anonymous reports. Our reporting system is not a crisis line; report any emergencies to 911.

If you use our reporting system, administrators will receive your report during normal school hours and will take appropriate action as soon as possible. Providing specific information is critical to our investigation. We do not collect or store any personal information about you when you submit a concern unless you voluntarily provide it. All information will be kept confidential. Please visit our “Safety & Climate” section of our website (Click on “About” and then click on “Safety & Climate”) for additional safety information.

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



H.C. Wilcox Tech High School

Administration:

Please call Mrs. Elaine Provenzano at 203.317.5962 to schedule an appointment with an administrator.

| | |
|--|--|
| Principal: Dr. Stacy Butkus | 203-317-5967 stacy.butkus@cttech.org |
| Assistant Principals: Luz Manson (Grades 10 & 12) | 203-317-5973 luz.manson@cttech.org |
| Ted Oczkowski (Grades 9 & 11) | ted.oczkowski@cttech.org |

School Counseling and Admissions:

Please contact your child's school counselor directly to schedule an appointment.

| | |
|---|--|
| Student's Last Name A – F Ms. Suzanne Robinson | 203-317-5970 suzanne.robinson@cttech.org |
| Student's Last Name G – N Ms. Suzanne Niemiec | 203-317-5971 suzanne.niemiec@cttech.org |
| Student's Last Name O – U Ms. Melissa Warrek | 203-317-5972 melissa.warrek@cttech.org |
| Student's Last Name V – Z Ms. Michelle DellaVecchia, Director of Admissions & School Counseling | 203-317-5969 michelle.dellavecchia@cttech.org |

Transportation-Related Questions:

| | |
|-----------------------------|--|
| Mrs. Bea Tavares, Secretary | 203.317.5963 beatrice.tavares@cttech.org |
|-----------------------------|--|

Attendance & Work-Based Learning-Related Questions:

| | |
|------------------------------------|--|
| Ms. Cindy Kisner, Dean of Students | Main Phone 203.238.6260, press 1 203-317-5977 cynthia.kisner@cttech.org |
|------------------------------------|--|

Athletics-Related Questions:

| | |
|---|--|
| Mr. Steven Wodarski, Athletics Director | 203-317-5848 steven.wodarski@cttech.org |
|---|--|

Please visit our website at wilcox.cttech.org for a complete list of teacher contact information, including phone numbers and email addresses.

PowerSchool (Grade/Attendance): You access the Parent/Student portal at the following link <https://ctecs.powerschool.com/public>

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

Attendance Expectations & Guidelines

Wilcox THS students that successfully complete all graduation requirements earn a high school and a trade certificate. Please be mindful that we only have 182 days of school = 91 days for academics and 91 days trade. Hence, **your attendance matters.**

School Hours

7:00 am: School doors open. Students may go to the 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.

Early Release/Half Days are from 7:17 am until 11:33 pm.

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 result in the loss of privileges, parking permits and/or participation in extracurricular activities, including athletics.**

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

- Students must submit a written request for Early Dismissal to the Dean of Students by 8:00 a.m. on the day of the dismissal. We cannot accept phone calls from parents/guardians.
- Per the CTECS Student/Parent Handbook, an administrator may deny a request to leave early if it negatively impacts 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 our Dean of Students or your child's school counselor. (See page 5 for Contact Info).

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 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. **This includes using inappropriate comments towards each other – even if their “name calling” is only “playing around.”**

Be Safe: Our school is a busy place that includes academic classrooms and trade environments that have safety concerns. We must be mindful to ensure everyone’s safety both physically and emotionally. Be kind. Be careful.

Important School Rules

Mandatory 9th Grade Physical Exams

In compliance with Connecticut State law the CTECS requires all students entering the 9th grade to undergo a health assessment. This health assessment must be **completed by the end of the 9th grade school year.** Students may be excluded from entry into the 10th grade if not in compliance with this policy. Please refer to CTECS Student/Parent Handbook for additional information.

Student ID

For the safety of us all, students 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.

Detention Procedures

Each student sanctioned to serve a detention will be given written notification at least one school day prior to said detention. **It is the student’s responsibility to notify a parent when detention is incurred.** Transportation arrangements are the responsibility of the parent and student. Parental request for postponement of a detention date will be considered if the request is made in writing and states the specific reason for the postponement. Student employment is not a valid reason for postponement of a detention. Students that miss detention may be sanctioned to serve two detentions. Students that fail to serve their detentions may be referred to administration for additional disciplinary action.

Smoking

NO SMOKING OR VAPING ON SCHOOL GROUNDS (including school-sponsored activities) All persons, including students, are prohibited from smoking, using tobacco products, electronic nicotine delivery system or vapor products in school buildings and on school grounds. Students may also be subject to discipline and arrest. Please refer to CTECS Student/Parent Handbook for additional information.

Cell phones & Electronic devices

- Cell phone use in school is considered a privilege, not a right. Privileges can be revoked at any time. If necessary, students that need to call home can use a designated phone located in the main office.
- In case of an emergency, parents/guardians can call the main office at 203-238-6260, and press '0'. We will contact your son/daughter immediately.
- Students may use cell phones/electronic devices (no ear buds) in the cafeteria before school and during lunch time. Cell phone distractions during class time could cause someone to get hurt. Answering a phone while handling a knife, torch, or operating machinery is dangerous. Please help us keep your student safe.
- Students may use electronic devices in the classroom for instructional purposes if said use is authorized by the teacher.
- Unauthorized use of electronic devices during the school day will be considered misconduct as defined in the CTECS Student/Parent Handbook. Students must use their electronic devices in a responsible, respectful and safe manner. As such, we asked students to refrain from posting/reposting/sharing and "liking" inappropriate comments, videos, and memes, about other members of our learning community, this includes activity that occurs off campus and outside of normal school hours.
- Electronic communications may be shut down if administration determines that a serious disruption to the educational process is occurring or is expected to occur.
- Cell phones will be treated as contraband and subject to search and/or seizure if the cell phone is misused by any student.

Ear buds, headphones, portable speakers, etc.

The use of ear buds, headphones, portable speakers, etc. in school is not allowed. Students that fail to comply with this rule may be subjected to disciplinary action for insubordination. Administration reserves the right to confiscate headphones until a parent/guardian can pick them up.

Card playing or any form of perceived gambling is not allowed in the school, on school buses or at off-campus job sites.

Tools & Toolboxes

Students are responsible for making sure their name is clearly written on their toolboxes. Tools should never be outside the trade areas without direct permission from the trade teacher.

Lost and Found Articles

Lost and Found is in the Dean of Students' office. Articles such as clothing, personal equipment, books and keys should be 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. 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.**

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.

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.

- 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 every effort to use lavatories during academic breaks, lunches, before and after school.

Hallways

Students are expected to transition in a safe, quiet and orderly manner. Running and play fighting of any kind is unacceptable. Students are not allowed to consume food or drinks in the hallway or in classrooms, unless authorized by a staff member.

Dress Code

Students are expected to adhere to uniform expectations. Consistent with our vision to prepare students to transition into the workforce, dress attire must be clean. All uniforms can be purchased through our school website (Darter Specialties).

Students that are in violation of our dress code will be referred to our Dean of Students. If necessary, parents/guardians will be contacted to bring clothing and/or footwear. If we are unable to reach a parent, or if a parent is unable to come to school, the student will be offered donated (clean) clothing to wear for the day, if it's available. If alternative clothing is not available, the student will be placed in an alternative setting. The student will be responsible for making up any work missed.

Examples of items not allowed:

- **Hooded sweatshirts of any kind.**
- Visible underwear or nightwear.
- Pants/jeans with holes, rips, or tears.
- Pants must always be worn at waist level and must not be a tripping hazard and cannot have any tears. Belt straps cannot drag or hang.
- Clothing that exposes bare midriffs (stomach area), bare sides, or bare backs.
- No hanging chains of any kind.
- 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, sweatpants or work-out clothing are not allowed.
- 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.
- **Crocs**, slippers, flip-flops, backless shoes, toeless shoes cause safety concerns.
- Students should not wear attire which may create a hostile, offensive, uncomfortable environment or disrupt the educational process such as clothing with controversial or harassing-like symbols, pictures, or vulgar, illegal, racial, sexist or other discriminatory viewpoints which denigrate others based on 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 the 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.

- **No hooded sweatshirts of any kind.**
- 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 an 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.
- Non-Compliance – Students that are not in compliance with their trade uniform will be required to work in the theory room until a parent/guardian can be contacted to bring in the correct attire. If the parent/guardian is unable to do so, the student will be assigned to the theory room to work on written assignments. For safety reasons, students will not be allowed to participate in “hands-on” or production areas of the trade/technology, however they will be responsible for any work missed.
- Some CTE programs prohibit the use of nail extensions (e.g., gel, acrylic, etc.) due to health and safety requirements.
- 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 department of health, OSHA and/or CTECS policies

Please refer to our website for additional information regarding uniforms.

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.

| Grade Level | Total Due | Class Advisor |
|--------------------|------------------|--|
| Freshmen | \$50.00 | TBD |
| Sophomore | \$50.00 | Ms. Wagner (x5845) |
| Juniors | \$75.00 | Ms. DiFazio (x5843) Ms. McAloon (x5857) |
| Seniors | \$75.00 | Ms. Niemiec (x5971) |

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, Ms. Buccini (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!

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

61/FOX

Twitter: @DrButkus

*****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.

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 opportunity to participate in an extra or co-curricular activity for reasons such as 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 always kept locked and in order.

DO NOT share your locker combination with friends. Report on any problem with a locker in the academic area to Guidance. All Lockers must always be secured with a lock.

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.

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 (at the end of this Addendum) and drop off the \$10 membership to the main office. Check our website for information regarding upcoming meetings and activities.

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 to prevent the student from possibly becoming more ill from exposure to others and expose 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 to 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.

Student Parking

Unfortunately, Wilcox has very limited parking. Priority is reserved for students that are currently enrolled in our WBL program and need to leave during the school day for work, followed by seniors who are in good standing and apply for parking permits. When issued a parking permit, students will be assigned a numbered space in the student lot. Only students with permits can 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 first 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. Concerns in any of these areas may result in the revocation of a student's parking permit.
- **SPEED LIMIT IS FIVE (5) MILES PER HOUR.** Reckless driving may result in the revocation of a student's parking privileges.

Student Drop Off /Pick Up

Transitions in and out of school should be safe and orderly. Students are expected to use the crosswalks. Hence, please do not drop students off at the crosswalk. For safety, parents cannot use the bus lane for dropping off students in the morning or when picking up in the afternoon. The speed limit on school property is 5 MPH.

For safety reasons absolutely no roller blades, scooters, mini-bikes, skateboards, etc. are to be operated/ridden on state property.

Breakfast & Lunch Program

We are pleased to announce that breakfast and lunch will be provided free of charge for all Wilcox students. Students must scan their student IDs at the register.

Breakfast is served in the cafeteria starting at 7:05am.

All students must report directly to the cafeteria during their assigned lunch period.

Cafeteria Expectations

- Students are expected to enter the cafeteria by the servery and exit by the Bistro.
- Students must enter and exit the café in a quiet and orderly manner.
- Students must line up to enter the servery and respect those who are in front of them. **Do not crowd or cut in line.** Any student observed “cutting” in front of other students will be sent to the back of the line.
- Students must be ready to scan their student IDs upon receiving their breakfast and/or lunch.
- Students must sit and eat in a quiet, orderly, and safe manner.
- Students must clean up after themselves. Put trash in garbage containers located near dish washing area, recyclables in bins and trays on the dishwasher window counter.
- Eating in the courtyard is considered a privilege that can be revoked at any time.
- Food deliveries of any kind are prohibited.
- Students must have permission to leave the cafeteria prior to the end of their lunch wave from a supervising teacher and/or administrator. Students can sign-out to use the bathroom, go to the main office or the nurse’s office. Students are not allowed to return to shop during their lunch periods.
- **Please note that we have students in the building that struggle with food allergies. Hence, the sharing of food between students is strongly discouraged.**

Social Distancing & Use of Face Coverings

Wilcox THS will comply with all CTECS, Department of Health, and CDC recommendations. These are subject to change and will be communicated to students and parents/guardians in a timely manner.

BELL SCHEDULES - 2021-2022

| | Regular Day | Half Day | Activity Day | 2 Hr Delay |
|-------------------------------|---|--|---|---|
| | (60 Minutes) | (32/30 Minutes) | | (39 Minutes) |
| First Bell | 7:17 | 7:17 | 7:17 | 9:17 |
| Homeroom/Advisory | 7:25 - 7:30 | 7:25 - 7:29 | 7:25-7:30 | 9:25-9:29 (4 min.) |
| 1 | 7:30 - 8:30 | 7:29 - 8:01 | 7:30 - 8:21 | 9:29 - 10:08 |
| 2 | 8:33 - 9:33 | 8:04 - 8:36 | 8:24 - 9:15 | 10:11-10:50 |
| 3 | 9:36- 10:36 | 8:39 - 9:11 | 9:18- 10:09 | 10:53 - 11:32 |
| CU/ISS Lunch | 10:00 - 10:20 | 8:51 - 9:11 | 9:30 - 9:52 | 10:53 - 11:15 |
| 4 | Gr 11/12 <u>Lunch</u> 10:39-11:01 <u>Class:</u> 11:04-12:04 | Gr 11/12 <u>Lunch</u> 9:14-9:34 <u>Class</u> 9:37-10:23 | Gr 11/12 <u>Lunch</u> 10:12-10:34 <u>Class</u> 10:37-11:22 | Gr 11/12 <u>Lunch</u> 11:35-11:57 <u>Class</u> 12:00-12:47 |
| CTE 1 Lunch | 11:07-11:29 | 9:37 - 9:57 | 10:37-10:59 | 12:00-12:22 |
| 4 | Gr 9/10 <u>Class</u> 10:39-11:39 <u>Lunch</u> 11:42-12:04 | Gr 9/10 <u>Class</u> 9:14-10:00 <u>Lunch</u> 10:03-10:23 | Gr 9/10 <u>Class</u> 10:12-10:57 <u>Lunch</u> 11:00-11:22 | Gr 9/10 <u>Class</u> 11:35-12:22 <u>Lunch</u> 12:25-12:47 |
| 5 | 12:07 - 1:07 | 10:28 - 10:58 | 11:25 - 12:14 | 12:50 - 1:29 |
| CTE 2 Lunch | 12:15 - 12:37 | 10:26 - 10:46 | 11:25 - 11:47 | 12:50 - 1:12 |
| 6 | 1:10 - 2:10 | 11:01 - 11:33 | 12:17 - 1:07 | 1:32 - 2:10 |
| | | | Activity 1:10-2:10 | |
| CTE 1: AC, AU, EL, ET, HC, GR | | | CTE 2: CA, HT, HV, PL, IST, PM | |

*Emergency Dismissal is at 10:30 am due to weather - Administration will determine schedule

Please join the Wilcox Tech PFO

Parent Faculty Organization



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 once a month 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!) their 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!

Check our website for information regarding upcoming meetings and activities.

Katrina McDonald, PFO President
Email: ariannamommy16@aol.com

Student Name _____ Grade _____

Parent/Guardian Name _____

Address (Street/City) _____ Zip Code: _____

Email Address _____ Phone _____

\$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

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 2021

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(s) 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

And the Wilcox THS Student/Parent Handbook Addendum.

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

Student’s Signature & Date

Parent/Guardian’s Signature & Date

Wilcox Technical High School
Opt Out Provisions
2021-2022

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

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|----------------------|-------|-----------------------------|
| _____ | _____ | _____ |
| Print Student's Name | Grade | Parent/Guardian's Signature |

Sexual Health Education 2021-2022

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-poweredcurriculum/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.

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|----------------------|-------|-----------------------------|
| _____ | _____ | _____ |
| Print Student's Name | Grade | Parent/Guardian's Signature |