

Dear Students, Parents and Guardians:

Welcome to HC Wilcox Technical High School. I encourage you to carefully review the information outlined in our handbook. Both students and their parents/guardians are responsible for understanding its contents. We strive to help every student reach their highest potential, with our faculty dedicated to providing exceptional technical and academic instruction. Our diversified instruction is designed to prepare students for life beyond high school, equipping them with the necessary skills for further education and employment in a rapidly evolving technological society.

We offer thirteen occupation-specific technologies in addition to our academic courses and programs. Our innovative curriculum prepares graduates for the challenges of post-high school academic study and provides essential problem-solving skills for success in technological careers.

Your interest, involvement, support, and parental guidance are more important than ever. If you have any concerns regarding your child's education, please do not hesitate to contact us. We welcome your inquiries, believing that collaboration with students and their parents/guardians provides children with greater opportunities to grow, learn, and appreciate the world around them.

At Wilcox Technical High School, we have enhanced and diversified our academic and technical curricula. Our students choose from a range of elective courses and participate in lessons presented through differentiated instruction. There is a palpable sense of anticipation and excitement for the upcoming school year, and I am very pleased that you can be a part of it. I congratulate you on choosing HC Wilcox Technical High School as a part of your journey into life-long learning.

Gail Duffy, Principal

H.C. Wilcox Technical High School

Student/Parent Handbook

2025-2026 ADDENDUM



Mrs. Gail Duffy, Principal

298 Oregon Road – Meriden – CT 06451

203-238- 6260

www.cttech.org/wilcox

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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 2031.

Policy and Student Grievance Procedures For Alleged Discrimination and Harassment

H.C. Wilcox Technical High School, part of the Connecticut Technical High School System (CTECS), 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. CTECS 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.

We expect all members of our learning community to adhere to The Wilcox Way - Respect, Responsibility, and Safety.

Title VI & Title IX Compliance Coordinator:

Ms. Alecia Walkuski
H.C. Wilcox Tech HS, 298 Oregon Road, Meriden, CT 06451 – 3797
Phone: 203-317-5919
Email: alecia.walkuski@cttech.org

504 Coordinator
Mrs. Adana Ramos
H.C. Wilcox Tech HS, 298 Oregon Road, Meriden, CT 06451 – 3797
Phone: 203-238-6260 ext: 5910
Email: adana.ramos@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!

Administration:

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

Principal: Mrs. Gail Duffy	203.317.5967 gail.duffy@cttech.org
Assistant Principals: Brian Gilbert (Grades 9 & 11)	203.317.5973 brian.gilbert@cttech.org
Ted Oczkowski (Grades 10 & 12)	203.317.5968 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. Ashley Ambruso	203.317.5972 Ashley.ambruso@cttech.org
Student's Last Name V – Z Mrs. Michelle DellaVecchia Director of Admissions & School Counseling	203.317.5969 Michelle.dellavecchia@cttech.org

Power School and School Counseling Secretary

Ms. Beatrice Tavares	203.317.5963 Beatrice.tavares@cttech.org
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Attendance

Dean of Students: Cristina Stisser	203.317.5975 wilcox.dean@cttech.org
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Athletics-Related Questions

Mr. Steven Wodarski, Athletic Director	203.317.5848 Steven.wodarski@cttech.org
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Work Based Learning

Dean of Students: Cristina Stisser	203.317.5975 cristina.stisser@cttech.org
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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 /School portal at the following link [Student and Parent Sign In \(powerschool.com\)](https://powerschool.com)

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.

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. Upon entry, 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 the CTECS Student/Parent Handbook for additional information.

Student ID

Students are required to wear their school-issued ID at all times above their waist on a breakaway lanyard. One ID will be provided to each student. Additional IDs can be purchased in the main office.

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 parent contact.

3rd Incident: New ID (Charged) and issued an Administrative Detention by the Dean of Students.

- New IDs are \$3.00 and \$2.00 for the breakaway lanyard - \$1.00 (Plastic Sleeve)
- 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.

Teacher 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.

Administrative Detention Procedures

Each student sanctioned to serve an administrative detention due to attendance policy violations, dress code, ID's or behavior will be given written notification at least one school day prior to said detention. Administrative detentions will be held on Tuesdays & Thursdays in the SAIL/ISS room unless otherwise specified. Admin detentions will be after school until 2:45. Students must have transportation available no later than 2:45.

Attendance Expectations & Guidelines

Wilcox THS students that successfully complete all graduation requirements earn a high school diploma 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**, please contact wilcox.dean@cttech.org.

School Hours

7:00 am: School doors open. Students must swipe their ID for attendance and report to the cafeteria for breakfast, or gym. (Please note you must Swipe in order to be marked present for the school day)

7:17 am: First bell rings and students go to their lockers/1st period.

7:25 am: Official start to the school day. Students will be considered tardy after 7:25.

2:16 pm School Day ends

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

2-hour Delay 9:25 am – 2:16 pm

- Absent? Bring a note to the Dean of Students within ten days of absence or email the Dean at wilcox.dean@cttech.org.
- *Students are allotted 9 unexcused absences per school year. If a student accumulates more than 9 unexcused absences, the student may be denied credit.*
- Parents / Guardians can excuse only the first nine absences by submitting a note to the Dean of Students or email at: wilcox.dean@cttech.org. 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; students are responsible within this period of time regardless of the cycle change.**
- An automated phone call will be sent for absences. Students who fail to swipe in for attendance in the morning will receive absence calls. It is the students' responsibility to swipe in daily.
- Please make sure your contact information is correct in PowerSchool. Changes or updates can be sent to: beatrice.tavares@cttech.org.

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

- If you are late getting to school, you must swipe in for a tardy pass and report to your current class.

- Being late is considered a behavioral or disciplinary problem and may require a parent conference and possible disciplinary action. Please reference the tardy policy regarding consequences.
- **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 no later than 9:00 am the day of the early dismissal. We will not accept phone calls from parents/guardians for early dismissals.
- Students must be in school half of the normal schedule day, for daily credit.
- 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. It is expected that all efforts to **schedule appointments outside of the school day.**

Questions/ Concerns

- 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).

Excused Absences

Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation required within 10 Days
Absences 1 through 9	Any reason that the student's parent or guardian approves.	Parent or guardian note only.
Absences 10 and above	<ul style="list-style-type: none"> ● Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length). ● Student's observance of a religious holiday. ● Death in the student's family or other emergency beyond the control of the student's family. (Copy of service or obituary) ● Mandated court appearances (additional documentation required). ● The lack of transportation that is normally provided by a district other than the one the student attends. ● Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details). 	

Note: The total number of days absent includes both excused and unexcused absences.

- It is important to note that while the first nine absences in a school year can be deemed excused for any

reason the parent or guardian provides, the 10th and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused.

- For example, if a student is absent for five days on a family vacation and those absences represent numbers seven through 11, absences seven, eight, and nine would fall under "parent excused" and can be accepted as excused with a parent note, absences 10 and 11 would fall would not be considered excused.
- When your child has reached his or her sixth unexcused absence they will be put on an "Attendance Contract" (Student Success Plan) to prevent issues with credit. A student may be credit denied at 10 unexcused absences or more.

How to report an absence:

- While a note from a parent or guardian will likely be the most common form of documentation for the first 9 absences, other methods of reporting a student's absence are acceptable.
- If a parent or guardian is in person, they can report the student's absence to authorized school officials, such as the Dean of Students.
- The parent will get a Parent Square notification that their child is not in school and they can reply to the notification stating the reason for the absence.
- A parent can notify the Dean of Students of the absence by emailing the date of absence(s) and reason to wilcox.dean@cttech.org.

***Please Note: Non-verbal communication will be accepted for reporting absences. We cannot accept phone calls as documentation. ***

Discipline for Early Dismissals

Total # of Days Early Dismissals*	Acceptable Reasons for Early Dismissals	Documentation required within 1 Day
1st & 2nd Early Dismissals (Per Quarter)	Can be excused by parent as long as parent sends in note to dean.	*Handwritten note or email to Dean
Every 3rd Unexcused Early Dismissal	For every 3rd unexcused early dismissal per quarter a student will be issued an Administrative Detention. (Note: If a student does not serve detention it will automatically be doubled. If double detention is not served the student will be sanctioned to ISS)	*Only official documentation can excuse the third and subsequent early dismissals.

The early dismissal policy will reset every marking period.

A student who is chronically leaving school prior to dismissal time, without proper documentation, can be denied **school privileges** and/or receive progressive discipline as needed. This means they can be denied permission to attend extra-curricular activities such as dances, pep rallies, sporting events, field trips, WBL, parking permits, etc. if they are chronically leaving early within a marking period.

Unexcused Early Dismissals

Parents can notify the Dean of students that their child needs to be dismissed early, but they can only excuse the first two early dismissals. For the third and subsequent dismissals, the student will be required to bring in valid documentation for the dismissal, medical note, DMV, dentist appointment, etc.

Doctor appointments, family trips, motor vehicle tests, etc., should generally be scheduled after school hours whenever possible. If the nurse sends a student home, they will automatically be excused for the day.

Note: Valid documentation for an early dismissal must be received by the Dean of Students by 9am the day of dismissal. No verbal communication will be accepted for reporting dismissals. We cannot accept phone calls as documentation.

Please send any attendance correspondence to: wilcox.dean@cttech.org

Discipline for Tardiness

Total # of Days Tardies*	Acceptable Reasons for a Student Tardy	Documentation required within 1 Day
1st & 2nd Tardy (Per Quarter)	Can be excused by parent. The parent must send in a note with the student or email the Dean of students.	*Handwritten note or email sent to Dean
Every 3rd Unexcused Tardy (Per Quarter)	For every 3rd unexcused tardy per quarter a student will be issued an Administrative Detention. These will be served after school until 2:45pm. (Note: If a student does not serve detention it will automatically be doubled. If double detention is not served the student will be sanctioned to ISS)	*Only official documentation can excuse the third and subsequent tardies.

The tardy policy will reset every marking period.

A student who is chronically tardy can be denied **school privileges** and/or receive progressive discipline as needed. This means they can be denied permission to attend extra-curricular activities such as dances, pep rallies, sporting events, field trips, WBL, parking permits, etc. if they are chronically tardy within a marking period.

Unexcused Tardies

Parents can only excuse the first two tardies each quarter. Parents must write a note to send in with the student or email: wilcox.dean@cttech.org. The third and subsequent tardies will require valid documentation to excuse, such as a medical note or dental appointment. Tardiness due to busing issues will automatically be excused when the transportation company notifies the school of an issue.

Note: Valid documentation for a tardy must be received by the Dean of Students within 1 day in order to be excused. No verbal communication will be accepted for reporting tardies. We cannot accept phone calls as documentation.

Please send any attendance correspondence to: wilcox.dean@cttech.org

Note: Valid documentation for a tardy must be received by the Dean of Students within 1 day in order to be excused. Non- verbal communication will be accepted for reporting tardies. We cannot accept phone calls as documentation.

Using AI (Artificial Intelligence) and Plagiarism Detection

The CTECS system strives to maintain the integrity of student learning through a variety of learning opportunities. While the district has a current policy for plagiarism and cheating, the recent advances in technology require that we address how students use their resources in a proper manner. To be clear, when students use AI to do their work for them, whether it is partial or total completion, then students are cheating.

Using Artificial Intelligence apps, such as ChatGPT and others, is not permissible for student work. Students are expected to demonstrate their learning by showing their own ideas and work for all assignments. When a teacher suspects a student's work has been produced by AI, the teacher will investigate it further, including the use of technology that identifies AI-produced work or other plagiarism checks. Teachers may also choose to conference with the student in order to determine how much of the work was produced by the student.

When a student's work has been determined to be plagiarized, produced by AI, or not his/her own, the following courses of action may be taken. Note, these are inclusive, but not limited to, and additional actions may be taken by the administration or district.

- The student's current assignment will be marked a "zero."
- The student will have to complete the assignment again, this time with his/her own work.
 - This assignment will replace the "zero" but will not be at full credit.
- The student's parents will be notified by the teacher.
- The teacher will log the incident and report it to the student's counselor and administrator.

Depending on the severity of the occurrence, additional actions may be taken.

Smoking/Vaping

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 systems, 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.

Electronic Devices - Cell phones are not permitted to be seen or heard during class time anywhere in the school. Students are required to utilize their school issued Chromebook to access their school work.

- In case of an emergency, parents/guardians are asked to call the main office at 203-238-6260, and press '0'. We will contact your son/daughter immediately. If necessary, students that need to call home can use a designated phone located in the main office.
- Students may only use cell phones/electronic devices (no earbuds or headphones) in the cafeteria before school and during lunch time.
- Students are not allowed to have their electronic devices visible or audible during class time or assessments.
- Teachers will expect students to deposit cell/smartphones in a supervised location (such as a pocket chart or box). Students who do not turn in their phones, and are caught with them, will have their phones confiscated by administration and may be subject to disciplinary action as a result of failing to comply with a reasonable request.

- Use of electronic devices in a classroom during the school day will be considered misconduct as defined in the CTECS Student / Parent Handbook. Both inside and outside of school, 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.
- Students who photograph and/or record other Wilcox community members with or without permission, may be subjected to consequences, potentially including arrest.
- Students who are found recording, posting using social media, such as sharing fights using any social media platforms, can expect to receive disciplinary actions.
- 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.

Earbuds, Headphones, portable speakers, etc.

- **The use of earbuds, 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 and the devices will be confiscated. Administration reserves the right to confiscate all electronic devices and hold them until a parent / guardian can pick them up.
- **Gambling or any form of perceived gambling including digital** 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. Students are responsible for keeping their toolboxes locked when not in use. Wilcox Tech is not responsible for lost or stolen items. We will make every effort to investigate thefts but if tool boxes are unlocked, we will not be responsible.

Lost and Found Articles

Lost and Found is in the SAIL/ISS room. 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 teachers.

- Students should not be out of his/her technology or academic classroom while school is in session without a pass signed by a staff member. Teachers must call before allowing students to go to another classroom..
- Students who wish to go from academics to shop or shop to academics must have teachers' approval. Approval will be granted via email, then provide the student pass in addition using the paper pass when leaving the classroom or shop.

- Students should make every effort to use lavatories during academic breaks, lunches, before and after school.
- Students must make every effort to use the bathroom while in their shop, and not during lunch or out class.
- 3 levels of *paper* passes per marking period
 - Each student will start with a Level 1 (Green) pass at the beginning of the marking period (30 lines)
 - If a student fills out the green pass and brings it to the Dean they will be issued another green pass as long as they have been responsibly using the pass system. If a green pass is lost or misplaced, a new pass can be purchased in the main office for \$1.00.
 - Once the green passes have been filled, the student should see the Dean of Students for a Level 2 (Yellow Pass, 15 lines): in some cases, a student may be reissued a Level 1 pass
 - Once the Level 2 pass is filled, the student should see the Dean of Students for a Level 3 (Pink Pass-10 lines) pass; in some cases, a student may be reissued a Level 2 pass.
 - If for any reason a student completes their pink, or the students' behavior warrants it, they may be placed on "pass restriction."
- Students will have to carry their pass with them at all times.
- 1st period teachers will hand out the level 1, green passes, at the start of every marking period.
- The pass system resets every marking period.

Hallways

Students are expected to transition in a safe, quiet and orderly manner. Running, horse playing and 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. Appropriate language and behavior are always the expected behavior.

Students **should not be using the restroom during passing time.**

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).

- We will allow any Wilcox academic shirts during academic cycles that are purchased from our uniform company, including Wilcox hoodies. Students WILL NOT be allowed to put the hoods up. Shop uniforms may only be worn in shops and are not allowed during academic cycles.
- Lanyards - we allow any breakaway lanyards as long as they are school appropriate.
- We will allow sports teams to wear their jerseys on game days with permission from the coach (shop rules will apply first)
- No outerwear allowed during academics.
- Students will be required to wear IDs above the waist, over shirts, sweatshirts and hoodies.
- No earbuds or headphones will be allowed.
- Students must wear uniform tops at all times.
- No ripped jeans allowed.

PE uniforms are NOT mandatory. However, they are available for purchase from the uniform company. PE uniforms can only be worn during PE class and are NOT acceptable in trade or academics. Elastic waist shorts are only allowed for PE and are not acceptable during academics or shop.

Students that are in violation of our dress code will be referred to our Dean of Students or SAIL instructor. 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:

- 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 midribs (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 skirts.
- Appropriate length = looks professional. Yoga pants, sweatpants or work-out clothing are not allowed.
- Coats, jackets or raincoats are not allowed 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.

Trade / Technology Uniform Policy

During Exploratory Phase I and II freshman students will be required to wear the school approved Wilcox Tech Exploratory T-shirt. Please refer to the order form on our website. They are also required to have work boots, jeans, and safety glasses each day.

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 an approved shirt and pants.
- Safety glasses must meet ANSI standards with 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 may be required to work in the theory room or the SAIL Intervention 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 alternative work area 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 piercings per department of health, OSHA and/or CTECS policies.

Please refer to our website for additional information regarding uniforms.

Class Dues for 9th -12th Grades

Each year students pay \$50.00 into their class fund in order to provide class activities and cover senior activities, including graduation, prom, and yearbook. Participation in fundraisers defers dues owed! Dues should be paid at the beginning of each year.

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

Grade Level	Total Due	Class Advisor
Freshmen	\$50.00	Ms. Shaw/ Mr. DuGuay
Sophomore	\$50.00	Ms. Niemiec
Juniors	\$50.00	Vacant
Seniors	\$50.00	Ms. Powell/Mrs. Williams

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

PLEASE NOTE: Many school community members are happy to participate in fundraisers: **ASK US!**

Student class schedules are available in PowerSchool online. Students will not be permitted on school grounds after 2:45 pm unless they have prior approval by administration for athletics, clubs / activities. We do not have staff after 2:45 to supervise students.

School Closings / Delays due to Inclement Weather and Other Emergencies

When school is delayed or canceled, we notify:

Parent Square message 3/WFSB 8/WTNH 61/FOX

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

- If your hometown school district is canceled due to inclement weather, transportation will not be provided to H.C. Wilcox AND your absence is excused.
- If your sending school has a delayed opening due to inclement weather, 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.
- Please note that sending towns will provide transportation to Wilcox when town calendars vary from ours. When in doubt, always follow the Wilcox Tech calendar.

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, food, etc. is not allowed during school hours. If these items are delivered, we will hold them until the end of the 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, please review 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 students 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

Priority is reserved for seniors and students that are currently enrolled in our WBL program and need to leave during the school day for work. When issued a parking permit, students will be assigned a numbered space in one of the two student lots. Only students with permits can park on campus and they must only park in their assigned parking space. 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. Parking permit applications and/or permits can be obtained from the Dean of Students.

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

- Tardiness, grades, disciplinary actions and attendance will be reviewed continuously throughout the school 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 MILE. Reckless driving may result in the revocation of a student's parking privileges.
- SRO/Police will enforce citation(s) to any unauthorized/non-registered vehicles on campus.

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 OR STUDENT PARKING LOT for dropping off students in the morning or when picking up in the afternoon. The speed limit on school property is 5 MPH.

- The designated pick up person, when picking up a student from Wilcox must be authorized in powerschool. Please be sure to provide all potential pick up contacts to your child's Powerschool. If you need to add, change or modify contacts, please send an email to: beatrice.tavares@cttech.org with the following information:
 - Name of contact
 - Relationship to the student
 - Valid phone number

For safety reasons absolutely no roller blades, 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 server 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 server 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 the dishwashing area, recyclables in bins and trays on the dishwasher window counter.
- Upon approval by the administration, depending on behavior, students in each lunch wave are allowed to bring their lunch and eat in the courtyard; however, this 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 in academics 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.**

When applicable-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 SCHEDULE

2024-2025

	Regular Day	2 Hour Delay	Early Dismissal	Activity Day
Warning Bell	7:20	9:20	7 :20	7 :20
HR (same room as pr 1)	7:25- 7:30	9:25- 9:30	7:25- 7:30	7:25- 7:30
Period 1	7:30 - 8:20	9:30 - 10:04	7:30 - 8:00	7:30-8:11
Period 2	8:23 - 9: 13	10:07 - 10:41	8:03 - 8:33	8:14- 8:55
Period 3	9:16- 10: 06	10:44 - 11:18	8:36 - 9:06	8:58 -9:39
Period 4	10:09 - 10:59	11:21 - 11:55	9:09 - 9:39	9:42 - 10:23
Culinary & ISS lunch	9:59 - 10:29	10:57	8:45	9:23
CTE Lunch 1	Lunch 1 10:29 - 10:59	Lunch 1 11:21- 11:45	Lunch 1 9:14 - 9:39	Lunch 1 - 9:53 - 10:23
Period 5	11:02 - 12:25	11:58 - 12:58	9:41 - 10:34	10:26- 11:40
Academic Lunch 2	Lunch 2: 11:02 - 11:32 Class: 11:35 -12:25	Lunch 2: 11:58- 12:22 Class: 12:25-12:58	Lunch 2: 9:41 -10:06 Class: 10:06- 10:34	Lunch 2: 10:26- 10:56 Class: 10:59 - 11:40
Academic Lunch 3	Class: 11:02 - 11:52 Lunch 3: 11:55 - 12:25	Class: 11:58- 12:31 Lunch 3: 12:34- 12:58	Class: 9:41- 10:09 Lunch 3: 10:09 - 10:34	Class: 10:26 - 11:07 Lunch 3: 11:10- 11:40
Period 6	12: 28 - 1: 18	1:01 - 1:34	10:37 - 11:07	11:43 - 12:24
CTE Lunch 4	Lunch 4: 12:28 - 12:58	Lunch 4: 1:01- 1:25	Lunch 4: 10:37 - 11:02	Lunch 4: 11:43- 12:13
Period 7	1: 21 - 2:11	1:37 - 2:11	11:10 - 11:40	12:27 - 1:08
Activity Period				1:11- 2:11

In an emergency dismissal, administration will determine the schedule.

Lunch 1 and Lunch 4 are CTE lunch periods.

Lunch 2 and Lunch 3 are academic lunch periods

Extracurricular Eligibility: Includes Athletics, Dances, After-school Clubs, Field Trips, etc.

Teachers organize extracurricular 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 extracurricular activity for reasons of discipline, attendance, and/or academic/CTE performance. All decisions are at the discretion of administration.

- Students who miss CTE or academic time due to school sponsored events are responsible for missed work.

Students must remain in good standing to participate in *all* extracurricular activities. If a student has been assigned a disciplinary consequence, (detention, in-school or out-of-school suspension, or any other disciplinary consequence) the student *is not in good standing until the start of the next school day. Repeated disciplinary sanctions will result in the loss of eligibility until the next marking period.*

Extracurricular eligibility is determined from marking period to marking period. Examples: Should a student fail to be academically eligible based on the first marking period, the student is ineligible for extracurricular participation in the second marking period. Should a student fail to be academically eligible in the fourth marking period, unless remedied, the same student is ineligible for extracurricular participation in the upcoming marking period. *This would be the first marking period of the next school year.*

Eligibility has three prongs, academic, attendance and behavior

Academic: Students may not fail more than one core course (1.0 credit) and more than one *partial credit course* (CTECS Handbook). Any student that fails their CTE class is automatically ineligible for the succeeding marking period. The building Athletic Director reviews eligibility of all student-athletes each marking period. If a student-athlete has a question about academic eligibility, they should be speaking with the Athletic Director or their assigned School Counselor. Administration will review academic eligibility for all other school-sponsored events.

Academic Eligibility is determined from marking period to marking period.

Attendance: Students that are absent more than 5 days during a marking period, or, tardy and/or early dismissed more than 5 times combined, in a marking period, forfeit their eligibility for extracurricular activities from the time the threshold is reached thru the succeeding marking period. If you have questions about your attendance eligibility, you should speak with the Dean of Students.

Attendance Eligibility is determined from marking period to marking period. This means you are not eligible for participation until attendance resets (for the purpose of extracurricular activity only) the next marking period.

Behavior: Assigned consequences designed to correct unwanted behavior renders a student ineligible for any extracurricular activity until the day after the complete consequence is served. Leaving ISS prior to the end of the school day, does not complete the disciplinary consequence.

Behavioral Eligibility begins the following day, when the student reports to the next day of school. Should a student receive a disciplinary consequence on a Friday, they are not eligible for activities until the following Monday morning.

ADDITIONAL CTECS ATHLETIC ELIGIBILITY RULES

- Athletes may not fail Physical Education

- Athletes may not fail their Trade/Technology

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Connecticut Technical High School System Hartford, CT
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 Management (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. **H.C. TECHNICAL HIGH SCHOOL 2023-2024**

