

STUDENT/PARENT HANDBOOK Addendum

A.I. Prince Technical High School



2018-2019 SCHOOL YEAR

A. I. Prince Technical High School

Mission

Achieving Excellence for ALL

Core Practices

Collaboration, Professionalism, Technology, Innovation, Partnerships, Excellence

Vision

A.I. Prince Technical High School will become the model high performing urban school in Connecticut meeting the needs of each and every student. All staff, students, families, industry, and higher education will work as professionals, collaborators, and innovators to increase students' performance in academic and trade technologies. Respect, kindness, and compassion will prevail in the work we do together.

School Climate Vision

A positive climate at A.I. Prince Technical High School exists when all students, families, staff, and community members demonstrate respect for self and others in our daily activities. A strong sense of pride and invested interest is apparent when personal reflection and accountability promote ownership and follow-through. These ideals are achieved in a safe and supportive environment that fosters open and ongoing communication with clear and consistent expectations for all. Our obligation as members of the Falcon family is to strengthen and maintain a sense of community at A.I Prince Technical High School.

Theory of Action

" It is all about learning and respect."

Prince Tech Goals

GOAL 1: A.I. Prince Students will be responsible for striving to develop technical and academic skills necessary to be lifelong learners as...

Collaborative workers (who work toward group goals, demonstrate respect for self and others, have effective interpersonal skills and effectively communicate);

Critical thinkers (who identify problems, acquire and effectively utilize complex information, explore and develop strategies to find successful solutions;

Self-directed learners (establish clear goals and manage progress toward them, using resources and technology to independently achieve learning goals).

GOAL 2: Faculty, staff and administration are professionals who continually adapt to evolving industry and education standards...

Provide on-going professional learning, education and collaboration with industry and post-secondary institutions;

Create individual learning environments for teachers and staff using online management systems;

Utilize qualified staff to implement site-based professional development.

GOAL 3: Partner with Business and Industry to provide students with the skills necessary for transition into their careers...

Embed innovative and common technology across all academic and career technologies;

Increase partnership with business/industry for Job Shadowing and Work Base Learning;

Provide opportunities for Internships, Apprenticeships and immediate employment.

GOAL 4: Family and Greater community involvement

Increase participation in school events and activities through Family Engagement Organization;

Increase student service learning opportunities in the greater community;

Partnership with local schools and organizations in relationship with Health, Environmental and Youth programs.

Achievement for All



What we believe... Students will perform at their highest potential because we BELIEVE they can.

What we do... Teach each and every student the way we want our own children to be taught.

What we know... Review students' performance data to inform our instructional practices and meet student needs.

What we say... "You CAN and WILL succeed at your dreams. I am here to do all I can to make that happen, and you will do the same."

Our Collective Learning Expectations

AT PRINCE, WE WILL BE CALMER

CONSTRUCTIVE FEEDBACK HELPS US LEARN

ALL OF OUR VOICES ARE VALUED IN LEARNING

LEARNING IS A LIFELONG PROCESS

MISTAKES ARE AN OPPORTUNITY TO LEARN

EFFORT IS AN IMPORTANT PART OF LEARNING

RESPONSIBILITY FOR OUR OWN LEARNING

Growth Mindset

My effort and my attitude
determine my abilities.

Mistakes are an
opportunity to learn.

Constructive feedback helps us learn.

Correcting mistakes is
proof that you're growing.

Challenges
help me to grow.

My potential is predetermined.

I won't get an A, so why bother?

I don't like to be challenged.

This is too difficult
for me. I can't do it.

When I'm
frustrated, I
give up.

Fixed Mindset

Academic Access

Students will have several Academic Access periods in the academic cycle. The Academic Access periods provides students with an opportunity to focus on their academic achievement. During this time, students are to work diligently on their academic work, and request for academic support. Students are also encouraged to progress monitor their academic performance in Academic Access utilizing PowerSchool. Academic Access are working periods, NOT free periods!

Academic Program

At A. I. Prince Technical High School, students alternate between academic and trade/technology classes. Grade 9 and 12 students begin the year in academic classes while grade 10 and 11 students begin the year in trade/technology classes. After approximately two weeks, the pattern reverses and grades 9 and 12 begin their trade/technology classes and grades 10 and 11 attend academic classes. This rotation pattern continues, with minor variations, for the remainder of the school year. In the General Education Program students take English, Social Studies, Physical Education, and Health. In the Related Education Program students take Mathematics, Science, Art, and Computer Applications. All teachers are required to have a written grading policy that is shared with students. In addition to the requirements put forward by district policy, the grading policy will cover issues such as the relative grading weights given to lab work, homework, projects, tests and quizzes, required processes for make-up work and other related issues. Students and parents are encouraged to pay close attention to the grading policy handed out by academic teachers at the beginning of the year.

In addition, any special requirements for a class such as safety items or required materials may also be requested by the teacher.

A distinctive feature of the academic program of the CTECS is our language arts and math lab classes. Grade 9 and 10 students attend these classes every day while in the trade/technology cycle. As part of the school's goal to attain excellence in teaching and learning, the focus of these labs is to provide students with learning strategies proven to aid in academic achievement as well as providing student support for mastery performance in the SAT. Students receive a grade and credit towards graduation by passing these lab classes.

Students are required to take district summative assessments for academic and trade courses, NGSS, PSATs, and SAT. For further assessment information, please refer to the CTECS parent and student district handbook, and Appendix A in the back of this handbook for scheduled dates.

Attendance

Perfect Attendance

To be eligible for a Perfect Attendance Award Certificate, a student's attendance must be "perfect" – no tardies or absences. The award will not be presented until the last day of school to ensure that the attendance is perfect for the entire school year.

Reporting a Student Absence

A parent or guardian should report a student's absence by calling our Dean of Students at the attendance office 860-951-7112 ext. 5030. **An absence note signed by the parent/guardian must be submitted to the Dean of Students within 10 days of the student's return to school.** Parents/Guardians are encouraged to write the note in the language most comfortable. A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within 10 school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes or the state's guidelines for excused and unexcused absences.

| Level | Total # of Days Absent* | Acceptable Reasons for a Student Absence to Be Considered Excused | Documentation Required within 10 Days** |
|-------|-------------------------|---|---|
| 1 | One through nine | Student illness parental/guardian notification | Note |
| 2 | 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 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.• Mandated court appearances (additional documentation required).• The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason).• Extraordinary educational opportunities pre approved by district administrators. (Opportunities must meet certain criteria). | Doctor's note or other |

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

****Suspensions do not require documentation.**

Notification of Unexcused Absence

After 5 days of unexcused absences, a letter is sent to the parent/guardian by the attendance officer.

At the 9th day of unexcused absence, a letter shall be sent to the parent/guardian informing him/her that denial of credit for the year will occur if there is one additional unexcused absence during the rest of the school year. **A parent conference will be scheduled to create a plan of action.**

If **10 days of unexcused absences are reached**, a letter is sent to parent/guardian indicating that credit denial for the year has occurred and that there is a procedure which can be followed if they wish to

appeal the denial of credit. Please note further a referral to Superior Court, Juvenile Matters, is required if there are 4 unexcused absences in one month or 10 unexcused absences in a school year.

Credit Denial Review Process

1. A written request for review may be made by the student or parent/guardian within 10 school days following the receipt of notification of credit denial.
2. When a student requests a review of credit denial, **the assistant principal will identify 3 or 5 impartial faculty members to review the credit denial.** They will be designated as the appeal board.
3. A chairperson will be designated and a meeting date will be scheduled **within 10 school days following the receipt of the request appeal.**
4. **Student and parent/guardian (or 18 or older, the student) must be present at the meeting in order for an appeal to be considered. The guidance counselor must also be present.**
5. The appeal board shall recommend to the principal the action to be taken regarding the appeal.
6. The results of an appeal board meeting shall be made available to the person instituting an appeal within 5 school days following the meeting.
7. The principal shall review the recommendation of the appeals board, make a decision and take necessary action.
- 8.

Tardy Policy

Students arriving at Prince Tech after (7:45am) are to report to the Attendance/Dean's office. As a school preparing students for the vocational/college life, this policy reflects the need for communication between the student, parent, and school. The following restorative actions will be implemented for chronic tardiness to school. This policy is a quarter 1 and 2 (semester) policy, meaning the start of quarter 3 (semester 2) will reset the total number of tardies for students.

Tardy before 8:25

1st Tardy- Warning

2nd Tardy- Warning with parental notification and documentation.

Tardy after 8:25 or after 3rd tardy

3rd Tardy- Reflective Letter signed by student and parent explaining the reasons, extenuating circumstances, etc. and how student/parent will resolve the issue. This is to be turned in no more than 2 days following tardy.

4th Tardy- Lunch will be served and consumed in the SAIL room for one day. No cell phones will be allowed, this will be a silent lunch.

5th Tardy- Students will not be allowed to participate in extra-curricular activities

6th Tardy and beyond-Progressive discipline based on individual circumstances. Meeting with administration, parent, student, guidance counselor, and attendance officer are mandatory within 10 days of tardy.

Automobile Regulations

In order to park an automobile at A.I. Prince Technical High School, students must comply with the following regulations:

1. All students must see the School Security Department to receive parking permits.
 2. Parking permits will be issued only when students have met the following criteria:
 - a) Produced a valid Connecticut Driver's License.
 - b) Produced proof of insurance and registration.
 - c) Be in good standing with school Administration.
 1. Filled out and returned a school automobile registration form.
 2. Park only in the designated student parking area located in the lower school parking lot.
 3. Upon arriving at school all passengers, including the driver, will leave the vehicle and come directly into school. No loitering in the parking lot before or after school is permitted.
 4. The speed limit on school driveways is 15 MPH; in parking lots it is 10 MPH.
 - 5. Do not pass a school bus.**
 6. Vehicles are subject to search and seizures.
 7. Students who use their vehicles in a dangerous or irresponsible manner will have their parking privileges revoked.
 - 10. Students who accumulate more than six (6) unexcused tardies to school will have their parking privileges revoked.**
 - 11. Administration reserves the right to revoke parking privileges at any time for policy violations.**
- Public Act 73-253 (passed by the 1973 legislature) makes possible the enforcement of all motor vehicle laws pertaining to speeding, reckless operation of motor vehicles, evading responsibility and driving under the influence of liquor or drugs, for cars on school grounds/state property.

Cell Phones, Chromebooks, Electronics and Usage

Use of Cell Phones or Other Electronic Devices

Cell phones and other electronic devices are only allowed in the cafeteria, hallways during passing time (with the exception of headphone or earbuds) or in a classroom with teacher permission. Failure to comply will result in consequences. In addition, posting or texting mean-spirited, threatening, or inappropriate texts during the school day or after school hours may result in consequences for disruption of the educational process.

Students taping teachers and students taping other students without notice and opportunity to object is considered misconduct. (See administrative letter Series 2014-2015 CT-14.)

Inappropriate use of technology

- a. Inappropriate use by the student is behavior defined by the Discipline Policy or Code of Respect and is subject to disciplinary consequences.
- b. Inappropriate use may result in consequences for disruption of the educational process.
- c. Safety is a concern throughout the building. Use of electronic devices, including headphones and earbuds, is prohibited in areas that pose safety concerns, such as in hallways or in close proximity to machinery or other school equipment, and other areas as determined by a classroom teacher, the Dean of Students or Administration.
- d. Electronic devices should not be used during a lockdown.
- e. Electronic devices may be seized and contents searched if there is reasonable suspicion that there has been a criminal offense or policy violation, such as posting or texting mean-spirited, threatening, or inappropriate texts during the school day or after school hours.

Consequences for Inappropriate Use of Cell Phones/Chromebooks/Electronic Devices

Teachers are responsible for oversight of student use of cell phones, Chromebooks, and electronic devices in classrooms. Electronic devices include, but are not limited to headphones, earbuds, iPods, etc.

Offense 1: Verbal warning

Offense 2: Verbal warning, parent contact, and logged in PowerTeacher

Offense 3: Parent contact, logged in PowerTeacher, and teacher detention issued

Offense 4: Parent contact, logged in PowerTeacher, written referral to department heads (academic and CTE), and school-wide detention assigned

Offense 5: Teacher has formal consultation with department heads (academic and CTE), DH meets with student and informs parent of ongoing behavior, DH documents and refers student to assistant principal

Administration will review and meet with the student. Administration will then determine the consequence based on the severity of the infraction and the student's prior referrals.

Security

- a. **Security regarding all electronic devices are the responsibility of the student and should never be left unattended.**
- b. Students are not allowed to charge their cell phones on school grounds. School staff and administration are not responsible for lost or stolen electronic devices. **School administration will not conduct investigations regarding personal lost or stolen cell phones and/or electronic devices.**
- c. An administrative investigation will be made for reported lost or stolen Chromebooks.
- d. Use of the electronic device can be denied during assessments and examinations and may be required to be visible with power off, or collected.

College Career Pathways & ECE Programs

Students at A.I. Prince Technical High School have several options for earning college credit while completing their high school coursework:

The College Career Pathways program allows students to earn college credits while attending a CTHES school. A.I. Prince Technical High School has an articulation agreement with Capital Community College, Goodwin Community College, and UCONN allowing students to receive college credits for certain high school courses. Eligible students have the opportunity to earn up to 14 college credits toward a degree in one of the technical programs at the college. Students must have an overall average of a “B” or better to apply for the program and be enrolled in an articulated trade technology. Application does not guarantee admission to the program.

The UCONN Early College Experience (ECE) program offers students the opportunity to earn college credits in an articulated course. Students apply for the ECE program in the Spring of the junior year and must have an overall average of a “B” or better. Students who are not currently receiving Free/Reduced lunch must pay a fee to enroll in the course.

For additional information about either program as well as other opportunities to earn college credits, please contact the Guidance office.

Detention

Students may be assigned after-school detention by teachers and/or school administration.

Teacher Detention

- a. Detention starts at 2:25 p.m. and ends at 2:50 p.m. in the teacher’s classroom.
- b. Failure to report to a teacher detention will result in an school-wide detention.
- c. Absolutely no talking, sleeping or idleness will be tolerated for the duration of a detention. Students must bring to detention assignments from classes and/or reading material.

Rules School-Wide Detention

- a. School-wide detention starts at 2:25 p.m. and ends at 3:30 p.m. in room A162. Tardiness to detentions will require a student to make up the detention another time.
- b. Unserved detentions will result in loss of privileges (i.e., school events: athletics, school pride day, field trips, etc).
- c. Absolutely no talking, sleeping or idleness will be tolerated for the duration of a detention. Students must bring to detention assignments from classes and/or reading material.

Early Dismissals

The CTECS policy states: “Students have daily assignments and commitments that are an essential part of the school’s total educational program.”

Parents are asked to schedule medical, dental, and other appointments after school hours. When it is absolutely necessary for a student to be excused, the parent must send a note to explain the reason for dismissal. Early dismissal for medical or dental appointments should be accompanied with an appointment card.

Any request for early dismissal must be presented to the Dean of Students in the Attendance Office before 9:00 a.m. Early dismissal requests may be denied if not in the educational interest of the student, even if the student has reached the age of “18 years or more.”

Students must leave school grounds promptly after signing out.

Food and Beverages

Food and beverages may only be consumed in the cafeteria and restaurant area. All students entering the building with food and/or beverages in the morning, before Homeroom, must report immediately to the cafeteria. All food and beverages should be finished and/or disposed of before a student leaves the cafeteria area. Students may carry water in clear plastic bottles. Students are not allowed to purchase or have food delivered to school. Administration has the right to administer a consequence for violating this policy. Parents are discouraged from bringing food to their child during the school day.

Grade 9 Exploratory Program and Trade/Technology Areas

1. A key feature of the freshman year at A.I. Prince is the Exploratory Program. All 9th grade students prepare for making initial career decisions by participating in the Exploratory Program. The following are key features of the Exploratory Program. Please see page 13, Section R.2.b. for Exploratory Uniform requirements.
 - a. Grade 9 students spend two days of exploration in each of the 11 trade/technology areas.
 - b. In November students select 3 trades/technologies to attend for 4 days each.
 - c. Trade/technology selection follows completion of Phase II of the Exploratory Program (4-day rotation in three trades/technologies) and will occur in early December. Placement is based on student performance in Exploratory and the number of openings in each trade/technology. It is important for grade 9 students to perform to the best of their ability in every trade/technology of the Exploratory Program, as this is the basis for their trade/technology selection. When it is not possible to give everyone a first choice, students may select from available trades/technologies.

2. Career Technology Programs participating in the Exploratory Program for the 2018-2019 School Year:

The following trades are offered: Automotive Mechanics, Carpentry, Culinary Arts, Electrical, Electronics, Hairdressing & Cosmetology, Health Technology, Heating, Ventilating, Air Conditioning & Refrigeration, Information System Technology, Mechanical Design & Engineering Technology, Manufacturing Technology, and Plumbing & Heating.

Explanation of the Grading System

The grade for each marking period is independent of any previous grade. The final grade is based upon the average of the grades achieved for each semester. The grade for the trade/technology is based on accomplishment for the period as measured against achievement levels and on standards of workmanship for an apprentice at that level, and semester grades.

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

Academic/Career Technology Integrity

Academic and Career Technology Integrity is the choice to act responsible and to take responsibility for one's education. A.I. Prince students must practice academic and career technology integrity. Students who choose to engage in academic dishonesty in the form of cheating, fraud, sabotage, plagiarism and/or theft of work will be penalized. The penalties for academic/career technology dishonesty are at the discretion of the instructor. Penalties range from receiving an "F" (0 points) on the assessment or the assignment. Severe cases could result in disciplinary action.

Integrity of Student Representatives

Students represent A.I. Prince in various capacities from Skills USA members, student athletes, to student council members and in many other areas. Any student representing A.I. Prince in any capacity can be removed from their position for academic and behavioral misconduct.

Graduation Requirements

CTECS students must meet a number of requirements in order to earn a CTECS high school diploma including attendance, credit, courses, a senior summative assessment and Basic Skills requirements.

Credit Requirements for Graduation

Twenty-nine credits (s) are required for graduation and must include courses from the following content areas:

Career Technical Education (CTE) Program

| | |
|------------------------------------|-----------|
| CTE Exploratory Program – Grade 9* | 3 credits |
| CTE Program – Grade 10 | 3 credits |
| CTE Program – Grade 11 | 3 credits |
| CTE Program – Grade 12 | 3 credits |

Academics

| | |
|----------------------------------|-----------|
| English | 4 credits |
| Social Studies (includes Civics) | 3 credits |
| Mathematics | 3 credits |
| Science | 3 credits |
| Physical Education | 1 credit |
| Health* | 1 credit |
| Electives | 2 credits |

*A student who transfers mid-year 9th grade or enters in 10th grade is waived from all or a portion of the Exploratory Program **and Health** credit requirement.

Promotion Requirements

- To achieve 10th grade status a student must earn 7.0 credits.
- To achieve 11th grade status a student must earn 14.5 credits and receive a 60 or higher in the CTE Program. **A student cannot be promoted to the next grade level with a failure in the CTE Program.**
- To achieve 12th grade status a student must earn 22.5 credits and receive a 60 or higher in the CTE Program. **A student cannot be promoted to the next grade level with a failure in the CTE Program.**
- 12th grade students must earn a minimum of 6.5 credits including 3 credits in the CTE Program -Grade 12, must participate in a senior summative assessment in the CTE Program and meet **Basic Skills for Graduation requirements.**

Successful completion of the CTECS CTE and academic courses is necessary each year to ensure that a student has the credits required for graduation. If students do not meet the minimum credit requirement as they move from grade to grade, they will have difficulty completing the CTHES program. In addition, a student must meet established courses prerequisites e.g. successful completion of Algebra I is a requirement for Algebra II.

If a student does not meet the minimum credit requirements for promotion, the student will need to make-up the deficiency through:

- Summer school, where available
- CTECS approved correspondence and online credit recovery courses
- Repeat the grade, space permitting, after administrative review
- Exit and enroll in their local district
- See exception below

Please Note Exception: Across the district a Mastery-based Learning Model for Mathematics is being implemented.” Part of this model gives students opportunities to “master” the content of a course and this may require them to need more than one year to achieve this mastery. In cases when students do not complete a math course for credit under the Mastery-based Learning Model, s/he will not be “penalized” if this is the only course preventing the students from promotion from one grade to the next. Schools may collaborate with the Math Consultant to make a decision that is not only fair to students, but in their best interest.

Basic Skills Requirement for Graduation/District Performance Standards

Language Arts Performance Standard

Students will demonstrate the ability to read a piece of literature and respond critically in writing; read and interpret information; and write using standard English conventions.

Options

Students have multiple opportunities over the course of their sophomore, junior and senior year to demonstrate their performance relative to the Language Arts performance standard. Students satisfy the district performance standards for the basic skills in language arts if they have:

- 1. Achieved a score of 460 or higher on the Evidence-Based Reading and Writing section of the Preliminary Scholastic Assessment/National Merit Scholarship Qualifying Test (PSAT/NMSQT); or**
2. Achieved a score of 480 or higher on the Evidence-Based Reading and Writing section of the Scholastic Assessment Test (SAT); or
3. Passed English 11, English 12 or full credit English elective course with a 70 or higher; or
4. Passed the basic skills assessment in English with a 70 or higher in 11th or 12th grade.

Mathematics Performance Standard

Students shall demonstrate the ability to solve multiple mathematic problems that require demonstration of basic math operations including fractions, decimals and percentages and the use of algebraic equations; and explain in writing how they arrived at each answer. 26

Options

Students have multiple opportunities over the course of their sophomore, junior and senior year to complete the mathematics performance standard. Students satisfy the district performance standards for basic skills in mathematics if they have:

- 1. Achieved a score of 460 or higher on the mathematics section of the Preliminary Scholastic Assessment/National Merit Scholarship Qualifying Test (PSAT/NMSQT); or**
2. Achieved a score of 530 or higher on the mathematics section of the Scholastic Assessment Test (SAT), or
3. Earned a third or fourth full credit of math with a final grade of 70 or above; or
4. Passed all four parts of the basics skills assessment in mathematics with a 70 or higher in 11th or 12th grade.

Science

Performance Standard

Students shall demonstrate the ability to use scientific inquiry skills to explore world life problems using the content of biology, physics, chemistry and earth science; evaluate the information for validity and reliability; and use that information to support a position on a contemporary scientific issue.

Options

Students have multiple opportunities over the course of their sophomore, junior and senior year to complete the performance standard. Students satisfy the district performance standards for basic skills in science if they have:

- 1. Achieved a score in either band three (Proficient), four (Goal) or five (Advanced) of the Connecticut Academic Performance Test (CAPT) in science (students who will be graduating in 2018 and 2019), or**
- 2. Achieved a score of proficiency on the NGSS Science Assessment (students graduating in 2020 and beyond), or**
3. Passed any science elective course in grades 11 or 12 with a 70 or higher; or
4. Earned a grade of 70 or higher on a science basic skills assessment in 12th grade.

Career Technical Education (CTE)

Performance Standard: Students shall demonstrate the set of skills and competencies required to enter the career and technical field, be accepted in apprenticeships or pursue post-secondary technical studies as evidenced by their CTE portfolio.

Options: Students have multiple opportunities over the course of their junior and senior year to complete a CTE portfolio outlined in the Student Success Plan. The CTE portfolio includes a skills checklist, resume, academic and CTE accomplishment, certifications, credentials, awards, written responses and reflections. At A.I. Prince, student portfolios are required to be electronic. It is mandatory that every 12th grade student present his/her portfolio to a portfolio review committee by the end of May. This committee will consist of an Administrator, guidance counselor, and teacher.

Language Arts Labs/Math Labs

The Language Arts and Math labs will give students a grade independent of the English or mathematics grade. Students taking both the Language Arts Lab and Mathematics Lab will credit value as follows:

.25 credit = 2 periods

.50 credit = 3 periods

.75 credit = 5 periods

The grades earned in the labs will count toward a student's GPA and honor roll. (If a student does not attain a 70 or better in the lab, then they are excluded from the honor roll.)

Hall Passes

At appropriate times, and with teacher permission, students may be released from class to use the restroom, speak with a counselor, go to the library, etc. When moving from one room to another, other than during scheduled passing times between class periods, students are required to have a hall pass issued by a faculty member. Moving about the building without authorization will be treated as a disciplinary issue. Students entering a scheduled class after the starting time without a pass will be admitted, but may be assigned disciplinary action by the classroom teacher. **Students may not be issued passes from academic classes to trade/technology classes or from trade/technology classes to academic classes. Students will need a pass to be admitted to the Nurse's office or the Guidance office.**

******Students will not be issued passes after 2 o'clock.***

ID Policy

Note: The ID Policy will be phased in over the course of the 1st Quarter.

All staff and students are required to wear Identification Cards and to have them visible when entering the campus and at all times while on campus. ID cards are required and will be provided to all students and staff. They may be worn around the neck on a lanyard or clipped on to a shirt. ID's may not be clipped to a book bag, and IDs must be worn, even on "non-uniforms" days. For safety reasons, trade/technology instructors may wish to direct students to use either the clip or the lanyard, exclusively. **Exception: Students who have changed for gym class are not required to wear the ID.**

The following is the process followed for a student who does not have an I.D.:

Offense 1: Verbal warning

- Issue temporary ID

Offense 2: Verbal warning

- Issue temporary ID
- Parent contact

Offense 3: Verbal warning

- Issue temporary ID
- Parent contact
- Teacher detention

Offense 4: Verbal warning

- Issue temporary ID
- Parent contact
- Referral written to Department Heads (Academic and CTE)
- School-wide detention

****Continued ID/Uniform violations will result in administrative referral**

NEW IDs MAY BE ORDERED FROM THE MAIN OFFICE EVERY MORNING BETWEEN 7-9 AM AT A COST OF \$3.00.

Leaving School Building and Grounds

Once a student has set foot on school grounds, he/she may not leave the property. This includes the time before school starts in the morning when the student arrives on a school bus or by any means of transportation. **Leaving the school building or school grounds without permission at any time prior to dismissal is regarded as being 'out of-area' will result in suspension.** This is a serious safety violation as we want to ensure our students are safe and secure while they are under our care.

Lockers

According to CTHES policy: "Each student is assigned a locker. It is the responsibility of the student to see that the locker is kept locked and in order at all times. Students should not compromise security by sharing their lockers and combinations. The school administration may conduct inspection of lockers or other school property such as desks, workbenches, and school vehicles to maintain the integrity and security of the school environment."

All students will be assigned a locker in the academic and trade areas. They will use the same locker throughout their years at A.I. Prince. Students will be assigned trade/technology lockers by their teachers while in trade/technology cycles. **If a student is assigned a locker that lacks a built in locking mechanism, for school safety purposes, students must purchase a lock.** No other detachable locking mechanisms may be used. **Students are responsible for making sure that all of their belongings are secured and locked in their lockers when participating in gym and/or in their trade technology field.**

If there is reasonable suspicion that a CTECS student while on school property or at a school sponsored event is in violation of any laws or school rules, a search of the individual's person, personal property and/or assigned lockers and other school property is permitted with or without the express permission or knowledge of the student or his/her parents.

Medication Authorization Forms/Health Assessment Records/Health Clinic

All **Grade 9 students** are required to have an entrance physical and have a doctor complete the HAR-3 form. This HAR-3 form should accompany the student's immunization records. This form contains all necessary screenings which include hearing, vision, and scoliosis screenings. If students have a separate eye doctor, the screening from the visit must be included with the HAR-3 form. All forms are to be submitted to the school nurse no later than December 1st.

All immunization updates must be submitted to the nurse. Students are not allowed on school grounds if the nurse does not have current immunization updates. **For student athletes, a current physical is needed EVERY school year.** Student athletes are not allowed to play any activities/sports without a

current physical. If student records are not up to date, parents will be notified by phone and/or mail by school nurse.

In order for the school nurse to administer any medication, parents must complete and submit the Medication and Administration Form to the nurse by the first week of school. The Medication and Administration Form is included in the summer packet.

If a student has medical issues such as diabetes, asthma, anaphylactic reactions, and daily psychiatric medication a *Medication Authorization Form* is needed from the physicians.

Without a physical and up to date immunizations, your child will not be allowed to play sports, attend field trips, or participate in production work.

Health Clinic

A certified APRN from The Charter Oak Clinic provides health services at A.I Prince. They work closely with other physicians to meet the basic health care needs of our students. These services are not intended to replace your child's current physician. They are intended to work in conjunction with your child's physician.

The Charter Oak Clinic at A.I. Prince Technical High School provides students with a number of services:

- a) Perform physicals examinations
- b) Administer vaccinations
- c) Offer same day sick appointments
- d) Provide contraceptives
- e) Provide dental care and assistance
- f) Provide behavioral and mental health services
- g) Address other important health related concerns.

Our Charter Oak health clinicians have the ability to make referrals to specialized doctors as needed. To be eligible for these services, students must complete a health clinic form with parent consent and submit it to the School Nurse.

Dental Services

A Dental Hygienist from Charter Oak will be available on every other Wednesday for cleans and Xrays. To be eligible for this service, students must complete the appropriate form and return them to the office. The hygienist will call to schedule an appointment.

Notice of Video Monitoring

A. I. Prince Technical High School is committed to keeping our students safe. The premises of the school – both inside and out – are monitored by **cameras** which record activity throughout the day and night.

Photographic records may be used in investigations if necessary. **Students are not permitted to video or audio tape anyone without administrator and/or teacher approval.**

Participation in Extra-Curricular Activities/Athletics/Skills USA/Work-Based Learning (WBL)

Students at A.I. Prince Technical High School are encouraged to participate in extracurricular activities, athletics, Skills USA, and WBL. Extra-Curricular activities include, but are not limited to, student government, National Honor Society, class officer and Robotics. Inter-scholastic athletics include soccer, girls' volleyball, boys' and girls' basketball, baseball, softball, tennis, golf, track, swimming and football. Students participating in ANY extra-curricular activities, athletics, Skills USA, and WBL must adhere to the following criteria:

Academic/Career Technical Education (CTE) Requirements for Eligibility to be a Student Council Officer, SkillsUSA Officer or Class Officer

1. Any student failing his/her career pathway program is ineligible.
2. A student must maintain a GPA of 70 to be eligible.
3. When a student is academically ineligible at the end of the first or second marking period, a review can be conducted at the mid-point of the next marking period. He/she can obtain a form from their advisor and have it signed by all of his/her teachers to show that ALL courses are being passed for the year (not just the marking period) then that student could be classified as eligible once again.

Student Athlete Requirements

1. Any student failing his/her career pathway program is ineligible.
2. No student may fail more than **one full-credit course** (math, science, English, social studies) and **one partial-credit** (physical education, art, health, computer) course and be eligible.

Participating in sports is a privilege not a right. Students not in attendance for the school day cannot participate in practice, scrimmages or games.

The Connecticut Technical High School System adheres to C.I.A.C. Eligibility Rules **and** those listed below:

A student is not eligible:

1. If he/she is not taking four (4) units of work or the equivalent. (Rule I.B.)
2. If he/she failed career pathway program at the end of the last marking period. The final average grade in career technical education determines fall eligibility. (Rule I.D.)

3. If he/she has failed more than one full-credit course (i.e. math, science, English, social studies) and one partial-credit course (i.e. art, health) at the end of the last marking period, the final academic grade averages determines fall eligibility. (Rule I.D.)
4. If he/she has failed physical education. (CTHS Rule)

SkillsUSA is a partnership of students, teachers and industry members working together to ensure America has a skilled workforce. The core mission of SkillsUSA, is to help students excel with workforce ready competencies. They provide educational programs, events and competitions that support career and technical education (CTE) in our nation's classrooms. Therefore, only those students who have demonstrated that they can represent A.I. Prince in a positive manner academically, professionally, and technologically will be eligible to attend and participate.

Work Based Learning: A Work Based Learning (WBL) Program will provided students at A.I. Prince the opportunity to expand and enhance their career technology learning with actual job site experiences. Work Based Learning is available to qualified students who have demonstrated readiness to benefit from a Work Based Learning Program. In order to be eligible to participate in WBL students must meet all school and district requirements and a signed Work Based Learning Agreement between the student, parent/legal guardian, school, and the employer.

Student Eligibility

- a. Work Based Learning (WBL) may be provided to any student of not less than sixteen (16) years of age who meets the criteria of the Work Based Learning Program.
- b. A student may be admitted any time after the completion of the sophomore year.
- c. The student must have and maintain an overall marking period grade average of 70 or above, with no failures, and a minimum grade of 70 or above in their trade area.
- d. The student must demonstrate trade proficiency by having grades of acceptable or better in learning areas in which he/she has been instructed based on performance criteria established in the curriculum.
- e. The student must be in compliance with the school attendance and discipline policies.
- f. Placement in a business owned by a parent or relative is not permitted
- g. The student may be withdrawn from the program by request of the student's parent/legal guardian, the school, the employer, or the student.
- h. Final decision of eligibility rests with the school Administration in consultation with the Trade Department Head, Guidance Department, and WBL Coordinator.

Hours of Employment

- a. While school is in session, Juniors may be released no more than 14 school hours per week and no more than 25 school hours per nine (9) day cycle. Seniors may be released no more than 21 school hours per week and no more than 38 school hours per nine (9) day cycle until the beginning of the second semester after which there is no restriction on hours as long as shop theory, trade related electives, and graduation requirements are met.

- b. The ability to participate in WBL continues while the student is in the academic cycle. As such the student can legally work during early release, after school, and weekend/holidays with all WBL benefits and protection.
- c. When school is not in session (summer vacation, school vacations, Saturday and Sundays) students may work the legal per day/per week maximum established by state statute and the Department of Labor.
- d. Provisions shall be made to ensure that students in the program will have a minimum of ninety hours of shop theory per year, the fulfillment of time to be determined by individual schools.
- e. When school is in session, no student shall be assigned to a job which will require driving more than forty-five miles one way to the job.
- f. If school is canceled due to inclement weather, participation in WBL is not required for that day due to safety concerns for student travel.
- g. Final decisions, relative to hours of participation up to the established maximum for all students, rest with the school Administration in consultation with the Trade Department Head and the WBL Coordinator.

Student Responsibilities

- a. The student, where applicable, will acquire an Employment Certificate (working papers).
- b. The student shall agree to conform to the rules and regulations of the employer.
- c. The student will keep a daily record (form provided) of the skills and jobs performed, and the record will be signed by the worksite mentor of the firm which employs the student. At the completion of each week, the student shall return this record along with the student performance evaluation to the shop instructor for evaluation.
- d. If the student does not report to school when scheduled to do so, the student shall also not report to work. Any student scheduled to work, who will not be reporting to work must call his/her Department Head at the school before 8:00 A.M., and also notify their employer prior to the start of the workday.
- e. The student, or in the event of a person under the age of 18 years, the parent, shall be responsible for transportation to and from the job.
- f. For a student to work in a licensed occupation, he/she must be registered with the State of Connecticut as a pre-apprentice. It is the responsibility of the employer to register students with the Dept. of Labor (DOL), but the student must be in possession of a pre-apprenticeship card while on the worksite. The student shall not be released to a WBL employer until a copy of the DOL pre-apprenticeship registration card is obtained.
- g. The student shall obtain written consent from his/her parent and/or legal guardian.
- h. The student is responsible for maintaining grades of a 70% or higher in all classes and attendance as outlined in the Student Eligibility Requirements.

Participating in extracurricular activities, athletics, Skills USA, and WBL are a privilege, not a right. School administration may, at their discretion, remove a student from participating in extracurricular activities, athletics (see Athletic Handbook), Skills USA, and WBL who does not maintain acceptable academic and behavioral standards

Pledge of Allegiance

Time shall be made available for students to recite the Pledge of Allegiance each day that school is in session, preferably at the beginning of the school day. Students shall be encouraged to recite the Pledge of Allegiance. However, ***no student shall be required to participate***. A student who declines to recite the Pledge of Allegiance may remain seated while classmates stand. Students have the responsibility to respect the rights and interests of other students. Therefore, all students are expected to respect the choice that each student makes regarding participation in the Pledge of Allegiance.

Prohibited Items

In order to minimize disruptions to the learning environment, certain items are prohibited from the school building. These items include, but are not limited to, the following:

1. Skateboards/roller blades
2. Recreational throwing, tossing or kicking objects
3. Fireworks
4. Laser pointers
5. Water guns
6. Paintball guns and paintball accessories
7. E-Cigarettes, Vaporizer Pens, Hookah Pens, etc.
8. Anything that disrupts the educational environment

School Closings

The following Radio/TV stations will be notified to announce school closings and delays beginning at 6:00 a.m., and continuing after 8:00 a.m.

| <u>Radio Stations</u> | <u>TV Stations</u> |
|-----------------------|---------------------|
| WTIC – AM 1080 | WFSB – Channel 3 |
| WTIC – FM 96.5 | WTNH – Channel 8 |
| WRCH – FM 100.5 | NBC30 – Channel 30 |
| WZMX – FM 93.7 | FOX 61 – Channel 61 |

A.I. Prince Technical High School follows the *Hartford Public Schools on all snow closings and delays*. If no announcement is made to the contrary, school will be in session. All local television stations offer text message alerts for school closings. It is recommended that you sign up for text alerts from one of the television stations; refer to the station's web site to register.

Support Services

The School Counseling Department provides students with career and life choice advice. The counseling staff assists students in developing a realistic appraisal of their abilities, achievements, interests, and values. By learning about themselves the students become aware of the consequences of actions. To help in career choices the School Counseling Department maintains a library of catalogs and technical information including post-secondary education opportunities through the baccalaureate level.

Our support staff is dedicated to providing a high quality comprehensive academic and advanced technologies curriculum for all students. Students who have been identified in need of specialized instruction are provided services in the least restrictive environment.

Uniform Policy

**STUDENTS WHO DO NOT COMPLY WITH THE FOLLOWING DRESS CODE
POLICY
ARE SUBJECT TO DISCIPLINARY ACTION.**

All uniforms can be purchased at <http://www.darterschools.com/prince/>

Shirts:

Shirts will be offered in a variety of styles including long and short sleeve polo shirts, mock tees and button-down oxford dress shirts. Color options for shirts will be black, white, purple, grey and yellow.

Shirts will have a logo which will be imprinted or embroidered on the shirt. **Full button-down shirts in both trade and academics must be tucked in and buttoned correctly in classrooms and corridors.** The only exception is the ladies' style 'tailless' top available from the uniform company.

Students may wear long-sleeve tee-shirts under the uniform shirts. These must be solid color and one of the five uniform colors (white, yellow, grey, purple, black). Students may also wear an official school uniform fleece, team sweatshirt, or uniform crew-neck sweatshirt. **Hooded sweatshirts are never allowed. It is a safety hazard.**

Other Tops and Accessories:

V-neck sweaters, vests, cardigans, crew neck sweatshirts and fleeces will be offered and must have the school logo to be worn in school. Properly tightened neck ties may be worn with the button-down oxford dress shirts. Scarves are not permitted.

Team Wear:

It is acceptable for athletes to wear Prince Tech team uniform tops **in-season on game days**. P.E. wear is not acceptable in any form outside of P.E. class. The athletic director will keep the staff up-dated on

eligibility. Coaches will also communicate with staff if for some reason athletes lose the right to wear team gear.

Pants:

Students will wear **pocketed pants in black or khaki** only. All pants must fit properly and not drop below the waist. A belt is not mandatory but preferred. Pants cannot fit so tightly that they are revealing or so loosely that they drop below your waist. If there is any question as to whether pants are too tight or too loose, they probably are, and a more appropriate size should be purchased.

Please do not purchase jeans, pajama bottoms, cargo pants, capris, sweatpants, warm-up pants, leggings/yoga pants or shorts. These are not acceptable uniform attire and will not be allowed.

Shoes:

Students' footwear **must be hard-soled**. They may wear sneakers, close-toed shoes with backs, or work boots. Students must wear work boots for shop. The boots do not have to be steel-toed boots.

Slippers, flip flops, slides or crocs are not acceptable anywhere in the building.

Skirts:

Girls will be allowed to wear black or khaki skirts or skorts as long as the length and fit is appropriate (two inches above the knee or longer).

Physical Education:

Students must wear the appropriate P.E. clothing. Students need to purchase a tee-shirt or sweatshirt and a pair of shorts or sweat pants. Sneakers are mandatory. Students who are not wearing the appropriate P.E. uniform will not be allowed to participate and will have to make up the class in order to receive credit. Students are required to have their P.E. uniform for the 1st day of the Academic Cycle. Hiking boots, shop boots, slippers, flip flops, slides or crocs are not allowed. Exploratory tee-shirts are not allowed.

Exploratory:

All 9th grade students must wear the exploratory tee-shirt during exploratory trade cycles. These can be purchased on-line @ www.AIPrinceclothing.com. from the uniform vendor. All 9th grade students have until the first day of the 4th quarter to purchase and wear the uniform of the permanent shop. Exploratory t-shirts will not be acceptable after the last day of the 3rd quarter. **Exploratory students must wear work pants in black or tan.** (See 'pants' above to deem what is acceptable.)

Trade Uniforms:

Each trade makes an individual decision concerning the trade uniform. Shirts must have some logo or script identifying the trade. Full button-down shirts must be tucked in and buttoned all the way up at

all times. **Jeans are not allowed.** Students must wear the assigned work pants. The color will be determined by the trade department head and instructor.

Dress-Down Days:

Occasionally students will be allowed to dress in attire that is not the Prince Tech uniform. This is often part of a fundraiser or special privilege. These 'dress-down' days are an opportunity for students to show their individuality aligned with current fashion trends. This does NOT mean ripped jeans, mid-drift attired, or tank tops. to impress and be professional in doing so. On dress-down days' student attire will be determined by the administration.

**Any apparel which is not permitted in class must be placed in student lockers prior to homeroom and will not be allowed in the hallways or to be carried from class to class.*

School Spirit Days:

When appropriate (special occasions, etc.), students will be allowed a "school spirit day." Non-uniform days will only apply to those students in the current academic cycle. Students in trade/technology classes will be required to remain in the trade/technology uniform. The timing and reason for such days will be at the discretion of school administration. During school spirit days, the student dress code will be regulated by the rules of section 5 directly above.

Off Campus Activities:

Unless otherwise directed by school administration, students leaving school to attend school-sponsored activities (field trips, recruiting visits, etc.) **are required to wear the uniform representing the cycle in which they are currently assigned.**

Displays of Disruptive Symbols:

Extremist symbols and logos create a hostile school environment or disrupt the educational process. Therefore, the display of harassing symbols, pictures, or vulgar, illegal, racial, sexist or other symbols that represent discriminatory viewpoints are not acceptable on clothing, toolboxes, autos, or other items and may result in disciplinary intervention. Examples of such symbols include, but are not limited to, the Confederate flag, swastikas and swastika variants.

Consequences for Non-compliance with Uniform Policy:

Whether a student is in academics or trade/technology, he or she will be offered the opportunity to call home for the appropriate uniform. In the event that a parent/guardian cannot deliver a uniform to school or is not answering the phone, a uniform will be provided for the student to use for the remainder of the school day. That student will then return to the classroom.

If the student refuses to comply with the uniform policy or a parent cannot bring in appropriate uniform clothing, and the student refuses the schools uniform, he/she will be considered insubordinate and referred to Administration and issued an in-school suspension. A parent will be notified and the event will be logged.

Parent - School Partnership Agreement

A.I. Prince Technical High School is a community of stakeholders committed to a whole child approach to adolescent development. Our students, thrive when their homes and school operate in alignment and in partnership with each other. To best serve your child, these environments must share the same educational values and expectations. The parent/guardian and school agreement aims to:

- Offer clarity as to what the school and parents can and should expect from one another
- Pave the way for a strong partnership based a shared expectation guided by a unified vision

What does A.I. Prince expect from parents/guardians?

To understand and trust the A.I. Prince Tech model of education so that we can support one another to ensure that your child is successful.

- Devote real and sincere effort to learning A.I. Prince Tech's core values, and to bring these concepts into the home environment and your parenting.

Core principles of A.I. Prince Technical High School:

1. Collaboration:

- Demonstrate respect for all adults and students in our community, the school, and the school's programs and policies.
- Actively engage in our culture of giving. This includes but is not limited to; sharing your time, talent, and resources to support and improve all of the school community in providing the best education possible for our students.
- Familiarize yourself annually with our Parent Handbook, classroom expectations, and the role of the active and supportive parent in our community.
- Provide a suitable time and place within the home for homework.

2. Professionalism:

- Model respect for your child. Speak of the school and every member of the Prince Tech community in positive terms.
- Always work to resolve misunderstandings and conflicts respectfully and graciously.
- Communicate with kindness, respect, and compassion.

3. Technology:

- Model and teach your child what it means to practice digital citizenship.
- Support the use of technology in the home and understand our blended learning model.
- Teach your child to respect and care the technology devices that are being provided to them by their school through digital citizenship.
- Monitor your child's use of technology in your home.

- Be familiar with social media websites and apps that can be used to encourage drama and/or negativity (i.e., kick, after school, etc.)
- Encourage your child to make good decisions when engaging in social media sites and surfing online.
- Understand that if your child misuses any technology device and/or is engaged in drama on social media that will interrupt the educational environment at Prince Tech, your child will be subject to discipline.

4. Innovation:

- Encourage your child to develop and seek opportunities in their trade technology areas and push themselves to excel in all areas of life.

5. Partnership:

- Maintain respectful, direct, and active communication with the school and your child.
- Attend all regularly scheduled Parent/Guardian Conferences and school functions
- Engage in our culture of giving. Sharing your time, talent, and resources to support the school community.
- Communicate in a timely manner about all significant events in your child's life.
- Share observations and concerns about your child or classroom experience with the school.
- Read all school generated communications in a timely fashion.
- Communicate questions and concerns promptly and directly. Bring classroom concerns directly to the classroom instructor. School concerns can be brought to the administrative team.

6. Excellence:

- Using positive discipline techniques with your child.
- Never doing something for your child that they can do for themselves. Allow your child to engage in real life activities, building independence, confidence and skills. Allow your child to contribute to home life by participating in household tasks.
- Allow your child the opportunity to overcome challenges, thus building self-esteem, a sense of purpose, and the determination to master life skills.

What can parents expect from the school?

A.I. Prince Technical High School is deeply committed to your child's academic and trade success. We will work together to nurture intellectual curiosity, develop strong work habits, be resilient in a changing society and the become lifelong learners.

The Prince Technical High School Faculty is committed to:

- Recognizing your child as a unique individual.
- Educating and communicating with your child as if they are our own children.
- Supporting students' self-construction as thinkers who persevere. This is accomplished through a deeper exploration and internalization of concepts rather than merely memorizing facts.
- Providing students' real choice in the name of liberty – freedom with responsibility.
The opportunity to practice responsible independence gives rise to self-formation, identity and the emergence of character.
- Always communicating as partners, working hard to provide open, timely, respectful information and insight about your child and the school community.
- Approaching all communication from a place of partnership in the best interests of our students.
- Listening when you speak and responding with respect, always communicating in

- a timely, professional, and confidential manner.
- Contacting you directly in the event of special concerns about your child.
- Facilitating efforts to reach a solution when difficult issues might arise.
- Ensuring you and your child have an environment that is physically and emotionally safe and supportive at all times.

What does A.I. Prince expect from student learners?

As a student at A.I. Prince THS it is expected that you strive to do your best, therefore you are expected to do the following:

1. Conform to the rules of conduct at A.I. Prince Technical High School and the CTHES:
 - Show respect for your school, yourself, other students, and school staff.
 - Come to school prepared and on time.
 - Always try to work to the best of your ability.
 - Actively engage in your learning by participating in the classroom and doing your homework every day.
 - Believe that you can learn and that you will learn.
 - Wear your school uniform with pride each day knowing that it is a privilege to have the opportunity to earn a high school diploma and technical certification from A.I. Prince Technical High School.
 - Believe in respect, strong work ethic, collaboration, self-advocacy, pride, team and active participation both within and outside the school day.
 - Uphold Prince Tech's Core Values: Collaboration, Professionalism, Technology, Innovation, Partnership, and Excellence.

We look forward to a working partnership with you to provide both an outstanding educational experience and warm, welcoming community for both you and your child.



******Please sign and return the portion below the dotted line to the main office by Friday, September 9, 2016******

I acknowledge receiving and reviewing the student/parent handbook with my child. I understand and agree to the parent and school agreement form. By signing this agreement, I understand that my child and I are part of the A.I. Prince Tech learning community. My child and I will do our part to honor this partnership agreement to work collaboratively with the A.I. Prince Tech faculty and administration to ensure a successful high school career and future for my child.

Parent signature: _____

Student signature: _____

Date: _____