

A.I. Prince Technical High School

STUDENT/PARENT HANDBOOK Addendum



2025-2026

**A. I. Prince Technical High School
401 Flatbush Ave
Hartford, CT 06106
Telephone: (860) 951-7112 Fax: (860) 951-1529**

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

Rafael Calixto, Principal - ext. 15001

Benedict Palladino, Assistant Principal - ext. 15002

Brian Pereira, Assistant Principal - ext. 15049

Kimberly Lebrun, Assistant Principal - ext. 15004

Offices

Michelle DellaVecchia, Director of Counseling & Admissions - ext. 15123

Jason Gorski, School Psychologist - ext. 15046

Kaitlin Derosiers, School Psychologist - ext. 15174

Tonisha Jones, School Social Worker - ext. 15031

Mia Blue-Becton, School Social Worker - ext. 15006

Trevor Gregor, Student Resource Officer - ext. 15122

Jason Soto, Student Resource Officer - ext. 15540

Mike Levandowski, Related Department Head (Math/Science) - ext. 15601

Christopher E. Morgan, General Education Department Head (English/SS) - ext. 15919

Michelle Borselle, Special Education Department Head - ext. 15105

Kelli Locke, Nurse - ext. 15109

Brandon Lagueux, Athletic Director - ext. 15703

Wilder Bird, Dean of Students - ext. 15030

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

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 Spanish.

Some students also participate in academic extension classes while in trade. This extension provides students with critical skill-building in the areas of Math and English during their shop cycles.

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.

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.”

Reporting a Student Absence

A parent or guardian should report a student’s absence by calling and/or emailing the Dean of Students at 860-951-7112, ext. 15030. 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.

Total Number of days absent	Acceptable Reasons for a Student Absence to be Considered Excused
1-9	<ul style="list-style-type: none">• Student illness• Parental/guardian excused
10 and Above **Note-Doctor’s note or other Documentation Required within 10 Days**	<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 (documentation required).• The lack of transportation that is normally provided by a district other than the one the student attends (documentation is not required).• Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria).

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 may 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 may occur and that there is a procedure which can be followed if they wish to appeal the denial of credit.

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 principal or designee 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 7:25 am are to sign-in at the security desk. 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.

A parent letter or email 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 Resource Officer 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 complete parking permit application form must be filled out and returned to the School Resource Officer.
- Students must park in their designated student parking space 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. Loitering in the parking lot before or after school is not permitted.
- The speed limit is 10 mph 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 and/or approved school electronic device

Cell phones and other electronic devices are only allowed in the cafeteria before school and during lunches. Cell phones are NOT permitted in other locations including hallways or between classes.

Other electronic devices are NOT allowed at school at any time. Electronic devices include, but are not limited to headphones, earbuds, iPods, ipads, personal laptops, tablets, VRs, handheld gaming devices, etc. Headphones and earbuds must be removed prior to entry into the school building and remain off during the school day due to safety reasons. 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 and/or loss of privileges of electronic devices.

Students are not allowed to record any teachers, staff, or other individuals without notice or consent. (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.

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 to access any material or participate in the lesson. While teachers may make exceptions on a rare and individualized basis, the expectation is that **cell phones are put away during class and at all other times other than breakfast and lunch**. Some teachers have policies where they collect cell phones and store them in a safe and locked location. Students who opt to bring cellphones to school are expected to follow the policies of the teacher in the classroom. This means **cell phones should NOT be seen or heard**.

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.

Violation of Cell Phone Policy

If a student is noncompliant with the school’s cell phone policy, please refer to the chart below:

1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation
Teacher Warning & Call Home (Teacher)	Teacher Detention & Call Home (Teacher)	1 Period SAIL & Call Home (DH)	90 Minutes SAIL & Call Home (Dean of Students)	Administrative Consequences & Loss of Device Privileges

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. In the incident of a lost or stolen ChromeBook, students must complete a written statement to administration.
- d. Electronic devices may be collected during assessments and examinations due to security measures.

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. The student will be provided with due process.

Potential consequences may include:

- verbal warning
- parent/guardian notification and/or meeting
- removal from class for 90 minutes or less (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 / citations / tickets / arrest
- recommendation for expulsion

Detention

- a. Detention starts at 2:20 p.m. and ends at 2:50 p.m. 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 (for Culinary).

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 School Counseling Department.

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.

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.**

Consequences for Non-Compliance with Uniform Policy

Violation #2	Violation #3	Violation #4	Violation #5	Violation #6	Violation #7+
30 minutes SAIL & Teacher Call Home	60 minutes SAIL & DH Call Home	90 minutes SAIL & Counselor Call home	½ Day ISS & Dean Call Home	1 Day ISS & Admin Call Home & Parent Meeting	Admin Intervention

Academic Uniforms: Academic uniforms are standard across all grade levels and must be worn during the academic cycle. **Students should be in uniform before swiping in for attendance.**

APPROVED

NOT APPROVED

Tops

- ✓ Purple, white, yellow, gray, black polo/golf or button-down collared shirt with the A.I. Prince Tech logo
- ✓ Prince Tech fleece, sweatshirts, or hooded sweatshirt (**hood down at all times**)
- ✓ Prince Tech spirit wear from authorized school vendors such as Darter, athletics, PFO, etc
- ✓ Student IDs must be worn and visible

- ✗ Trade uniforms
- ✗ Plain shirts or tops that do not have the approved Prince logo
- ✗ Jackets or outerwear
- ✗ Hooded sweatshirts with the hood up
- ✗ Tops that are overly revealing: abdomen, chest, undergarments, navel must be covered.

Bottoms

- ✓ Khaki, gray or black pants
- ✓ Denim, gray, black or khaki jeans
- ✓ Khaki, gray or black skirts or shorts at least mid-thigh in length
- ✓ All pants must be worn at the waist

- ✗ Pants, shorts, and/or skirts with holes, rips, frays, or distressed areas
- ✗ Leggings, yoga pants, or tights
- ✗ Sweatpants, pajama pants, athletic shorts or pants
- ✗ Camo or other printed patterned bottoms

Footwear

- ✓ Sneakers
- ✓ Work boots
- ✓ Closed-toed flat shoes
- ✓ Non-marking soles

- ✗ Moccasins, slippers or footwear that look like slippers
- ✗ Crocs or similar-style footwear
- ✗ Open-toed or backless footwear

PE Uniform

- ✓ PE Uniforms are available for purchase from Darter
- ✓ PE approved clothing is required

Non-Negotiables

- ✗ Attire with depictions/logos of drugs, alcohol, or other prohibited items
- ✗ Attire that can create a hostile, unsafe, or disruptive school environment
- ✗ Jackets or outerwear
- ✗ Hats, beanies, ski-masks, skull caps, hoods, are not allowed
- ✗ Sunglasses
- ✗ Headphones/earbuds



Above are pictures of skull caps, ski-masks, and beanies which are examples of headwear not allowed at school.

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 first period, must report immediately to the cafeteria. Once school has started, open food/drink must be disposed of before entering the building. All food and beverages should be finished and/or disposed of before a student leaves the cafeteria area.
- Students are not allowed to purchase or have food delivered to school. Any food which is delivered to school will be disposed of upon arrival. Additionally, the 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.

Hall Passes

Students may not be issued passes from academic classes to trade/technology classes or from trade/technology classes to academic classes without administrative approval.

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 will need a pass to be admitted to the Nurse's office and/or Support Service offices. 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 \$3.00.

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."

Backpacks/Outerwear

All backpacks, personal bags, and outerwear must be kept in student lockers. Students are

Lockers & Storage of Backpacks and Personal Items: Lockers will be issued on the first day of academics for each grade. Students are to use their assigned locker only (no sharing of lockers is allowed). **Lockers must be locked at all times.** Students are expected to put their backpacks and other belongings (including umbrellas, tote bags, jackets, non-Platt sweatshirts, and other outerwear) in their lockers as they will not be permitted to carry, wear or use them during the day. Drawstring bags and small purses (no larger than a sheet of paper - 8.5 x 11) are permitted for personal items. Chromebooks should not be stored in drawstring bags and will need to be carried when transitioning around the building. There will be three locker times built into the schedule this year: before HR/period 1, before going to lunch, and before period 7. Students will be able to get their belongings for dismissal during the period 6 locker transition to ease with student dismissal. Students should use these locker times accordingly, as explicit permission from their teacher would be needed to visit their locker during other times.

Health & Safety

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 (see chart on page 13)**Evacuation Drills**

Evacuation drills are conducted periodically throughout the school year. A designated exit route is posted in each classroom.

False Fire Alarms

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

CLASSROOM EMERGENCY RESPONSE QUICK REFERENCE

Lockdown

(Example: imminent danger, or threat of an intruder)

Immediately lock classroom doors & windows.

If outside, do not go into building. Guide students to pre-designated outdoor safe area

Disregard fire alarm unless you specifically see smoke or fire or have been directed by an administrator

Once classroom door is locked **no** entry allowed. Keep students quiet

Do not call main office, stay off Walkie Talkie, no cell phones

If Extreme life threatening danger is perceived as imminent to yourself or students, be prepared to exit classroom thru any means or be prepared to defend yourself or your students (Run, Hide, Fight)

Secure School

(Example: suspicious activity or Crime occurred in town)

Continue teaching. Advise students of increased security, Outdoor activities suspended

Close Windows, lock classroom doors.

Take Attendance

Continue normal school operations, re-take attendance at each change of class

Report any missing or tardy students

Stay Alert. Report any unusual activity observed outside. Remain in heightened security until directed.

Evacuate

(Example: Fire Alarm, Bomb Threat)

Give explicit directions to students on evacuation procedures

If Bomb Threat: **Do NOT use Cell phone stay off Walkie Talkie**

Immediately guide all students out of classroom to pre-designated fire exit .Count # of students as they exit classroom, stay as a group. No locker or bathroom stops

Exit Building. Guide Students to Safe Place

Re-count students (immediately report missing students)

If pre-designated safe area is unsafe due to specific conditions extend your distance from danger and re-locate to a secondary Safe Area

Remain in Safe Area until notified, continue to monitor children and take attendance

Safety Hold

(Example: Fight, behavior or health issue)

Shelter in Place. Give explicit directions to students.

Clear Hallways, bring non-involved children into nearest classroom

Immediately close and lock classroom doors

Take and document attendance, do not call main office

Stay off Walkie Talkie, Remain Alert

If Extreme life threatening danger is perceived as imminent to yourself or students, be prepared to exit classroom thru any means or be prepared to defend yourself or your students (Run, Hide, Fight)

Extreme Weather

(Example: Hurricane / lightning)

Give specific directions to students on safety procedures; direction will be given by administration

Guide all Students to clear hallways seek refuge in classrooms or designated safe areas. Check Bathrooms

Close doors and windows, keep students away from windows and doors.

Document attendance

If pre-designated safe area is unsafe to due specific conditions, relocate to a secondary safe area. Listen for instructions

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 provide 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.

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
- 9. Possession of tools/knives in any area other than the trade/technology areas or production area may lead to a suspension from school and/or request for expulsion.

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 Workers, Psychologists 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: _____ Date: _____

Student signature: _____ Date: _____

Prince Technical High School Student Accountability Matrix

Level 1 <i>Actor: Teachers</i>	Level 2 <i>Actor: Department Head</i>	Level 3 <i>Actor: Dean of Students</i>	Level 4 <i>Actor: Administration</i>
<p>Minor disruptive behavior</p> <ul style="list-style-type: none"> ❖ Inappropriate language ❖ Swearing ❖ Refusal to work ❖ Talking out of turn ❖ Verbal disagreements between students ❖ Teasing/Horseplay ❖ Tardy to class ❖ Food or drink in caf <p>Inattention</p> <ul style="list-style-type: none"> ❖ Lack of engagement ❖ Head down ❖ Sleeping in class ❖ Off-task behavior ❖ Drawing/doodling <p>Irresponsibility</p> <ul style="list-style-type: none"> ❖ Not completing work ❖ Unprepared ❖ Failure to sign out before leaving ❖ Unprofessional behavior <p>Cell phones managed with School-wide policy & spreadsheet</p> <p>Uniforms managed through sweeps and emails to SAIL</p>	<p>→ Persistent Level 1 behavior previously addressed by the Teacher</p> <p>→ Skipped Level 1/Teacher Intervention</p>	<p>Schoolwide Policy Violations in Common Areas</p> <p>Common Area Violations:</p> <ul style="list-style-type: none"> ❖ Students in an unassigned area/without a pass ❖ Direct refusal of a reasonable request ❖ Derogatory or charged language ❖ Food or drink outside the cafe ❖ Electronics violation in common areas ❖ Verbal disagreements and/or Horseplay 	<ul style="list-style-type: none"> • Aggressive physical contact/fighting • Skipping Class • Major property damage • Weapons • Leaving school property • Threat to safety, staff, students, or community • Title 9 concerns/complaints • Major inappropriate use of electronic devices • Drugs, Alcohol, Smoking/vaping, Suspicion of being under the influence • Vandalism • Theft • Pervasive refusals to comply with school rules and requests
<p><i>Teacher implements classroom level management plan to provide intervention</i></p>	<p><i>If additional support is needed to intervene with level one behaviors, teachers should email their DH to support with additional interventions. Include the name of the student and the behaviors and attempted interventions tried so far.</i></p>	<p><i>Any staff who witnesses a student violating expectations in common areas, should email the Dean to notify her of the student name (if known), time of event, location, and incident observed.</i></p>	<p><i>Any staff who witnesses a student participating in any of the above should notify administration immediately. Immediate safety concern: contact an administrator/immediately OR Non-immediate Safety Concern: send an email to the grade level admin.</i></p>
<p><i>Teachers log the behaviors and interventions in PowerSchool and/or on data sheets, if applicable.</i></p>	<p><i>DH logs the behaviors and interventions in Powerschool and/or on data sheets, if applicable.</i></p>	<p><i>Dean manages the accountability systems and logs the behaviors and interventions in PowerSchool and/or data sheets, if applicable.</i></p>	<p><i>Administrators manage the accountability and logs all necessary required documentation.</i></p>

All suspected harassment or equity concerns must be reported to the Equity Coordinator. Currently, send email to Principal Calixto and Grade-Level AP until vacancy is filled.

