

A.I. Prince Technical High School

STUDENT/PARENT HANDBOOK Addendum



2022-2023

A. I. Prince Technical High School

401 Flatbush Ave

Hartford, CT 06106

Telephone: (860) 951-7112

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Welcome to A.I. Prince Technical High School!

The Student/Parent Handbook Addendum provides students and parents with important information about school policies and procedures, specific to A.I. Prince Technical High School. It is intended to supplement the CTECS Parent and Student Handbook.

Our handbook addendum also delineates school regulations which are contracted between the school and its students and parents/guardians. It is the responsibility of students and their parents/guardians to be aware of the information contained in this Student Handbook. All students may be asked to reread sections of the handbook periodically.

The administration of A.I. Prince Technical High School retains the right to revise or expand upon these policies, procedures, and regulations when it might be deemed necessary.

Faculty and Staff

School Administration

Daniel Mello, Principal

Nadina Juarez-Montiel, Assistant Principal

Benedict Palladino, Assistant Principal

Brian Pereira, Assistant Principal

Additional Assistant Principal, TBA

Major Offices

Deborah Freedman, School Psychologist

Trevor Gregor, Student Resource Officer

Lisa Higgins, Director of Counseling & Admissions

Tonisha Jones, School Social Worker

Michael Levandowski, Related Department Head (Math/Science)

Kelli Locke, Nurse

Dennis Mercado, Athletic Director

Maria Ragali, General Education Department Head (English/Social Studies)

Jason Soto, Student Resource Officer

Amy Tarner, Special Education Department Head

Wilder Zandonella, Dean of Students

Important Information

School Hours: 7:27am-2:27pm

Breakfast Service: 7:00am-7:24am

School Colors: Purple & Yellow

School Mascot: Falcon

Academic Staff

Math Department

Loretta Bonadies
Paul Conley
Michael Levandowski
Steven Moore
Bonnie Pelletier
Jordan Politz
Kumudine Yapa
Vacant 1
Vacant 2

Science Department

Marie DiTaranto
Carl Dombrowik
Vacant 1
Vacant 2
Vacant 3

Health/P.E.

Bruce Haney
Jason Henry
Dennis Mercado
Lesli Stevens
Robert Rubin

Speech/Language

Susan Schlank

Special Education

Tracy Dominski
Sarah Fennessy
Susan Gainty
Laura Levesque
Alyssa Martorelli
Matthew Senechal
Theresa Trombetta

English Department

Katie Clini
Alyssa DeLieto
Nicholas Dinneen
Bethany Follett
Michael Hughes
Kim Piccioli
Brian Sullivan
Vacant 1
Vacant 2

Social Studies Department

David Falvo
Cecilia Harman
James Hollywood
Xiao Li
Christopher Morgan
Maria Ragali
Jeffrey Schlechtweg

TESOL

Pamela Briggs
Alyssa Jarosz
Jessica Galan
Alfredo Torres
Susan Williams

Electives

Louise Fauteux- Music
Cheryl Tuttle- Art
Daniel Negrelli- Computers
Felecia Mandeville- Library/Media

Reading

Nancy Axon

Guidance

9th- Kelly Moran
10th- Brian West
11th- MaryJane Bezares
12th- Beth DeJoseph

Career & Technical Education (Trades) Staff

Automated Manufacturing

James Clarke (DH)
Tina Piscioti

Bioscience

Sarah Wilby (DH)

Criminal Justice

TBA

Culinary

Christina Tartaglino (DH)
James Roraback
Rebeca Tuinei

Electrical

Salvatore Visconti (DH)
Vacant 1

Hairdressing & Cosmetology

Amanda Gannon (DH)
Kimmy Melissa

Information Technology

Sandra Mosby (DH)
Vacant 1

Plumbing & Heating

Peter Vontell (DH)
Vacant 1

Automotive Technology

Michael Dembkoski
Wendell Soucy (DH)

Carpentry

Joshua James (DH)
Christian Correa

Collision Repair & Refinishing

Matthew Kamfonik (DH)
Vacant 1

Digital Media

Tyler Johnson (DH)
Vacant 1

Graphics Technology

Polly Innerarity (DH)
Vacant 1

Health Technology

Christine Orsini
Michelle Parsons (DH)
Kimberly Topitzer

Masonry

Jerome Grant (DH)
Jason Syriac

Sustainable Architecture

Marsha Motto (DH)

Vision

A.I. Prince Technical High School will be a safe and supportive community for all members that seeks to empower staff and students in pursuit of lifelong academic and career success.

Mission

The mission of A.I. Prince Technical High School is to provide a relevant and meaningful high school experience that:

- fosters genuine and authentic relationships among members of the school community through an integrated system of care and support
- elevates staff and student voices through the encouragement of creativity and intellectual curiosity
- ensures both student academic success and trade/technology mastery and instills a zest for lifelong learning, as well as promotes partnerships with labor and industry

Core Practices

A. I. Prince Technical High School works with all students, staff, families, higher-education institutions, industry partners, and community members to successfully achieve our core values:

- Collaboration
- Professionalism
- Technology
- Innovation
- Partnerships
- Excellence

Theory of Action

GOAL 1: A.I. Prince Students will be responsible 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** who establish clear goals and monitor 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** 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-Based Learning;
- **Provide** opportunities for internships, apprenticeships, and immediate employment.

GOAL 4: Family and greater community involvement

- **Increase** participation in school events and activities by promoting family engagement;
- **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



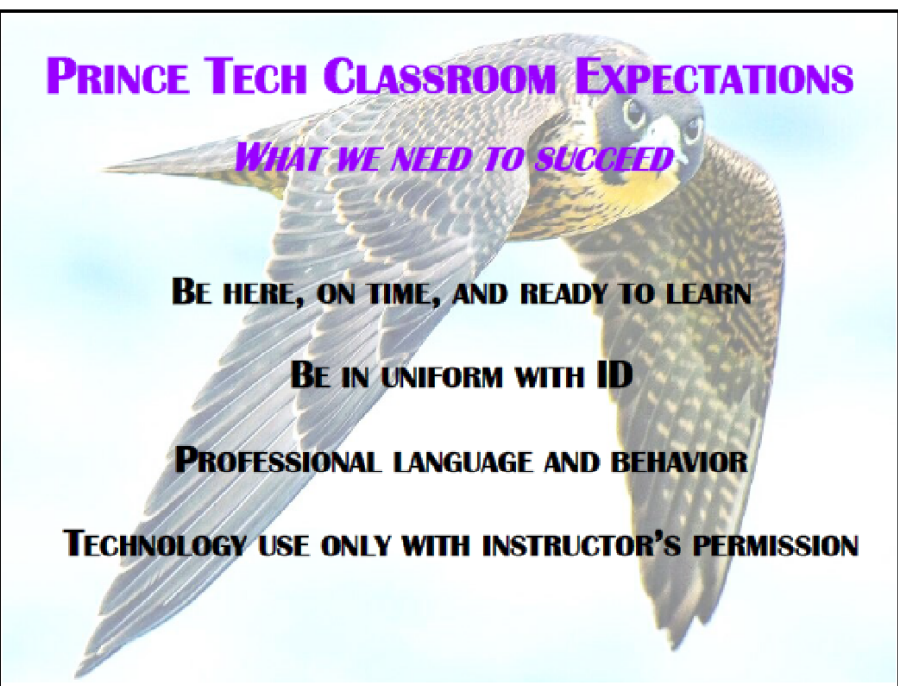
What we believe... Students will perform at their highest potential because we BELIEVE they can.

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."

Prince Tech Classroom Expectations



PRINCE TECH CLASSROOM EXPECTATIONS
WHAT WE NEED TO SUCCEED

BE HERE, ON TIME, AND READY TO LEARN

BE IN UNIFORM WITH ID

PROFESSIONAL LANGUAGE AND BEHAVIOR

TECHNOLOGY USE ONLY WITH INSTRUCTOR'S PERMISSION

Our Core Values

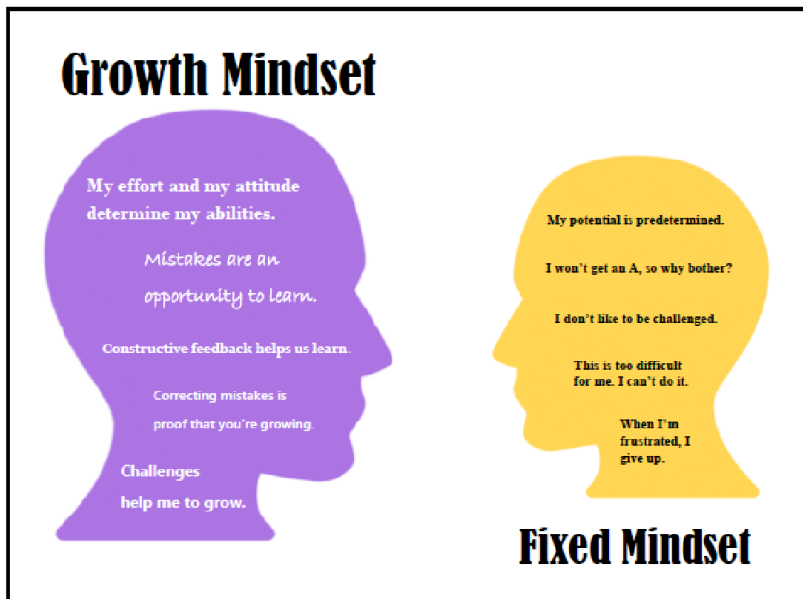
At Prince Tech, we are REAL!

Relationships

Engagement

Attitude

Learning



Academic Access

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

Academic and Trade Programming

Throughout the school year, students rotate between academic and trade cycles. Each cycle is approximately two weeks. Grade 9 and 12 students begin the school year in academics. Grade 10 and 11 students begin in trade. During the academic cycle, students participate in English, Science, Social Studies, Math, PE and Health. They also have a choice of an elective in the areas of music, art, or computers.

Students also participate in labs and/or enrichment classes while in trade. Labs support students in critical skill-building in the areas of Math and English during their shop cycles. Enrichment classes may be offered to students who have met academic benchmarks and do not require skills remediation.

All teachers are required to have a written grading policy. 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.

Students will be required to take district summative assessments for academic and trade courses. Students will be expected to participate in NGSS, PSAT and SAT testing. For further assessment information, please refer to the CTECS parent and student district handbook.

Attendance

School Attendance

It is important and expected that students be in attendance each day of the school year. There is a strong correlation between student attendance and student success. Please refrain from scheduling all appointments involving students during the hours of the school day. In addition, it is not acceptable for students to take vacations during days when school is in session.

Perfect Attendance –

To be eligible for a Perfect Attendance Award Certificate, a student's attendance must be "perfect" – no absences, even if excused. The award will not be presented until the last day of school to ensure that the attendance is perfect for the entire school year. Perfect attendance will also be recognized on a quarterly basis. Students must have no unexcused tardies in order to qualify.

Chronic Absenteeism

Connecticut State Department of Education defines chronic absenteeism as follows: "Chronically absent child" means a child who is enrolled in a school under the jurisdiction of a local or regional board of education and whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year."

Parents should be aware that if students are absent from school twice a month they would be considered chronically absent by the end of the year.

Reporting a Student Absence

A parent or guardian should report a student's absence by calling the Dean of Students in the attendance office at 860-951-7112, ext. 5030. An absence note signed by the parent/guardian is required and must be submitted to the Dean of Students within 10 days of the student's return to school. This may be submitted electronically via email from the parent or the student may hand a parent-signed note to the Dean. 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	1-9	<ul style="list-style-type: none"> • Student illness • Parental/guardian excused 	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 from parents/guardians and do not count as either excused or unexcused.

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 that a Family with Service Needs Petition is required if there are 4 unexcused absences in one month or 10 unexcused absences in a school year. This referral will be completed by the school social worker. Students may also be referred to the Student Assistance Team, DCF, or Planning & Placement Team (PPT), if appropriate.

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 school 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.

Tardy Policy

Students arriving at Prince Tech after 7:27am are to report to their 1st period class. Students arriving after homeroom has ended (8:42am) must report to the Attendance Office. As a school preparing students for adult life, this policy reflects the need for communication between the student, parent, and school. After an accumulation of 10 tardies to school, the Dean of Students will assess the need for further supportive or punitive measures for the individual student.

Early Dismissal

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 who are 18 years and older still must have parental permission to be dismissed. Early dismissal requests may require verification.

Students must leave school grounds promptly after signing out.

When a student returns from an absence, it is the responsibility of the student to contact teachers to finalize a schedule for completing all work assigned during the absence.

Automobile Regulations

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

- All students must see the School Security Department to receive parking permits.
- Parking permits will be issued only when students have met the following criteria:
 - Produced a valid Connecticut Driver’s License
 - Produced proof of insurance and registration
 - Be in good standing with school Administration
- A signed school automobile registration form must be filled out and returned to Security.
- Students must park in the designated student parking area located in the lower school parking lot.
- 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.
- The speed limit is 10mph on school grounds.
- Do not pass a school bus.
- Vehicles may be subject to search and seizures if a policy violation is suspected.
- Students who use their vehicles in a dangerous or irresponsible manner will have their parking privileges revoked.
- 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, and Other Electronics Usage

Use of Cell Phones or Other Electronic Devices

Cell phones and other electronic devices are only allowed in the cafeteria and other designated locations as permitted by school staff. In addition, posting or texting items that are mean-spirited, threatening, or inappropriate during the school day or after school hours may result in consequences for disruption of the educational process. These consequences may include suspension as well as restricted access to one's cell phone during the school day.

Students recording teachers and students recording 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 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 are prohibited in areas that pose safety concerns, such as 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. Searches and seizures of electronic devices may only be conducted by school administrators.

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.

Classroom Level

All students at Prince Tech are issued a Chromebook to utilize during class when technology is needed. As such, there is no need for a student to use their cell phone during class to access any material or participate in the lesson. While teachers may make exceptions on a rare and individualized basis, the general expectation is that cell phones are put away during class. Some teachers, particularly in the trades, have policies where

they collect cell phones and store them in a safe and locked location for safety and security purposes. Students who opt to bring cell phones to school are expected to follow the policies of the teacher in the classroom.

Prohibiting the use of cell phones during a class period is multifaceted. The temptation to check social media is very distracting for many students. Being constantly “connected” can be emotionally and mentally draining. Additionally, cell phone use during class inhibits focus and learning, which can result in poor academic performance. As a result, Prince Tech desires to take a proactive approach to prohibiting cell phone use during class periods in order to improve school climate and student achievement.

If a student refuses to comply with a teacher’s directive, they are subject to classroom-level consequences. These consequences are up to the teacher’s discretion, but may include parent contact, detention, or referral to an administrator.

Administrative Level

If a student is noncompliant with the teacher’s cell phone policy, they may be referred to school administration for further consequences. A general guide to progressive cell phone discipline is as follows:

- a. Student may be asked to turn in their phone for the day to the ISS/SAIL room.
- b. Student may be issued additional consequences depending on the severity of the offense (i.e. insubordination, threatening, misuse of social media etc).
- c. Student may be required to turn in their device daily for a more extended period of time (i.e. 2-4 weeks)
- d. Student may be issued a suspension, either in or out of school. Severe misuse may result in a recommendation for expulsion.

Securing Electronic Devices

- a. Electronic devices 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.
- 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 may earn college credit by participating in the College Career Pathways Program (CCP) at Capital Community College or the UCONN Early College Experience (ECE) Program. Both programs allow students to earn college credits by participating in high school courses aligned with the college curricula.

Students participating in the CCP program have the opportunity to earn credits toward a degree in one of the technical programs at the college. Students must have an overall average of a “C” or better to apply and be enrolled in a trade technology.

The UCONN Early College Experience (ECE) program offers students the opportunity to earn college credits in an articulated course. Students may take ECE coursework during their junior and senior year. Eligible students must meet the criteria for participation in Honors level courses.

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

Discipline

Rationale for Rules and Consequences

As a technical high school, A.I. Prince is committed to developing the intellectual, emotional, physical, ethical, and social potential of each student in preparation for postsecondary success. The rules and consequences are designed to create an environment that encourages and protects this growth. All members of the Prince Tech community must be respectful of the needs and rights of others. The effectiveness of our school's regulations and policies depends upon the commitment and self-discipline of everyone who is a member of the community.

Consequences are utilized when individuals choose to violate the rights of others or to ignore the policies and regulations established for the good of our learning community. Students who opt to attend Prince Tech, and parents/guardians who choose to send their children to Prince Tech, join a community of learners who desire to engage in career and technical education. This choice is an **explicit agreement** to accept the rules and regulations of the Student Handbook.

The policies, rules, and regulations included in this Student Handbook are not all-encompassing. The administration of Prince Tech, therefore, reserves the right to amend the Student Handbook as needed throughout the school year. Additionally, students may receive disciplinary consequences for behavior, whether inside or outside school, that causes a disruption to the educational environment.

Prince Tech utilizes a blend of progressive and restorative approaches to discipline. While a framework for consequences exists and is utilized by staff, each student and situation is different. In the same way that we teach and support students who struggle with academics, we aim to teach and support students who struggle behaviorally.

When a behavioral incident requiring administration involvement has occurred, students will be asked to complete a written student statement. An assistant principal will review the statement, meet with the student, and undertake other investigative actions as necessary. Administration will then determine the consequence based on the severity of the infraction and the student's prior referrals.

Potential consequences may include:

- verbal warning
- parent/guardian notification and/or meeting
- removal from class for 90 minutes or less (known as SAIL)
- detention
- restorative assignments, including community service
- restrict access to extracurricular activities, including athletics
- in school suspension / out of school suspension
- referral to Juvenile Review Board / arrest
- recommendation for expulsion

Detention

Teacher Detention

- a. Teachers may opt to issue before-school, lunch, or after-school detentions.
- b. Multiple failures to report to a teacher detention may result in an office detention.
- c. Students will bring assignments from classes, reading material and may be expected to participate in a restorative exercise.

Office Detention

- a. School-wide detention starts at 2:30 p.m. and ends at 2:50 p.m. in room A103. Tardiness to detentions may require a student to make up the detention another time.
- b. Students may be restricted from participation in any extracurricular activities, including athletics, until the detention is served.
- c. No talking, sleeping or idleness will be tolerated for the duration of a detention. Students will bring assignments from classes and/or reading material. They may be expected to complete a restorative assignment.

Dress Code Policy

The Prince Tech dress code policy supports the attitude of respect we have for one another, for the school, and for the traditions and heritage of the technical high school system. Cleanliness, neatness, sensibility, and reasonable uniformity guide the dress code. The dress code is considered a “uniform.” It is the set of clothing with the Prince Tech logo embroidered on it which may be purchased on-line <http://www.darterschools.com/prince/> and/or www.magandson.com.

Students who choose not to comply with the dress code policy are subject to disciplinary action.

Families who need financial support to meet the dress code policy requirements should contact the Prince Tech School Counseling department.

Exploratory Uniforms

All 9th grade students must wear the exploratory t-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. Students may wear their Exploratory t-shirts until the last day of the 3rd quarter.

Exploratory students must wear work pants in black or tan.

Exploratory students must wear work boots at all times.

Safety glasses are required.

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.
- Students must wear the assigned work pants. The color will be determined by the trade department head and instructor.
- Students must wear shop-assigned footwear.
- Safety glasses are required.

Academic Uniforms

Academic uniforms are standard across grade levels and must be worn during the academic cycle.

Shirts:

- Shirts must be purchased through our vendors or school programs.
- Hooded sweatshirts with Prince Tech logos are allowed. **Hoods must be down at all times.**

- The Prince Tech logo must be visible at all times. If a student would like to wear a hooded sweatshirt, they must wear an item of clothing with the Prince Tech logo over the sweatshirt.
- Students may also wear their sports team or extracurricular activities gear (NHS, SkillsUSA) throughout the academic cycle.
- All school clothing can be purchased at <http://www.darterschools.com/prince/> and/or www.magandson.com

Pants/Skirts/Shorts:

- Pants must be khaki, black, or jeans. All pants must fit and be properly fastened. Students shall not wear pants that when fastened, sag or fit below the natural waist.
- Shorts or skirts, if worn, may not be shorter than mid-thigh.
- If ripped items are worn, skin may not show underneath.

Shoes:

- Students' footwear **must be hard-soled**.
- Students may wear sneakers, close-toed shoes with backs, or work boots.
- Crocs are only allowed in sport mode.
- Slippers, flip flops, or slides are not acceptable anywhere in the building.

Physical Education:

- Students must wear appropriate P.E. clothing.
- Students should not wear the same clothing in P.E. and academics, for hygiene reasons.
- Students need to purchase a t-shirt or sweatshirt and a pair of shorts or sweatpants.
- 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.

Dress Down Days

When appropriate (special occasions, etc.), students may be allowed to dress out of uniform. 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.

General Dress Code Guidelines

- Students are expected to dress in an appropriate manner for learning.
- Clothing that is overly revealing, including but not limited to shirts that reveal the abdomen, chest or undergarments; tank-tops, see-through clothing, short shorts, miniskirts or pants that reveal the navel or below, upper thigh or undergarments are not allowed.
- Undergarments must be covered.

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 and 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, they 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 may be provided for the student to use for the remainder of the school day *or* if clothing is deemed safe, the student may be allowed to return to class.
- Consequences will be given and repeat offenses will result in more severe consequences, such as suspension.
- If the student refuses to comply with the uniform policy, they will be considered insubordinate, referred to Administration and issued consequences as appropriate.

Food and Beverages

Our goal is to provide a safe and clean learning environment for students. Therefore, it is essential that food remain in the designated areas of the building to allow for sufficient cleaning.

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 first period, must report immediately to the cafeteria. Once school has started, open food/drink must be disposed of upon entering the building. All food and beverages should be finished and/or disposed of before a student leaves the cafeteria area. Students may carry water. 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 not permitted to bring food to their child during the school day; however students are allowed to bring lunches from home.

If a student is going to stop for food on the way to school (after breakfast service has ended), they are encouraged to consume the food before entering the building. However, the tardy policy still applies and students should be cognizant of the time they are taking to arrive to school.

Grade 9 Exploratory Program and Trade/Technology Areas

A key feature of the freshman year at A.I. Prince is in 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 the section entitled Dress Code Policy for Exploratory Uniform requirements.

- A. Grade 9 students spend two days of exploration in each of the 15 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.
 - a. 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.

The following trades are offered for the 2022-2023 school year:

- Automated Manufacturing
- Automotive Collision Repair & Refinishing
- Automotive Technology
- Carpentry
- Criminal Justice and Protective Services
- Culinary Arts
- Digital Media
- Electrical
- Graphics Technology
- Hairdressing and Cosmetology
- Health Technology
- Information Technology
- Masonry
- Plumbing and Heating
- Sustainable Architecture

Grading System

A.I. Prince uses a numerically based grading system for the majority of academic and trade classes. Some courses may be offered as Pass/Fail (Enrichment Topics) while others report a progress grade on the report with a final grade being entered onto the student transcript (11th/12th grade math).

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

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 the Language Arts Lab will receive credit as follows:

.25 credit = 2 periods

.50 credit = 3 periods

.75 credit = 5 periods

Academic/Career Technology Integrity

Academic and Career Technology Integrity is the choice to act responsibly 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 typically include receiving an "F" (0 points) on the assessment or the assignment. Severe cases could result in more punitive disciplinary action.

Integrity of Student Representatives

Students represent A.I. Prince in various capacities. Students who serve on various committees, teams, or honor societies can be removed from their position for academic and/or 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 for Students Graduating in 2023 or 2024

Thirty credits (30) 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

Academic Program

Humanities**

English	4 credits
Social Studies (includes Civics)	3 credits
Arts, Music, Lit Lab, Other Electives in English/ SS	2 credits

Science, Technology, Engineering, and Mathematics

Mathematics	3 credits
Science	3 credits
Trade Technology taken in CTE Program	3 credits (Awarded above)

Other Requirements

Physical Education and Wellness	1 credit
Health & Safety Education	1 credit
Mastery-Based Diploma Assessment / Senior Portfolio	1 credit
World Language	Not required until 2025

Credit Requirements for Graduation for Students Graduating in 2025 and After

Thirty-one credits (31) 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

Academic Program

Humanities**

English	4 credits
Social Studies (includes Civics)	3 credits
Arts, Music, Lit Lab, Other Electives in English or SS	2 credits

Science, Technology, Engineering, and Mathematics

Mathematics	3 credits
Science	3 credits
Trade Technology taken in CTE Program	3 credits (Awarded above)

Other Requirements

Physical Education and Wellness	1 credit
Health & Safety Education	1 credit
Mastery-Based Diploma Assessment / Senior Portfolio	1 credit
World Language	1 credit

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

**English Language Development credit may be used to fulfill a portion of the graduation category credit under the Humanities category.

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.
- To achieve 12th grade status, a student must earn 22.5 credits and receive a 60 or higher 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 CTECS program. In addition, a student must meet established course prerequisites e.g. successful completion of Algebra I is a requirement for Algebra II.

A student may be promoted to 10th grade status if they have failed their CTE program through the completion trade remediation plan This will be decided on an individual basis with input from the student, family, trade instructor, guidance counselor, and administrator. Once identified competencies are met by the student, credits will be awarded.

A student will not be promoted to 11th or 12th grade status if they have failed their CTE program.

If a student does not meet the minimum credit requirements for promotion:

- The student may need to make-up the deficiency through summer school or trade remediation program, if eligible and available, or through CTECS approved correspondence and online credit recovery courses.
- The student may need to repeat the grade, space permitting, and after administrative review.
- The student may need to exit CTECS and enroll in their local district.

***Students in grades 11–12 will continue to participate in a Mastery-based Learning Model for Mathematics. 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, the student 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.*

Students in grade 9 and 10 will participate in the traditional math program.

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.

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 mathematical 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.

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

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.

Students satisfy the district performance standards for basic skills in science if they have:

1. Achieved a score of proficiency on the NGSS Science Assessment (students graduating in 2020 and beyond), or
2. Passed any science elective course in grades 11 or 12 with a 70 or higher

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.

Students have multiple opportunities over the course of their junior and senior years to complete a CTE portfolio outlined in the Student Success Plan. The CTE portfolio includes a skills checklist, resume, academic and CTE accomplishments, 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 their portfolio to a portfolio review committee by the end of May. This committee will consist of an administrator, school counselor, and teacher.

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. Repeated offenses will result in more severe consequences, up to possible credit denial, depending on the amount of time missed from class.

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 Counseling office. Teachers will call in advance to make sure someone is available to receive the student.

Students will not be issued passes after 2pm.

ID Policy

Students will be issued ID cards to wear around their necks on school-issued safety lanyards. IDs are necessary for students to obtain lunch. IDs must be visible at all times for school safety purposes. Refusal to wear an ID will result in disciplinary action.

New IDs may be purchased in the Main Office every morning at a cost of \$2.00.

Leaving School Building and Grounds

Once a student has set foot on school grounds, they may not leave the property. This includes the time before school starts in the morning whether the student arrives on a school bus or by any other 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' which may result in suspension.** This is a serious safety violation as we must ensure our students are safe and secure while they are under our care.

Lockers

According to CTECS 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 both 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, students must purchase a lock. 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, an administrator may search the individual's person, personal property, assigned lockers and other school property with or without the express permission or knowledge of the student or their parents.

Health & Safety

Health Assessment Records

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, dental, 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 by the end of the 9th grade school year. Continued attendance in school will be denied until the health assessment is completed. (ADMIN LETTER CT-10 8/19)

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 mail by the school nurse.

Medication Authorization Forms

In order for the school nurse to administer any medication, parents must complete and submit the Medication and Administration Form to the nurse. The Medication and Administration Form will be given out during the first week of school.

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 Clinics

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 examinations for yearly physicals
- 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.

Students may also receive services from Community Health Center (CHC)/School-Based Health Center (SBHC).

Dental Services

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

Emergency Drills

Fire Drills

Fire drills are conducted periodically throughout the school year. A designated exit route is posted in each classroom. Silence is expected during the drill as students move in a quick and orderly manner when exiting and re-entering the building.

Lockdown

A special "lockdown" drill is conducted to prepare for an extraordinary emergency. This drill, like a fire drill, is done in complete silence for its duration. When the lockdown is announced over the intercom, students go quickly to the designated corner of the classroom, sit on the floor, remain silent and the teacher locks the classroom door. Any student in a corridor should go into the nearest classroom or office. Any student in the cafeteria, gym or media center should remain in those areas. If there is an emergency, directions will be given to the parents by a Prince Tech representative. Use of a cell phone is prohibited during a lockdown. A student may not use his/her cell phone during a lockdown.

False Fire Alarms

A student found pulling a false alarm is subject to legal penalties and may be recommended for expulsion from Prince Tech.

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 Extracurricular Activities, Athletics, and Work-Based Learning (WBL)

Students at A.I. Prince Technical High School are encouraged to participate in extracurricular activities such as, but not limited to: athletics, SkillsUSA, student government, National Honor Society and class offices. Students participating in ANY extracurricular 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. Passing CTE program with a 60 or higher
2. Academic GPA of 70 or higher
3. When a student is academically ineligible at the end of the first or second marking period, a review can be conducted at the midpoint of the next marking period. They can obtain a form from their advisor and have it signed by all of their teachers to show that ALL courses are being passed for the year (not just the marking period). At that point, the student can be reclassified as eligible.

Student Athlete Requirements

1. Any student failing their 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 Education and Career System adheres to C.I.A.C. Eligibility Rules and those listed below:

A student is not eligible to participate in athletics:

1. If they are not taking four (4) units of work or the equivalent. (Rule I.B.)
2. If they failed the 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 they have 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 determine fall eligibility. (Rule I.D.)
4. If they have failed physical education. (CTECS 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 they have 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, School Counseling 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 their 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, they 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 their 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 grounds. 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

There are various consequences for possession of any of the aforementioned items, ranging from item confiscation to suspension or recommendation for expulsion, depending on the item.

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 website to register. You may also receive communication via ParentSquare.

Support Services

The Support Services department is composed of the School Social Worker, Psychologist and School Counselors. Support services focus on providing a supportive and equitable school environment to all students. Student success and socioemotional needs are prioritized. Interventions are put in place according to student needs. Students who have been identified in need of specialized instruction are provided services in the least restrictive environment under the direction of the Special Education Department Head.

The School Counseling department is dedicated to the growth of social and emotional development of all students. The counseling staff assists students in developing a realistic appraisal of their abilities, achievements, interests, and values. School lessons are designed to assist students with career and post secondary planning. The district also utilizes Naviance, a web based program, to assist students with career and post-secondary planning.

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 home and school operate in alignment and in partnership with each other. 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 electronically sign via ParentSquare to acknowledge your receipt of and agreement with the policies outlined in our Student Handbook Addendum.

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: _____