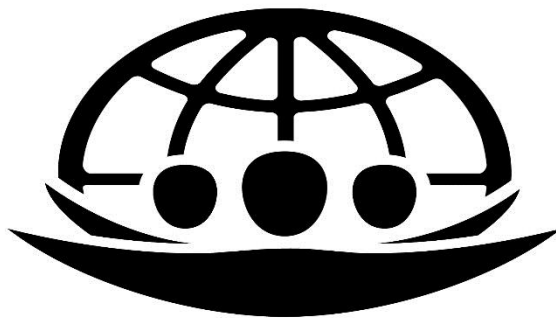




*“Preparing students with the skills to be successful in the modern workforce.”*

## STUDENT HANDBOOK & PROGRAM GUIDE

High School Students & Post-Graduates



**BRISTOL T.E.C.  
TITANS**

*“Making a World of Difference!”*

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
*Connecticut Technical High School System*  
*39 Woodland Street Hartford, CT 06105*

School Year 2017-2018

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## CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM

The CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM is governed by a board of education. Such board shall consist of eleven members as follows: (1) Four executives of Connecticut-based employers who shall be nominated by the state-wide industry advisory committees and appointed by the Governor, (2) five members appointed by the State Board of Education, (3) the Commissioner of Economic and Community Development and (4) the Labor Commissioner. The Governor shall appoint the chairperson. The chairperson of the technical high school system board shall serve as a non-voting ex-officio member of the State Board of Education.

### CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM (CTHSS) BOARD

CTHSS Board Membership	
<b>Vacant</b>	<b>Commissioner Scott D. Jackson</b> Department of Labor
<b>Dr. Daisy Cocco De Filippis</b> President Naugatuck Valley Community College	<b>Mrs. Patricia Keavney-Maruca</b> Current State Board of Education member
<b>Mr. Chris DiPentima</b> President and General Counsel Pegasus Manufacturing, Inc.	<b>Commissioner Catherine Smith</b> Department of Economic and Community Development
<b>Ms. Karen Eichstaedt</b> Vice President of Human Resources United Community and Family Services	<b>Mr. Robert J. Trefry, Chairperson</b> Former Chief Executive Officer Bridgeport Hospital
<b>Mr. Peter Hoecklin</b> President and Chief Executive Officer Trumpf, Inc.	<b>Mr. Fitz Walker</b> President and Chief Executive Officer Bartron Medical Imaging
<b>Ms. Gina Chiarella Schum</b> Chief Executive Officer TAKE 2, Inc.	

**Dr. Dianna R. Wentzell, Commissioner of Education**  
**Mr. Jeffrey S. Wihbey, Interim Superintendent of Schools**  
**VACANT, Assistant Superintendent of Schools**

#### **ACCREDITATION:**

Post-Secondary Programs: The Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (Telephone) 770-396-3898. (Website) <http://council.org>  
 High School Programs: The New England Association of Schools and Colleges 3 Burlington Woods Drive, Suite 100 Burlington, MA 01803 (Telephone) 781-425-7743 (Website) <http://ctci.neasc.org>

### *Mission Statement of the Connecticut Technical High School System*

The mission of the Connecticut Technical High School System is to provide a world-class, unique and rigorous learning environment for high school students and adult learners that:

- ensures both student academic success and career technical education mastery, as well as, promotes enthusiasm for lifelong learning;
- prepares students for post-secondary education, including apprenticeships and immediate productive employment;
- engages regional, state, national and international employers and industries in a vibrant collaboration to respond to current, emerging and changing global workforce needs and expectations; and
- pursues and participates in global partnerships that provide CTHSS students with international exposure and experience.

### *Vision Statement*

To be the best technical high school system in the United States.

### *Prohibition of Discrimination*

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie

Equal Employment Opportunity Director Title IX /ADA/Section 504 Coordinator

State of Connecticut Department of Education

450 Columbus Blvd., Suite 607 Hartford, CT 06103 860-807-2071

The State of Connecticut is an equal opportunity/affirmative action employer. Prohibition of Discrimination

## ***Grievance Policy***

It is the policy of the Connecticut State Board of Education and the Connecticut Technical High School System that no person shall be excluded from participation in, denied the benefits of, or be otherwise discriminated against or subjected to harassment in any education program or activity, or in employment, because of race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, and/or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

A student may file a grievance by reporting to:

- Their career technical program department head or instructor
- The school counselor, school nurse, equity coordinator, or school administrator
- The Connecticut Technical High School System Superintendent of Schools, 39 Woodland St. Hartford, CT 06105.
- If the grievance is not settled to the student's satisfaction at the local level the student may contact the Council on Occupational Education, 7840 Rosewell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, <http://www.council.org/>

## ***Equity Coordinator/504 Coordinator***

Each school has a staff member(s) who serves as Title VI, Title IX, Equity, and/or 504 Coordinator. The Equity Coordinator is available for advice and is the person to see if there is a problem with discrimination or harassment. The School Nurse should also be contacted if the situation involves a medical issue.

Any person may file a complaint of illegal discrimination or harassment at the same time (s) he files a grievance, during or after use of the Grievance Procedure or without using the Grievance Procedure at all with, but not limited to, the following entities. If a complaint is filed with the Office of Civil Rights, United States Department of Education ("OCR"), or the State of Connecticut Commission on Human Rights and Opportunities, it must be filed in writing no later than 180 days after the occurrence to the possible discrimination or harassment. OCR may waive its 180 day time limit based on OCR policies and procedures.

- a. Office of Civil Rights, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921; Telephone number: (617) 289-0111; fax number: (617) 289-0150; TTY/TDD: (877) 521-2172. Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)
- b. State of Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106; Telephone number: (860) 541-3400 or Toll free: (800) 477-5737.
- c. Notwithstanding any other remedy, any person may also contact the police or pursue criminal prosecution.

## ***Supercedence***

All or any part of this handbook may be superseded by written and published guidelines for specific programs. You may request clarification at any time.

## Bristol Technical Education Center

### Home of the Bristol TEC Titans!



**Making a World of Difference!**

#### School Vision:

*“Preparing students with the skills to be successful in the modern workforce.”*

#### Organizational Mission:

The mission of Bristol Technical Education Center is to provide a unique and rigorous learning environment for high school students and adult learners that:

- Ensures both career technical education mastery and student academic success, as well as promotes enthusiasm for lifelong learning;
- Prepares students for apprenticeships, immediate productive employment, as well as post-secondary education; and
- Engages regional and state employers, industry partners, representatives from CTHSS, our sending schools, as well as members of our family community in a vibrant collaboration that responds to current, emerging and changing workforce needs and expectations.

School Mascot: Titans

Mascot Slogan: “Making a World of Difference!”

School Colors: Blue & Gray

Website: <https://bristol.cttech.org/>

Twitter: <https://twitter.com/CTHSSBristolTEC>



# Welcome

Thank you for choosing Bristol Technical Education Center, a proud member of the Connecticut Technical High School System (CTHSS). Similar to our four-year sister schools, we too, offer a variety of fully accredited, high quality and in-demand career and technical programs of study. Our unique 10-month programs were designed to meet the unique needs of post-graduate students, as well as, high school students in grades 11 and 12. Please refer to the end of this handbook for additional career/technical program-specific information.

Our high school students have the opportunity to attend Bristol TEC to engage in career technical education, while continuing to receive their academic instruction from their sending school. These exciting collaborative partnerships allow students to:

- Access their sending school's student support services.
- Participate in their sending school's extra-curricular and athletic activities.
- Earn a high school diploma from their sending school.
- Earn a technology certificate and five (5) high school credits from Bristol TEC.
- Earn nationally recognized industry credentials.
- If eligible, participate in Work-Based Learning.

Our Work-Based Learning Program (WBL) is designed to expand and enhance student learning with actual job site experiences and to facilitate the transition from school to work. It is not uncommon for successful WBL students to receive offers of employment to enter the workforce upon graduating from Bristol TEC. Or, if students choose to they can continue their education at an institution of higher education.

In addition, Bristol TEC offers a Connecticut Department of Labor approved evening apprenticeship and extension program for adult learners. Please visit our website <https://bristol.cttech.org/> for additional information or follow us on Twitter <https://twitter.com/CTHSSBristolTEC>

We look forward to working collaboratively with all of our students to prepare them with the skills necessary to be successful in the modern workforce.

Team Bristol TEC

## SECTION 1: CTHSS Message to Students & Parents

The Connecticut Technical High School System (CTHSS) wishes to ensure the participation of parents in consistent, meaningful, two-way communication between schools, community and parent partners. Family plays an integral role in the child's learning and therefore, is encouraged to be actively engaged in the partnership between school, families and community, all with the goal of increasing student achievement and developing positive attitudes about self and school.

Parents/Guardians and students can access information from the district through the following methods:

### District Website

All pertinent information about the district is located at <https://cttech.org>. The district website is full of information about curriculum, directories, handbooks and policies.

### School-based Websites

Each school in our district has its own website which contains information specific to the school the student attends. The direct links for each school can be located off the district website at: <https://cttech.org>, on the right side of the window. Many of the district's teaching staff also have their own website to post information relative to the courses being delivered. The links for the teacher websites are located at each school's website, from the middle section of the main page select "optional teacher website". When this list appears those teachers with hyperlinks have webpages containing information.

Each school website has a staff directory page located in the "About" section on the school's home page. By selecting this hyperlink you open a window which lists all staff members at each building which can be sorted. Below each person's name, their direct email address and phone numbers are listed.

Please note that Email from the CTHSS email system and through the [cthss.org](mailto:cthss.org) email are both encrypted.

### PowerSchool Parent Portal

The CTHSS utilizes PowerSchool as their student information system. This system is equipped with a Parent/Student portal.

PowerSchool Parent Portal gives parents access to information including attendance, grades and detailed assignment descriptions, and school bulletins. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers use their gradebook to make decisions on what information they want to share with parents and students. Current assignments are listed as well as attendance and discipline information. Under the Email Notification option parents/guardians can set up notification alerts for their student. These alerts are automated, however, at any time the parent can login to the parent portal for more detailed information. The school's main office will disseminate the usernames and passwords for the accounts. You access the Parent/Student portal at the following link: <http://powerschool.cthss.cen.ct.gov/public>.

### Attendance/Tardy Information

The Connecticut Technical High School System utilizes a notification system for attendance/tardy information, as well as regular communication. This system uses both phone and email notifications. Through the parent portal of PowerSchool you can enter/modify the phone number and email address. This number/email is the one that is used for student absent or tardy messages, and other notifications sent out by the school (PFO meeting, basketball games, event cancellation). (Please be aware that this is also the number/email used during inclement weather times to notify you of school closing or early dismissals.)

The Connecticut Technical High School System (CTHSS) considers the use of digital resources central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the policy of the CTHSS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege an extraordinary opportunity

to explore resources come responsibilities for the parent and for the student. Parents and students who are receiving devices from the school will be asked to acknowledge receipt. A FAQ section is on the website @ <https://sites.google.com/a/cthss.org/cthssedtech/1-1/one-to-one-faq>. And the one-to-one Device Handbook and Acknowledgement Form is available @ <https://sites.google.com/a/cthss.org/cthssedtech/1-1/structure-and-process/one-to-one-policy-andguidelines>.

#### Use of Cell Phones or Other Electronic Devices

Electronic devices have become an integral part of the educational process. As a technical school, the CTHSS encourages their appropriate use in the classroom or other school settings.

#### Students who bring cellphones on campus are subject to rules regarding their use.

- o Cell phones are only allowed in cafeteria, hall or with teacher permission.
- o Chromebooks are issued to students to support learning and must not be used to access sites that are prohibited or filtered by our district filters.
- o Students should not charge their personal cell phones or any devices at school.
- o Students are responsible for locking their electronic devices and keeping them in a safe place.

The general rule is that the personal use must not disrupt the classroom or harm others.

#### Please note:

If a cell phone is misused it is considered to be contraband and subject to search and/or seizure. If a student is asked to surrender such device, failure to do so will be considered insubordination, with disciplinary consequences and possible loss of privilege to bring the cellphone to school.

Examples of misuse are:

- posting or texting mean-spirited, threatening, or inappropriate texts during the school day or after school hours;
- students taping teachers and students taping other students without notice and opportunity to object; and
- sexting and the sending or receiving of nude photos of themselves or other students.

In most investigations involving multiple students, the students turn their phones off and place them in a visible place for the duration of the investigation. In this manner they cannot alert or communicate with other students.

When the school administration determines that a serious disruption to the educational process is occurring or is expected to occur, all electronic communications may be shut down including cell phone use. The safety plan for your school may include directions for teachers and students to set up 'cell phone parking lots' during lock down/secure school drills to improve bandwidth for first responders during crises.

#### Internet Abuse Prevention

Students sometimes post objectionable content on popular sites such as Facebook, Instagram, Twitter, YouTube and others. Such speech is not protected if it results in injury or harm to other students or disrupts the educational process. Disciplinary action can be taken if there is a violation of the Discipline Policy.

However, in many cases, it is more important to simply remove the offending content from the website. There is a process for doing so and school administrators are authorized to involving police intervention if necessary.

#### Parent/Faculty Organization (PFO)

We encourage parents to participate in the Parent Faculty Organization (PFO). Parents, teachers and administrators should always work together in the best interests of students. Research has shown that students whose parents are involved in their education do in fact perform better in school. Such students get better grades and test scores, more long term academic success and display more positive attitudes and behaviors.

A State-Wide Sexual Abuse and Assault Awareness Program was recently enacted by the legislature to which requires the Department of Children and Families, in collaboration with the Department of Education and Connecticut Sexual Assault Crisis Services, to identify a program to be implemented in each local and regional school district to include (1), instructional modules for staff training regarding the prevention and identification of, and response to, child sexual abuse and assault, and (B) resources to further student, teacher and parental awareness regarding child sexual abuse and assault and the prevention of such abuse and assault; (2) for students, age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention (3) A uniform child sexual abuse and assault response policy and reporting procedure that child victims of sexual abuse and assault may take to obtain assistance, intervention and counseling options for child victims of sexual abuse and assault to succeed in school, and uniform procedures for reporting instances of child sexual abuse and assault to school staff members.

No student in grades kindergarten to twelve, inclusive, shall be required to participate in the sexual abuse and assault awareness and prevention program offered within the public school and written notification to the school by the student's parent or legal guardian shall be sufficient to exempt the student from such program in its entirety or from any portion thereof so specified by the parent or legal guardian.

**\*Special Note To Parents of Bristol TEC High School Students: Sexual abuse and assault awareness and prevention education is not offered at Bristol TEC. However, Bristol TEC works collaboratively with each sending district to ensure the safety of every student. If deemed necessary, a referral for additional support will be made to your child's sending school counselor. We also encourage you to contact your child's sending school district for more information regarding this matter.**

#### School-Based Health Centers

The Connecticut Technical High School System works with several different community health providers to offer School-Based Health Centers (SBHCs) in many of our schools. SBHCs provide services, such as, physical exams (sports exams and yearly physical exams), immunizations, preventative care, reproductive health care, sick care and more. Services provided vary from school to school. Some SBHCs also provide behavioral health care services (counseling) and dental services. Please contact the SBHC in your student's school for more information about available services.

Most SBHCs are staffed by an Advanced Practice Registered Nurse (APRN). SBHCs do not replace the care that your student receives from his/her regular health care provider and goes beyond the services that the school nurse and other school student support staff can provide. The SBHC staff will communicate with and coordinate your student's care with your student's regular health care provider. If your student does not have a regular health care provider, the SBHC can serve as your student's primary health care provider. SBHCs are linked to other health centers in the community where your student (and your family) can obtain services when school is not in session, if you choose.

Most insurance plans, including Husky, are accepted by SBHCs, and there is no co-pay at the time of the visit. You may enroll your student in the SBHC even if you don't have health insurance. Often, SBHCs can provide the care your student needs on-site, keeping your student in school and you at work. The APRN can often diagnose illness (such as strep throat, or pink eye) and start treatment right away. SBHCs keep students in school and learning.

If your student's school has a SBHC, enrollment information will be sent or mailed home from school. When you receive this information please review it as a family and consider signing your student up for the SBHC. Completion of the one-time enrollment form allows your student to use the SBHC the entire time he/she is in high school. Enrollment forms may also be obtained from the school nurse. Please feel free to call the SBHC in your student's school for more information; the staff will be happy to speak with you.

**\*Special Note to Bristol TEC Students: SBHC support at Bristol TEC is limited to behavioral health counseling. A Licensed Clinical Social Worker is available twice a week.**

Please feel free to call us for more information.

### Highly Communicable Disease Plan

Students and staff who appear to have an influenza-like illness or other highly communicable illness upon arrival to school or who become ill during the day will be promptly moved to an area in the health office where they are separated from other students and staff.

The CTHSS's policy on Immunization is communicated to parents and students in Section 9 of the student handbook.

### Insurance

The CTHSS is operated by the State Board of Education and is an administrative unit within the State Department of Education. If someone wishes to file a claim against the CTHSS, or a member of the staff, the claim must be made to the Office of the Claim Commissioner. To file a claim, directions and necessary forms may be obtained directly from that Office. The claimant may call (860) 566-2024; go to the website <http://www.claims.state.ct.us>.

In order to prevail with the Claim Commissioner the injured party generally must establish that the CTHSS or one of its employees was at fault, that is, the staff member was negligent, e.g. failed to supervise, failed to warn, or failed to inspect.

CTHSS has insurance that covers only athletic injuries, not PE injuries or other injuries that occur in school. The policy provides secondary or excess cost sports insurance coverage. The first level of insurance coverage that is accessed is the parent's insurance policy. If and when the actual costs incurred exceed the parent's policy limits, then the CTHSS athletic insurance kicks in. A claim may be filed with Colonna insurance.

**\*Special Note to Bristol TEC Students: Bristol TEC does not have an athletic program.**

### Foreign Nationals

Under U.S. law foreign students have a right to education and the CTHSS is not required to enforce U.S. immigration laws. There is a federal service available to eligible students who are 15-31 years old. The program is called Deferred Action for Childhood Arrivals (DACA).

### Parental Complaints

If a parent/guardian has concerns regarding a staff member's treatment of his or her child, the parent should report it to the school administrator who will subsequently request a signed and dated written statement from the parent/guardian. The administrator will review the concerns to determine how to proceed.

If a parent/guardian has expressed a concern regarding a staff member's treatment of his or her child that involves allegations of harassment, discrimination and/or retaliation the Equity Coordinator may also be contacted as well.

### Recruitment

Connecticut Technical High Schools Systems is required to allow access to military recruiters. In addition to access to campus, military recruiters have the right to request student directory information which includes students' names, addresses and telephone listings. Please note that schools must provide military recruiters the same access to students as they provide to postsecondary institutions or to prospective employers. Students and parents can opt out of allowing their personal information to be passed on to military recruiters. If you do not grant permission for the school to release contact information to military recruiters you must sign the bottom of the Handbook Acknowledgement Form located at the end of this handbook.

### Parents on Active Duty

A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the local or regional board of education, additional excused absences to visit the student's parent or legal guardian relative to such leave or deployment of the parent or legal guardian. In the case of excused absences pursuant to this subsection, the student and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring

that such assignments are completed by the student prior to his or her return to school from such period of excused absence.

### Bullying

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report acts of bullying to teachers and to the school administrator. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are required to notify the school administrator in writing.

The school administrator investigates any report filed. Prompt notice is given to the parents or guardians of the student alleged to have committed an act of bullying and the parents or guardians of the student against whom such alleged act or acts were directed that such investigation has commenced. When the investigation is completed parents are invited to meet and discuss specific interventions undertaken by the school to prevent further acts of bullying.

Report form found at:

<https://docs.google.com/document/d/1VnYdyadaAchMWJJ8vpcMpLxmydBGOo0tEVb5UaqhgLY/edit>

### Equity Coordinator

Each school has a staff member(s) who serves as Title VI, Title IX, Equity, and/or 504 Coordinator. The name of the person is on the school's website. The Equity Coordinator is available for advice and is the person to see if there is a problem with discrimination or harassment. The Equity/Title IX Coordinator and 504 Coordinator at Bristol TEC is our School Counselor.

Any person may file a complaint of illegal discrimination or harassment at the same time he/she files a grievance, during or after use of the Grievance Procedure or without using the Grievance Procedure at all with, but not limited to, the following entities. If a complaint is filed with the Office of Civil Rights, United States Department of Education ("OCR"), or the State of Connecticut Commission on Human Rights and Opportunities, it must be filed in writing no later than 180 days after the occurrence to the possible discrimination or harassment. OCR may waive its 180 day time limit based on OCR policies and procedures.

- a. Office of Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921; Telephone number: (617) 289-0111; fax number: (617) 289- 0150; TTY/TDD: (877) 521-2172. Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)
- b. State of Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106; Telephone number: (860) 541-3400 or Toll free: (800) 477-5737.
- c. Notwithstanding any other remedy, any person may also contact the police or pursue criminal prosecution. Additional information and support is available as well as from the list below:

#### State Department of Education Affirmative Action

- Department of Education's Affirmative Action Policy Statement [PDF]
- Affirmative Action Plan Summary [DOC]

#### Federal Department of Education Office of Civil Rights

- Know your Rights
- How to file a Discrimination Complaint with the Office of Civil Rights

#### U.S. Equal Employment Opportunity Commission (EEOC)

- How to file a Complaint with the U.S. Equal Employment Opportunity Commission Connecticut Commission on Human Rights and Opportunities (CHRO)
- How to file a complaint with CHRO If you require further information, you may contact the SDE Affirmative Action Office at:

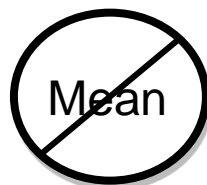
Connecticut State Department of Education  
450 Columbus Blvd., Suite 607  
Hartford, CT 06103  
Telephone: (860) 807-2101

## SECTION 2: School Climate

All students, teachers, administrators, school nurses, support staff, maintenance, building and grounds officers, parents and all who enter our school must treat each other with respect.

### Respect includes . . .

- Common courtesy
- Using given or chosen names (not street names)
- Real listening (*not just waiting to talk*)
- Willingness to address rather than ignore, difficult issues
- Capacity for empathy/compassion/caring
- Treating others fairly and appropriately
- Being honest, forthright and trustworthy
- Understanding and accepting of differences
- Recognizing that people are fallible
- Learning to give honest apologies





## ***School Climate***

School climate means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. The Connecticut Technical High School System policies seek to afford students a safe and healthy learning environment by prohibiting misconduct and establishing a system for reporting and investigating allegations of misconduct.

**In addition, posting or texting mean-spirited, threatening or inappropriate texts during the school day or after school hours may result in consequences for disruption of the educational environment.**

**Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.**

Students or other persons (e.g., parents or guardians) who believe that a student has been the subject of discrimination or harassment based on race, color, national origin, ancestry, religious creed, sex, age, marital status, sexual orientation, and/or disability are encouraged to promptly report any such alleged act or incident by using the CTHSS Student Grievance Procedure, whether it occurs once or more than once. Under that procedure, the report does not have to be in writing.

Teachers, other school staff and CTHSS employees who become aware of, witness acts of, or receive a student report relating to a student experiencing bullying, harassment or discrimination are required to promptly notify the school administrator in writing.

Each school has a staff member(s) who serves as Title VI, Title IX, Equity, and/or 504 Coordinator. **Bristol TEC's Equity Coordinator is the School Counselor.** The Equity Coordinator is available for advice and is the person to see if there is a problem with discrimination or harassment.

**If a student wishes to use the CTHSS Student Grievance Procedure for Alleged Discrimination and Harassment or bullying then more information can be found at:**

<http://www.cttech.org/central/about-us/Bullying/GRIEVANCE%20Procedure-CTHSS.pdf>

### ***Definitions:***

***DISCRIMINATION:*** Treating a student or group of students less favorably, or interfering with or preventing a student from enjoying the advantages, privileges or courses of study of a school, including in a production or work-based learning site, because of that student's actual or perceived race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, and/or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws;

***HARASSMENT:*** Unwelcome comments or conduct (oral, written, graphic, electronic or physical) relating to an individual's actual or perceived race, color, national origin, ethnicity, religious creed, sex, age, marital status, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to unreasonably interfere with or limit a student's ability to participate in or benefit from the district's programs or activities or by creating a hostile, humiliating, intimidating, or offensive educational environment.

***RETALIATION:*** Threatening to or retaliating against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment or discrimination. Retaliation includes threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties. It also includes overt or covert acts of reprisal, interference, restraint, penalty, discrimination or harassment against an individual or group for exercising rights under the CTHSS Policy on Bullying or the Student Grievance Procedures for Alleged Discrimination and Harassment.



***BULLYING:*** "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same school district that: (A) Causes physical or emotional harm to such student or damage to such student's property, (B) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student, (D) infringes on the rights of such student at school, or (E) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics; "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

***ELECTRONIC DEVICES AND COMMUNICATIONS:***

Mobile electronic devices or other electronic communications, the Internet, interactive and digital technologies, or cell phones and an electronic communication is any transfer of signs, signals, writing, sound, pictures, data, or other intelligence wholly or partly by wire, radio, electromagnetic, photo electronic, or photo-optical system. A mobile electronic device is any portable device that can send data between or among users. Examples include text messaging and paging devices, personal digital assistants, laptops, video gaming devices, digital video disk players, and digital cameras.

***Disciplinary Sanctions for Bullying, Harassment, Discrimination and Retaliation***

*In addition to disciplinary sanctions described in the CTHSS Discipline Policy permissible disciplinary sanctions and corrective actions in response to Bullying, Discrimination, Harassment or Retaliation may include, but are not limited to one or more of the following:*

- 1) a written warning;
- 2) classroom or school transfer;
- 3) short-term or long-term suspension;
- 4) exclusion or expulsion;
- 5) exclusion from participation in school-sponsored functions;
- 6) limiting or denying student access to a part or area of a school;
- 7) parent conferences;
- 8) adult supervision on school premises;
- 9) a voluntary apology to the victim;
- 10) awareness training (to help student perpetrators understand the impact of their behavior)

***Protection Against Retaliation***

The CTHSS will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of bullying, discrimination or harassment. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including long-term suspension, exclusion or expulsion.

***False Charges***

Any student who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective action(s) detailed above.

## SECTION 3A: Academic Requirements & Expectations

Students attend Bristol TEC for the sole purpose of completing one of our six career and technical education programs of study. All academic coursework required for graduation is completed by the student at the sending school. In addition, students have opportunities to participate in their sending school's extra-curricular and athletic activities (contingent upon meeting the eligibility criteria set forth by each sending school). Successful students earn a high school diploma from their sending school and a technology certificate from Bristol TEC.

### *Certificate Requirements*

**Post Graduates:** Students must pass their program of study (60 or better) **and** complete **900 hours** of related instruction in order to receive a Bristol TEC Technology Certificate.

**High School:** Students must pass their trade/technology program (60 or better) **and** complete **720 hours** of related instruction in order to receive a Bristol TEC High School Technology Certificate and earn 5 high school credits.

### *Grading*

Students receive numerical grades in their career/technology program. Grades are based on student achievement levels, as measured against specific course standards and objectives. It is the responsibility of each instructor to maintain criteria for grading and to communicate these criteria to each student.

### *Report Cards*

Students are mailed four (quarterly) grade reports each school year. The final course grade is an average of all marking period grades earned during the school year.

**Post Graduate:** Report cards are mailed to the home address on file. It is the responsibility of the student to notify the main office in writing of any address, email address, and/or phone number changes.

**High School:** Student report cards are mailed to their home address on file and sending school guidance departments. Sending school guidance counselors are informed as soon as possible of year end failing grades. It is the responsibility of the parent/guardian to notify the main office in writing of any address, email address, and/or phone number changes.

**PLEASE NOTE:** There may be times when a grade **higher than 60** is required in order to receive credit or to participate in extra-curricular activities and programs. Examples include, but are not limited to:

- High School Students' sending school may require higher than a 60 to earn a diploma credit. Please check with your sending school guidance counselor.
- All Student Council officers must have a grade average of 70 or higher. If averages fall below 70 they will be temporarily removed from their position and given a quarter to improve. If after a quarter their grade average is still below the requirement, their position will be deemed open for re-election.
- All Students who wish to participate in the Work Based Learning Program must maintain an overall average of 70 or above (with no failures).

Students and parents can check grades at any time using the Parent/Student Portal at: <http://www.cttech.org/psportal/> from any computer with internet access. Log-in information is generally distributed during the first week of school.

### ***Homework Policy***

Homework assignments are an integral part of student learning in both academic and technology programs. The purpose of a specific homework assignment is to strengthen basic skills, reinforce classroom and trade learning, stimulate further interests, increase independent study skills, develop initiative, responsibility, and self-direction, stimulate worthwhile use of leisure time, and acquaint parents with the work students do in school. ***The student must bear responsibility for managing his/her time in a way that homework can be completed and be submitted on time.***

### ***Incomplete Grades***

A grade of **Incomplete** will be given when a student has an extended absence during the marking period or an absence near the end of the marking period. Make-up work should be started immediately to secure credit for the marking period. A final grade will be computed within 3 weeks of the following semester, whether or not the work has been made up.

### ***Make-Up Work***

Students who have been absent from school should complete work missed as soon as possible. Students will be allowed to make up work missed as a result of any absences from class. Generally, for each day's absence, two days may be allowed for make-up work. In the case of pre-announced tests or major assignments, it is the teacher's prerogative to determine an acceptable make-up day. The responsibility of initiating make-up work rests with the student.

### ***Before School Academic Support Program***

Several sending schools allow Bristol TEC students to complete their academic requirements on-line. All related decisions and arrangements are made between the sending school's guidance department, the parent, and the student. Participating sending schools will complete and forward to our school counselor an "**Individual Academic Support Plan**" that specifies which subject(s) a student will complete on-line, the name of the on-line program, and the name of the certified teacher at the sending school responsible for supervising this learning.

A before school academic support program has been created at Bristol TEC to support students enrolled in on-line coursework. This supervised program operates between **8:00 a.m. and 9:25 a.m.** on regularly scheduled school days. Please note that the program is not available when school is delayed due to inclement weather, or closed for any reason.

Our school counselor, in collaboration with the sending school counselor will monitor attendance and progress. Concerns will be communicated to the sending school counselor and/or supervising teacher on an as needed basis. Additional assistance will be requested from the sending school's supervising teacher, as needed.

Please note that this support is offered free of charge to all eligible Bristol TEC students. Students are expected to follow all of our school rules and make a good faith effort to fully engage their course work. The school administrator will retain the right to temporarily suspend and/or terminate any student that is exhibiting unsafe and/or disruptive behavior in the Before School Program. In the event that a student's privilege to attend the before school program is revoked, the school administrator will communicate the decision to the parent and sending school representative.

## SECTION 3B: Career & Technical Program Assessments

### **Workplace Ready Employability Assessment (WREA)**

The Workplace Ready Employability Assessment is administered to all Bristol TEC students in grade 12 in the fall and spring. All students not meeting proficiency in the fall will be required to retake the test and meet proficiency in the spring. As many of these skills are taught within the context of our CTE program areas, there are many opportunities to provide extended practice in order for all students to meet this school and district goal.

The Workplace Ready Employability Assessment includes ten standards and competencies. The competencies are related to the essential skills students are required to demonstrate in a workplace setting including: effective communication skills; problem-solving; customer service; work ethic; teamwork; diversity awareness; conflict resolution; creativity; critical thinking; and time management. Our expectation is for all students to meet proficiency prior to graduation.

### **Career/Technical Education Summative Technology Assessment Participation Policy**

The CTE Summative Technology Assessment provides important feedback to students and employers regarding the level of competence, and performance skills, attained by the student in their career pathway program. It also provides guidance for necessary adjustments and alignment of the career pathway program curriculum and required changes in instructional equipment and supplies. **Since the career pathway assessment has value for all participants, the CTE Summative Technology Assessment is a required component of the completion requirement for all students.**

A make-up date will be scheduled for any student that is absent for the CTE Summative Technology Assessment.

**Please note: High school students and parents are encouraged to contact their sending school for information regarding additional standardized assessment requirements. Any time missed in order to complete assessment mandates such as SAT, CAPT, etc. will be fully excused (student will not be required to make up the time).**

## SECTION 4A. Attendance as a Course Requirement. High School Students

*Regular attendance by students is a critical aspect of the educational process. Our Attendance Policy is designed to prepare students to successfully transition into the workforce. Good attendance and punctuality helps employees project a sense of professionalism and commitment.*

### ***High School Students***

We strongly encourage students to become familiarized with their sending school's attendance policy.

At Bristol TEC, the number of related instructional hours that a high school student must complete in order to earn a technology certificate is 720.

To this end, a student cannot accumulate more than **40 hours** (equivalent of 10 regular school days) of absences in one school year. This number includes absences that are deemed excused or unexcused and loss of instructional minutes resulting from tardiness and/or early dismissals.

We understand that situations arise from time to time that are unexpected and outside of our control. We encourage our parents and students to manage their time wisely. Our team of highly qualified and dedicated instructors and staff are committed to ensuring that every student successfully complete their program of study. Hence, every reasonable effort will be made to support students that are struggling with attendance issues.

Please note that a student that is unable to make up missed time in order to meet the 720 hour requirement **will not be** eligible to receive a technical certificate from Bristol TEC, or the 5 related high school credits. Failure to receive 5 related credits may prevent a student from graduating from their sending school as scheduled. To minimize the likelihood of this occurring, there may be cases when the student is dismissed from Bristol TEC prematurely and returned to their sending school.

### ***Make-Up Sessions***

Each career/technical program will hold after-school attendance make-up sessions. After school sessions can run from **1:50 and 2:50 p.m.** The responsibility of arranging transportation will rest with the parent. Make-up sessions will not be held when school is closed due to inclement weather, holidays, or other school closings. For more information please contact your child's CTE Program Department Head.

### ***Attendance Letters/Plan of Support***

A warning letter shall be sent to the parent/guardian of any student that accumulates 5 and 9 days. A copy of this letter will be sent to the sending school guidance department.

An "at-risk" letter shall be sent to the parent/guardian of any student that reaches the 10 day maximum. A copy of this letter will be sent to the sending school guidance department. In addition to the warning letter, the school administrator will arrange for a conference with the student and his/her parent to discuss attendance concerns.

The school administrator will schedule a meeting to develop and implement a plan of support for any student whose absences exceed the 10 day maximum. The plan will outline how the student will make up missed time (beyond the 10 days). A copy of the plan will be sent to the sending school guidance department. Violation of the student attendance support plan may result in dismissal from Bristol TEC.

### ***Excused Absences***

Differentiating between excused and unexcused absences is important for safety reasons. Parents can excuse an absence by notifying the attendance liaison in writing, or by calling the "**Attendance Line**" at **860-584-8433, extension 323**.

### ***Unexcused Absences***

Unexcused absences and tardiness may result in disciplinary action. Furthermore, we are required to refer students that accumulate **4** unexcused absences in one month, or **10** unexcused absences in a school year to Superior Court, Juvenile Matters.

### ***Extended Absences***

Please notify the attendance liaison as soon as possible. Parents are required to notify the school nurse if the reason for the extended absence relates to a medical issue. In such cases the school nurse may require a note from the doctor about the extent of injury or illness. This note can be delivered in person, mailed, or faxed to 860-585-2598. The student **must** have a note from the doctor clearing him/her for return and listing any limitations.

### ***Tardiness/Early Dismissal***

Bristol TEC's school day for high school students runs from **9:30 a.m. to 1:50 p.m.** on full school days and **9:30 a.m. to 12:20 p.m.** for the early dismissal days which are listed on the school calendar. Students are expected to be present when school is in session.

Students have daily assignments, projects, and other commitments that are an essential part of their career and technical education. 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 instructor and the school administrator, or designee.

Bristol TEC has the responsibility to track every student's number of related instruction hours to ensure they complete the number to earn a technical certificate and credits (if applicable). To that end, any student that is tardy or leaves early will have their missed time recorded in minutes and deducted from their school day. In some cases, a student that is chronically tardy, may be required to make-up some of their missed time after school. If this is necessary, parents will be notified in advance. The responsibility of transportation rests with the parent. Poor attendance and habitual tardiness may prevent students from participating in Work-Based Learning.

The school administrator may deny any early dismissal requests if deemed not in the educational interest of the student, even if the student has reached the age of 18 years.

### ***Review & Appeal Process for Student Dismissal Due to Attendance Violation***

The parent of a student that is dismissed from Bristol TEC may submit a written request for a review within 3 (three) school days following the receipt of their dismissal letter. All requests for reviews must be forwarded to Richard Shellman at [Richard.Shellman@ct.gov](mailto:Richard.Shellman@ct.gov). The review allows for a third party examination of the events leading up to the dismissal to ensure that all procedures were followed correctly. During the review meeting the student and/or parent will be allowed to explain their situation, present supporting documentation, and express any concerns they may have regarding their dismissal from Bristol TEC. The review outcome will be communicated to the student in writing, within five school days.

**All dismissals from a program are subject to a district-level appeal.** The parent's written request for an appeal must be sent to the educational consultant for the specific career and technology program of study. The superintendent will conduct the review, determine an appropriate disposition and send written notification of the decision to all parties involved. **The decision of the superintendent will be final.**

## SECTION 4B: Attendance as a Course Requirement: Post-Graduates

Regular attendance by students is a critical aspect of the educational process. Our Attendance Policy is designed to prepare students to successfully transition into the workforce. Good attendance and punctuality helps employees project a sense of professionalism and commitment.

### *Post-Graduate Students*

At the post-graduate level, the number of related instruction hours that a student must complete in order to be eligible to earn a technology certificate is **900**.

To this end, a student cannot accumulate more than **50 hours** (equivalent of 10 regular school days) of absences in one school year. This number includes absences that are deemed **excused** or **unexcused**. This number also includes loss of instructional minutes resulting from tardiness and/or early dismissals.

We understand that situations arise from time to time that are unexpected and outside of our control. Hence, we encourage our students to manage their time wisely. Our team of highly qualified and dedicated instructors and staff are committed to ensuring that every student successfully complete their program of study. Every reasonable effort will be made to support students that are struggling with attendance issues. However, it is important to note that any student that is unable to satisfy our attendance requirement **will not** be eligible to receive a technical certificate from Bristol TEC. In addition, the student **may** be dismissed from the program.

### *Make-Up Sessions*

Each career/technical program will hold after-school attendance make-up sessions. After school sessions can run from **1:50 and 2:50 p.m.** The responsibility of arranging transportation will rests with the student. Make-up sessions will not be held when school is closed due to inclement weather, holidays, or other school closings. For more information please contact your CTE Program Department Head.

### *Attendance Letters/Plan of Support*

A warning letter shall be sent to any student that accumulates 5 and 9 days.

An “at-risk” letter shall be sent to any student that reaches the 10 day maximum. In addition to the warning letter, the school administrator will arrange to conference with the student to discuss attendance concerns.

The school administrator will schedule a meeting to develop and implement a plan of support for a student whose absences exceed the 10 day maximum. The plan will outline how the student will make up missed time (beyond the 10 days). A copy of the plan will be shared with the school counselor and CTE instructor. Violation of the student attendance support plan may result in dismissal from Bristol TEC.

### *Tardiness/Early Dismissal*

Bristol TEC’s school day for post-graduate students is from **8:20 a.m. to 1:50 p.m.** on full school days and **8:20 a.m. to 12:20 p.m.** for the early dismissal days which are listed on the school calendar. Students are expected to be present when school is in session.

Students have daily assignments, projects, and other commitments that are an essential part of their career and technical education. Students are asked to schedule medical, dental, and other appointments after school hours. Early dismissal for medical or dental appointments should be accompanied with an appointment card. A request for early dismissal must be presented to the instructor **and** the school administrator, or designee prior to leaving school grounds.

The school administrator may deny an early dismissal requests if he/she deems it is not in the educational interest of the student, even if the student has reached the age of 18 years.

Bristol TEC has the responsibility to track each student's number of related instruction hours to ensure they remain on track to complete the number of hours required to earn a technical certificate. To that end, any student that is tardy or leaves early will have their missed time recorded in minutes and deducted from their school day. In some cases, a student that is chronically tardy, may be require to the make-up some of their missed time after school. Poor attendance and habitual tardiness may prevent students from participating in Work-Based Learning.

### ***Student Dismissal Due to Attendance Violation***

If a student is at risk of being dismissed from the program, the school administrator will schedule a meeting with the student to inform him or her of their intention to move forward with the dismissal and the specific reason(s) why.

The administrator will afford the student the opportunity to respond to the intent to dismiss and present any supporting documentation they may wish to share. The student will be allowed the opportunity to review and verify their attendance record (if applicable to the dismissal).

The school administrator will consider the students responses during the meeting and will carefully examine any documentation the student presents. The outcome of the meeting will be communicated to the student in writing within five school days.

### ***Review & Appeal Process for Student Dismissal Due to Attendance Violations***

Any student that is dismissed from Bristol TEC may submit a written request for a review within 3 (three) school days following the receipt of their dismissal letter. All requests for reviews must be forwarded to Richard Shellman at [Richard.Shellman@ct.gov](mailto:Richard.Shellman@ct.gov). The review allows for a third party examination of the events leading up to the dismissal to ensure that all procedures were followed correctly. During the review meeting the student will be allowed to explain their situation, present supporting documentation, and express any concerns they may have regarding their dismissal from Bristol TEC. The review outcome will be communicated to the student in writing, within five school days. Please note that there is no refund of tuition paid if a student is dismissed for absences.

**All dismissals from a program are subject to a district-level appeal.** The student's written request for an appeal must be sent to the educational consultant for the specific career and technology program of study. The superintendent will conduct the review, determine an appropriate disposition and send written notification of the decision to all parties involved. **The decision of the assistant superintendent will be final.**

### ***Leave of Absence***

Students who have completed at least one successful semester are eligible for a leave of absence. Requests for a leave of absence will not be considered for students who have exceeded the maximum number of allowed unexcused absences. Prior to granting a leave of absence the student must provide a written request with reason(s) for the leave of absence to the Department Head. It is the student's responsibility to apply for readmission a minimum of 3 months prior to the start of the applicable semester and to make any arrangements with the Department Head to take any required readmission test. Reacceptance will be determined based on availability. Leave of absence approvals must be obtained prior to the student leaving.



## SECTION 5: Student Assistance

### ***Behavioral Health Clinic***

In cooperation with the Community Health Centers, Inc., Bristol TEC offers behavioral/mental health services for students. A licensed clinician is available to meet with students weekly at school. Most insurance plans, including HUSKY, are accepted by CHC and there is no co-pay at the time of the visit. You may also enroll if you do not have insurance. Completion of the one-time enrolment form allows students to use the service all year, if needed. Please follow up with the school counselor or school nurse for an enrollment form.

### ***Faculty Support & Assistance***

Our team of highly qualified and dedicated instructors and staff are committed to ensuring that every student successfully completes their program of study. Members of the faculty are available after school hours to assist students who need extra help, need to make-up work, or make-up missed time. Please follow up directly with your instructor, school counselor, or school administrator if additional support is needed.

### ***School Counseling***

Professionally qualified members of the school staff render counseling services. The responsibilities of the school counselors include helping the student function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or occupational. Counselors will listen and be open and honest with students. School counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by stopping by the guidance office before school, between classes or after school.

Education and career planning guidance is available along with information to develop a plan for the student's future. This may include a long-range plan of studies for grades 9-12 and career cluster/career pathway selection in keeping with the student's career interests and special skills or talents. Parent's notification and involvement will be solicited. All counselors adhere to confidentiality. This applies to the information gathered from student discussions as well as to student records. This confidentiality will be maintained unless the counselee's condition indicates a clear and imminent danger to the counselee or others.

When a student is transgender and has a preferred name (but, has not legally changed his/her name), all school documents and PowerSchool/PowerTeacher will have the preferred name. The only place the student's legal name is retained is on a confidential page in PowerSchool that can only be viewed by administration used for state reporting purposes.

### ***Health Counseling***

The school nurse provides health counseling on a routine basis during normal health center hours of operation.

When a parent/guardian has a concern about the student's health, they are encouraged to discuss it with the school nurse.

### ***Student Assistance Team (SAT) "Performance Review"***

At Bristol TEC, the Student Assistance Team (SAT) is referred to as "Performance Review Team."

The Student Assistance Team (SAT) is a school based approach to dealing with the under achievement and problem behaviors of troubled youth. The program is based on three convictions: 1) students who are worried about personal problems will not effectively learn, even in the best taught classes, 2) schools are often the first system to observe the warning signs of troubled youth and 3) given their vested interest in student welfare, schools provide a logical setting in which to provide help to these students.

**The Student Assistance Team will respond to self-referrals or to referrals from staff, parents, and student's friends**

**or outside agencies.** They will assess the nature and extent of the problem, follow-up to student and staff. This team will be composed of an administrator, pupil service staff and teachers.

The SAT also deals with school improvement issues, special education referrals, crisis intervention issues, attendance issues, as well as, emotional health, mental health, illness and chronic health issues that affect learning. A listing of SAT members, meeting times, and goals is published and distributed periodically. SAT members are always available to receive input on student related concerns. **The Performance Review Team Coordinator at Bristol TEC is our school counselor.**

### ***Homeless Education***

Federal legislation requires schools to remove barriers to the enrollment and retention in school of children and youth experiencing homelessness. Such students have the right to remain at his or her school of origin or to attend any school that housed students who live in the attendance area in which the child or youth is actually living. Such students also have a right to several services including transportation and lunch. Each school has a person responsible for service to homeless students. If you become homeless during the school year, please notify the school counselor or school administrator immediately.

## SECTION 6: Student Education Records

### ***Student Records***

Bristol Technical Education Center maintains student records that include a listing of subjects taken, levels of achievement, attendance, and other data including standardized test scores. School records also include name, (and parent's name), address, birth date and any information recorded in any way that is directly related to a student and maintained by the school. The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Permanent records of all 11<sup>th</sup> and 12<sup>th</sup> grade students are kept at their sending schools.

### ***Inspection and Review***

Parents of students and eligible students may, upon request, inspect and review the student's records. Parents or eligible students must submit to the school administrator, or designee a written request that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. An authorized school official will notify parents or eligible students of the date, time and location where the records may be inspected and reviewed. Requests by parents and eligible students to inspect and review the student's education records will be accommodated within fifteen (15) school days after the receipt of such requests.

Request related to special education and/or related services records must be submitted directly to your child's sending school. ***Parents of students who receive special education services are encouraged to stay in close contact with their student's case manager at their sending district. Bristol TEC personnel work diligently with sending schools and parents towards student success.***

### ***Amending Education Records***

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

### ***Disclosure of Personally Identifiable Information***

Parents or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Connecticut Technical High School System (CTHSS) as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the CTHSS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. *This includes such purposes as:*

- *performing appropriate tasks that are specified in her/his position description or by a contract agreement*
- *performing a task related to a student's education;*
- *performing a task related to the discipline of a student;*
- *providing services for the student or the student's family, such as health care, counseling, job placement, or financial aid.*

In compliance with CGS 19a-583, any written information about a student's HIV status shall not be included in the child's educational record, routine school health records or other records accessible to a wide range of staff. HIV information on a specific student shall be kept in a separate locked file.

NOTE: Legitimate educational interest does not constitute authority to disclose information to a third party without the student's written permission. Upon request, the CTHSS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

***Directory Information***

Directory information is defined as individual student data not generally considered harmful or an invasion of privacy if disclosed including name, address, date of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, and degrees and awards received. The school may disclose directory information without prior consent. A parent or eligible student may refuse to let the school designate any or all of these types of information. The parent or eligible student must notify the school counselor in writing that he or she does not want any or all of these types of information designated as directory information.

***Armed Forces Recruiting***

A school district must provide, on request by a military recruiter or an institution of higher education, access to the names, addresses, and telephone listings for secondary students. School districts must provide military recruiters the same right of access to secondary students as they provide generally to postsecondary institutions and prospective employers. However, parents may request that such information not be released for their child without prior written parental consent. See page 69 for Military Opt Out form.

***Copies of Education Records***

The Connecticut Technical High School System provides parents or eligible students with a copy of the student's education record whenever failure to do so would effectively prevent parents or eligible students the right to inspect and review such records. Parents of students receiving special education and/or related services have additional rights under Connecticut State law. Such parents have a right to receive one free copy of the student's education records within five (5) school days of such a request. **Please submit your request for special education records directly to your child's sending school.**

***Fees for Copies of Records***

The fee for copies of the student's education records is 25 cents per page. Parents of students receiving special education and/or related services will receive one free copy of the student's education records. Additional copies will be subject to a fee of 25 cents per page.

***Filing a Complaint***

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the CTHSS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 02020-4605

***Types, Locations and Custodians of Education Records***

<b>Types of Records</b>	<b>Primary Location</b>	<b>Bristol TEC Custodian</b>
Current Year School Records	Main Office/Guidance	School Counselor
Cumulative School Records (HS)	Sending School	Sending School Guidance Department
Special Education Records	Sending School	School Counselor
Discipline Records (Current Year)	Office of the Administrator	Assigned BTEC Administrator
Health Records (Current Year)	Sending School Nurse's Office	BTEC School Nurse

**SECTION 7: Student Conduct & Discipline**

***Code of Respect***

Respect is a mutual process. This means that students will be shown respect and students shall respect the authority

of teachers, administrators and all staff members. Respectful behavior is a matter of common sense, doing what you know is right and treating others as you expect to be treated.

### ***Detention Procedures***

Detentions are used to help students correct their behavior and may be issued by any staff member. They will be served in the area designated by the issuer. Each student who is to be detained will be given written notification one school day preceding such detention. **Transportation arrangements are the responsibility of the post-graduate student or parent of a high school student.** Requests for postponement of a detention date should be submitted to the administrator and must be made prior to the time of the detention. Student employment is not a valid reason for postponement of a detention.

### ***Display of Disruptive Symbols***

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

### ***Smoking***

Students shall not smoke or use tobacco products on school property or at any school-related or school sanctioned activity, on or off school property, and are subject to arrest. Tobacco products include facsimiles and substitutes such as e cigarettes.

### ***Motor Vehicles on Campus – Student Use***

Use The student use of automobiles on school grounds is a privilege and procedures have been established to assign parking permits when space is limited. Students who are properly licensed drivers may be allowed parking privileges at no cost in a designated area of the school parking lot with the approval of the administrator. This privilege may be revoked for improper use of a motor vehicle or disregard for safety.

1. All requests for student parking privileges must be accompanied by proof of proper licensing.
2. If a student's licensing status changes the student must inform the administrator.
3. The only automobiles that will be allowed to park on the school grounds, in the area designated for students will be those that have been issued permits.
4. A permit will be valid only for the car that it is assigned to.
5. A student who requests a permit to park on school property must agree to allow the vehicle to be searched if deemed necessary by a school administrator.
6. If a student brings any motor vehicle upon school premises school officials may presume consent by the student, parent or guardian, or owner of the vehicle to a search of that motor vehicle.
7. The administrator may request a law enforcement officer to search a motor vehicle on school premises.
8. Permits will be for the academic year only, or a shorter period if deemed necessary by the school administrator.
9. Any car found on the school parking lot without a permit will be towed away at the owner's expense.
10. Upon arrival at school students are not to remain in student cars, but are to come directly into the building.
11. High school students are not allowed to transport other high school students unless we have received written authorization from the parent/guardian of each student.
12. Post graduate students are not allowed to transport high school students unless we have received written authorization from the parent/guardian of the high school student.
12. Any student abusing the permit privilege will have the permit revoked.
13. Grounds for Revocation of Permits include but are not limited to the following:
  - Driving at an excessive speed on school grounds.
  - Reckless or dangerous driving on school grounds.
  - Leaving school grounds without permission.
  - Failure to park in the area designated for students.
  - Loitering of students in cars.
  - Failure to maintain a satisfactory level of scholastic achievement, attendance, punctuality, and general attitude.

- Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle.
- Possession of alcohol or drugs on campus.

### ***Out-of-School Suspension***

A student who is assigned to Out-of-School Suspension (OSS) is not permitted to attend or participate in any school-sponsored activities. During OSS students may not be on campus without prior school administrator approval. Please note that a high school student sanctioned to OSS by a sending school is also considered suspended from Bristol TEC and vice versa.

### ***Removal from Class***

The instructor has the responsibility and authority to maintain a classroom environment which is safe and conducive to learning. Hence, the instructor may temporarily remove a student from class if he/she determines a student's behavior is unsafe and/or disruptive to the learning environment and the student has not heeded prior requests to comply with classroom rules. The student will be expected to complete an Incident/Reflection Form explaining the reason for the removal in their own words. Depending on the situation, the teacher may seek assistance from the school counselor and/or notify the school administrator, as soon as possible as to the reason for removal. The teacher will determine if the removal will be treated as the student's 1<sup>st</sup> Offense. If it is a 1<sup>st</sup> Offense the teacher will meet with the student as soon as possible, and before the next class to discuss the removal and how to improve behavior. The teacher will make every effort to contact parents of high school students when a student is removed from class. If it is the 2<sup>nd</sup> or 3<sup>rd</sup> Offense, more serious consequences may follow (please refer to the Progressive Discipline Policy).

### ***Search and Seizure***

Connecticut Technical High School students are subject to reasonable searches. If there is reasonable suspicion that a CTHSS student while on school property or at a school sponsored event is in violation of any laws or school rules, a search of the individual person, personal property or assigned lockers and other school property is permitted with or without the express permission or knowledge of the student or his/her parents. It is desirable that permission be sought or, at the very least, knowledge is given that a search is to take place; however, such permission or knowledge is not necessary.

CTHSS administrators and other staff designated by the administrator are authorized to conduct reasonable searches of a student, including his/her person or personal property, or school property in the possession of an assigned or assigned to the student. When there is reasonable cause to believe that the student may be in possession of weapons, contraband, the fruits of crime, or other materials in violation of school policy or state law.

CTHSS administrators are authorized to seize illegal or prohibited materials that are discovered as a result of a reasonable search.

1. There shall be a minimum of two staff persons present whenever a search is conducted.
2. Each year, at the beginning of the school year, the administrator will identify staff that is authorized to search students or their personal property or assigned property and a list of such persons will be maintained in each school.
3. The superintendent will provide such persons with annual training on how to conduct a reasonable search.
4. Such persons may search students or their property, when they have reasonable suspicion that a student is carrying some form of dangerous weapon, drugs or anything that may be perceived as illegal, or in violation of school rules.
5. Searches shall be limited to a student's locker, desk, workbench, toolbox, purse, book bag, backpack, pockets, or outerwear.
6. A more intrusive search is normally not permitted.
7. A search of an automobile is not permitted (unless consent has been obtained in exchange for issuing a permit to park on school property).
8. If a school administrator concludes that a more intrusive search such as that described above is necessary, all suspicions should be reported to the police who shall be responsible for any such search and the parents of the students involved should be called.

9. Teachers in the normal function of their responsibilities may retrieve visible items and materials from students that are in violation of school rules.
10. If a reasonable search has been conducted and items or materials that are illegal or in violation of school rules are discovered, the items or materials may be seized.
11. A log shall be maintained in each school indicating whenever a search has been conducted, who conducted the search, who was searched, the basis for the search and the outcome.

**In order to deter the possession, use or distribution of drugs on campus, periodically, a drug sniffing dog may be brought on to school grounds by law enforcement officials. Notice is provided to students and parents before the visit occurs.**

#### **Inspection of Lockers and Other School Property**

1. In order to maintain health and safety standards, school property is periodically subject to inspection by school officials.
2. The purpose of the inspection of lockers and other school property is to assure the proper use and maintenance of the property in accordance with established rules.
3. In order to facilitate inspection, the school administration shall provide the locking mechanisms for all school property and maintain the lock combination or master key.
4. Conspicuous notice shall be provided to all students that lockers, desks, workbenches and other spaces are school property and shall be inspected from time to time with prior written or posted notice given by the school.
5. It should be noted that the inspection of school property does not include the search of personal property contained in the locker (such as purses, clothing pockets, book bags).
6. However, contraband found in plain view during the inspection, may be seized.

A periodic inspection of lockers is not the same as a search and seizure conducted due to reasonable suspicion that a CTHSS student is in violation of any laws or school rules.

#### ***Public Display of Affection***

The school campus is a public environment. Excessive display of affection in a school is offensive and embarrassing to others, as well as distracting and disruptive to the educational process. Students are to refrain from any public display of affection that would offend or embarrass others.

#### ***Fraternization***

High School Students are not permitted to interact with adult students on school property, except in the classroom or shop area while under supervision. Therefore, Post-Graduates are expected to avoid social contact with high school students, on school property, or at school-sponsored events.

#### ***Dress Code and Grooming (Including Uniforms)***

In order to maintain a proper and healthy educational atmosphere, students must be suitably dressed and groomed. The State Board of Education and the administration encourage students to dress in a manner that reflects pride in and respect for themselves and their community. Restrictions on student appearance may be applied whenever the dress or grooming interferes with the learning process, is disruptive, is unsafe, or is contrary to law.

Students must be properly dressed and groomed in order to promote a positive, safe, and non-disruptive learning environment. Students are prohibited from wearing clothing or other items that interfere with the learning process, are disruptive, are unsafe, or that are contrary to law. Without limitation, the following are examples of attire that is prohibited from wear in the school buildings during the academic school day or at school-sponsored activities:

1. Coats, jackets or other attire normally worn as outerwear, including hooded sweatshirts and jackets.
2. All head coverings of any kind, including, but not limited to scarves, bandanas, masks, kerchiefs, athletic headbands, hats, caps or hoods, unless it is worn for bona fide religious reasons.
3. Footwear that damages or marks floors or that is a safety hazard, including backless shoes, flip-flops and toeless shoes, heelies or slippers.

4. Sunglasses, unless required by a doctor's order.
5. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached.
6. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products or alcoholic beverages.
7. Attire that can create a hostile school environment or disrupt the educational process such as clothing with harassing symbols, pictures or vulgar, illegal, racial, sexist, or other discriminatory viewpoints which denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual preference or disability.
8. Gang-related attire, including, but not limited to, gang colors, jewelry, emblems, badges, symbols, signs, or other insignia which are evidence of membership in or affiliation with a gang.
9. Clothing that is overly revealing, including, but not limited to shirts and/or blouses that reveal the abdomen, chest, or undergarments, tank-tops, see-through clothing, shorts (mid-thigh shorts are acceptable), miniskirts, or pants that reveal the navel, upper thigh or undergarments. Underwear must be covered. Cleavage must be covered.
10. All pants must fit and be properly fastened. Students shall not wear pants that when fastened, sag or fit below the natural waist. No sweatpants.

Students are provided with picture identification cards. Such cards shall be visible and worn on a lanyard while on school property or at school-sponsored events. (ID Cards must be tucked into shirts while in shop areas.)

Career Technical Education (CTE) uniforms are required. There may be additional restrictions based on specific career pathway environments.

Students are notified of these requirements at the beginning of the school year. For example, in Culinary Arts students are required to wear black leather slip resistant shoes and remove jewelry and body piercings because of health and safety.



## Section. 8 CTHSS Conduct Leading to Disciplinary Action

Below are listed conduct which may lead to disciplinary action. Every effort is made to provide each student with a safe environment which is conducive for learning. Students who do not abide by the expectations will receive consequences including, but not limited to removal from class, suspension and/or dismissal.

### SCOPE OF THE STUDENT DISCIPLINE POLICY

A. Conduct on school grounds or at a school-sponsored activity: Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. Conduct off school grounds: Students may be disciplined for conduct off school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

### ACTIONS LEADING TO REMOVAL, SUSPENSION, IN-SCHOOL SUSPENSION, OR EXPULSION

Conduct which may lead to disciplinary action (including, but not limited to removal from class, suspension and/or dismissal from the program) includes conduct on school grounds or at a school sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes but is not limited to the following:

1. Drugs / Alcohol / Tobacco Unauthorized possession, use, sale, distribution, manufacture, or consumption of alcohol, tobacco, drugs, narcotics, or any item represented to be tobacco or drugs (or any facsimile of alcohol, tobacco, drugs, narcotics, or any item represented to be tobacco or drugs). The term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law. The term drugs also include any substance that impairs an individual such as K2. Use includes “vaping” and the use of a hookah or similar device.

2. Possession of any paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol, or tobacco as described in paragraph above, and paraphernalia includes vaporizers and hookahs.

3. Fighting / Altercations / Physical Attack / Verbal Altercation including participation in an incident involving a verbal confrontation. Physical attack on or assault of a student, a member of the school staff, or other person including willful or reckless acts, or attempt to attack, or willful or reckless endangerment or exposure to harm, homicide, battery or stabbing.

4. Threatening/bullying/hazing is defined as the expression by word, act, or gesture of the intention to inflict pain, injury, or loss, and may include intimidation and hazing. Such conduct may include, but is not limited to, making false bomb threats or other threats to the safety of students, staff members, and/or other persons. Bullying is an overt act by a student directed against another student with the intent to ridicule, harass, humiliate, or intimidate, which acts are committed more than once against any student during the school year. Dating violence is included in school rules prohibiting bullying, harassment and intimidation.

5. Harassment including attempt to tease, irritate, annoy, pester, embarrass, or torment based on an individual’s sex, sexual orientation, race, color, religion, disability, national origin, or ancestry, or racial slurs or hate crimes. Dating violence is included in school rules prohibiting bullying, harassment and intimidation

6. Sexual Harassment / Sexual Battery / Other Sexual Offense including Consensual Sex on Campus and dating violence on or off campus.

### 7. Weapons

Weapon possession or use or possession or transport of any weapon, weapon facsimile, deadly weapon, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or other dangerous object. This definition may include a tool that is in the

possession of the student in an inappropriate area of the campus or a tool that is used inappropriately anywhere. Tasers and pepper spray are included.

8. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.

9. Other

Unauthorized entrance into any school facility or portion of a school facility, or aiding or abetting an unauthorized entrance. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity including, but not limited to, trespassing on school grounds while on out-of-school suspension or expulsion.

10. Misuse of Electronic Devices

Inappropriate use of electronic devices and websites on school grounds or at a school-sponsored activity or off campus, if it is misconduct as defined by CTHSS discipline policy and results in disruption of the educational process. Students taping teachers and students taping other students without notice and opportunity to object is considered misconduct. Students who have permission to utilize educational supports such as recording of class lectures and class notes to address educational needs do not need to provide notice and opportunity to object and are not engaging in misconduct. Spoofing is defined as a type of scam where an intruder attempts to gain unauthorized access to a user's system or information by pretending to be the user. The main purpose is to trick the user into releasing sensitive information in order to gain access to one's bank account, computer system or to steal personal information such as passwords.

**Note: ELECTRONIC DEVICES AND COMMUNICATIONS includes mobile electronic devices or other electronic communications, the Internet, interactive and digital technologies, or cell phones and an electronic communication is any transfer of signs, signals, writing, sound, pictures, data, or other intelligence wholly or partly by wire, radio, electromagnetic, photo electronic, or photo-optical system. A mobile electronic device is any portable device that can send data between or among users. Examples include text messaging and paging devices, personal digital assistants, laptops, video gaming devices, digital video disk players, and digital cameras.**

11. Unauthorized Use of Computers

Inappropriate use or disruption of electronic information services or equipment including unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property for unauthorized purposes.

12. Misuse of user ID's and passwords by students with regards to giving them out to others (sharing) or in some cases stealing of usernames or passwords, and on a larger scale, identity theft.

13. Pornography

Possession, observation, or participation in creation of pornography.

14. Other School Policy Violations

- Stealing, burglarizing or attempting to steal or burglarize school property or other public or private property or robbing or attempting to rob a person or persons.
- Vandalism including arson and/or the intentional or reckless cause of, or attempt to cause, damage to school, private or public property.
- Plagiarism or use or copying of the academic work of another individual and presenting it as the student's own work without proper attribution.
- Profanity including obscene or profane language or gestures.

15. Insubordination including defiance of school rules and refusal to comply with a reasonable directive from school staff, law enforcement authorities, school volunteers, or any disruptive classroom behavior. Refusal to comply with a referral to the school nurse is considered insubordination. A school may prohibit possession of water bottles or other containers.

16. Participating in a demonstration that disrupts the educational process including any other violation of school rules, policy, or regulation or a series of violations, which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

17. Participating in a joint or cooperative venture to commit conduct that violates school rules, including participation in a fight or riot.

18. Any act prohibited by federal or state law, which would indicate that the student presents a danger to any person in the school community or to school property.

19. Violating school smoking regulations

Use of e cigarettes or other facsimiles is included as a violation. Including e-cigarettes, electronic cigarettes and “vaping”.

20. Gambling

21. Tardiness or Unexcused Absences including an accumulation of offenses such as school and class tardiness; cutting class, study hall, or shop activity, failure to attend detention, or leaving school grounds without permission, which includes signing out without administrative approval, failing to report to or remain in an assigned area, or participating in an unauthorized “skip day”.

22. Kidnapping or abduction including seizing, transporting, or detaining a person or minor without the consent of his/her parent or guardian against their will wither by force or fraud.

23. Blackmail including the extortion of money or other valuables from a threat of exposing a criminal act or other discreditable behavior.

24. Homicide

25. Counterfeiting

26. Cheating

27. Forgery

## HIGH SCHOOL STUDENT: PROGRESSIVE DISCIPLINE POLICY

Students are expected to follow all rules as stated in this handbook along with all applicable rules pertaining to their assigned career/technical program. The following guidelines will be followed for minor offenses that do not pose an immediate threat to the student, other individuals, and/or property. Serious matters will be reported to the school administrator immediately.

### 1<sup>st</sup> Offense: Handled by Referring Teacher

1. Based on the situation, the instructor may decide to 1) remove the student to main office, 2) isolate the student in the classroom or, 3) address the inappropriate behavior with the student after class.
2. If removed, the student will be supervised in the main office until it is considered safe to allow the student to rejoin class. Every effort will be made to ensure that the student is able to transition back to class within a 90 minute period of time.
3. The instructor will facilitate a conference with the student (and school counselor, if necessary) to discuss the inappropriate behavior, complete and sign a 1<sup>st</sup> Progressive Discipline Form. The form will outline expectations and goals/interventions to prevent future incidents of misconduct.
4. The instructor will notify the parent/guardian of the 1<sup>st</sup> Progressive Discipline, outcomes and expectations.
5. Copies of the completed 1<sup>st</sup> Progressive Discipline Form will be shared with the program Department Head, School Counselor and Administrator.

### 2<sup>nd</sup> Offense: Referral to Administrator

1. The instructor will email a discipline referral to the administrator and notify the parent.
2. The student will complete an incident report form. If necessary, the student will be removed to the main office area.
3. As part of the administrator's investigation, he/she will meet with the student to review the allegation(s) and afford the student an opportunity to respond. The administrator will interview others if needed. The administrator will determine the outcome, identify interventions and/or consequences (if applicable) for the student.
4. The administrator will conduct a follow up meeting with the student to discuss the outcome of the investigation, identify interventions and/or consequences and complete the 2<sup>nd</sup> Progressive Discipline Form.
5. The administrator will review the outcome of the investigation, related consequences (if applicable), and plan for support with the program department head, school counselor, sending school representative, and parent/guardian.
6. If suspended, a copy of the suspension letter will be forwarded to the sending school representative.

### 3<sup>rd</sup> Offense: Referral to Administrator

1. The instructor will email a discipline referral to the administrator and notify the parent.
2. The student will complete an incident report form. If necessary, the student will be removed to the main office area.
3. As part of the administrator's investigation, he/she will meet with the student to review the allegation(s) and afford the student an opportunity to respond. The administrator will interview others if needed. The administrator will notify the parent/guardian. The administrator will determine the outcome, identify interventions and/or consequences for the student.
4. The administrator will conduct a follow up meeting with the student and parent/guardian to discuss the outcome of the investigation, identify interventions and/or consequences, and complete the 3<sup>rd</sup> Progressive Discipline Form that will contain the administrator's conclusions as they relate to the allegation(s). **Please note that at this point consequences may include removal from the program.**
5. Administrator will notify the referring teacher, program department head, school counselor, and sending school representative of the referral outcome.

### ***Removal from Program***

The school administrator may remove a student from Bristol TEC and return the student to their sending school if the student's behavior is either deemed to be so severe it poses an immediate threat to the student and/or other individuals, or a student has accumulated minor offenses, using the process above, and demonstrated little to no remediation. The school administrator will notify the student, parent, and sending school representative.

### ***Review & Appeal Process for Student Dismissals Due to Disciplinary Violation***

Any student that is dismissed from Bristol TEC may submit a written request for a review within 3 (three) school days following the receipt of the dismissal letter. All requests for reviews must be forwarded to Richard Shellman at [Richard.Shellman@ct.gov](mailto:Richard.Shellman@ct.gov). The review process allows for a third party examination of the events leading up to the dismissal to ensure that all procedures were followed correctly.

During the review meeting the student and/or parent will be allowed to explain their situation, present supporting documentation, and express any concerns they may have regarding their dismissal from Bristol TEC. The review outcome will be communicated in writing, within five school days.

**All dismissals from a program are subject to a district-level appeal.** The parent of a high school student must send a written request for an appeal to the educational consultant for the specific career and technology program of study within three (3) school days following the receipt of the dismissal letter. Appeals will be referred to and reviewed by the superintendent, or a designee, who will conduct the review and determine an appropriate disposition. The superintendent's decision will be communicated in writing.

**The decision of the superintendent will be final.**

## POST-GRADUATE STUDENT: PROGRESSIVE DISCIPLINE POLICY

Students are expected to follow all rules as stated in this handbook along with all applicable rules pertaining to their assigned career/technical program. The following guidelines will be followed for minor offenses that do not pose an immediate threat to the student, other individuals, and/or property. Serious matters will be reported to the school administrator immediately.

### **1<sup>st</sup> Offense: Handled by Referring Teacher**

1. Based on the situation, the instructor may decide to 1) remove the student to main office, 2) isolate the student in the classroom or, 3) address the inappropriate behavior with the student after class.
2. If removed, the student will be supervised in the main office until it is considered safe to allow the student to rejoin class. Every effort will be made to ensure that the student is able to transition back to class within a 90 minute period of time.
3. The instructor will facilitate a conference with the student (and school counselor, if necessary) to discuss the inappropriate behavior, complete and sign a 1st Progressive Discipline Form. The form will outline expectations and goals/interventions to prevent future incidents of misconduct.
4. Both instructor and student will sign the form. The program department head will forward a copy of the form to the school counselor and administrator.

### **2<sup>nd</sup> Offense: Referral to Administrator**

1. The instructor will counsel the student, review the rules of conduct, cite the specific infraction(s) outlined in the student handbook or technology standards of professional conduct and email a discipline referral to the administrator.
2. The student will complete an incident report form.
3. As part of the administrator's investigation, he/she will meet with the student to review the allegations and afford the student an opportunity to respond. The administrator will interview others if needed. The administrator will determine the outcome, identify interventions and/or consequences (if applicable) for the student.
4. The administrator will conduct a follow up meeting with the student to discuss the outcome of the investigation, identify interventions and/or consequences and complete the 2<sup>nd</sup> Progressive Discipline Form. The administrator will review the outcome of the investigation, related consequences (if applicable), and plan for support with the program department head and school counselor.
5. If suspended, a suspension letter will be mailed to the student.

### **3<sup>rd</sup> Offense: Referral to Administrator**

1. The instructor will notify the student of the infraction and email a discipline referral to the administrator.
2. The student will complete an incident report form.
3. As part of the administrator's investigation, he/she will meet with the student to review the allegation(s) and afford the student an opportunity to respond. The administrator may review the student's record to assure that due process took place. The administrator may interview others as well. The administrator will determine the outcome, identify interventions and/or consequences for the student.
4. The administrator will conduct a follow up meeting with the student to discuss the outcome of the investigation and complete the 3<sup>rd</sup> Progressive Discipline Form that will contain the administrator's conclusions as they relate to the allegation(s).
5. The referring instructor, program department head, and school counselor will be notified of the outcomes. Depending on individual circumstances, the administrator may decide to dismiss the student from the program. If the student is dismissed, the protocol outlined below will be followed.

### ***Removal from Program***

The school administrator may remove a student from Bristol TEC if the student's behavior is either deemed to be so severe it poses an immediate threat to the student and/or other individuals, or a student has accumulated minor offenses, using the process above, and demonstrated little to no remediation.

### ***Dismissal Procedure***

An adult student may be dismissed if provided with due process, as follows:

- 1) The administrator provides the adult student with a clear and specific allegation of misconduct, including date, location, and handbook reference.
- 2) The student is provided with the opportunity to explain his/her side of the story, and any explanation or clarification of the alleged misconduct.
- 3) The administrator listens to the student, and considers all the evidence that is presented.
- 4) The administrator gathers additional information, if appropriate.
- 5) The administrator makes a decision based on the information presented or gathered.
- 6) The administrator communicates his decision to the student. The decision must contain the administrator's conclusions as to the allegation, and the penalty that he proposes to enforce, up to and including termination.

### ***Review & Appeal Process for Student Dismissals Due to Discipline***

Any student that is dismissed from Bristol TEC may submit a written request for a review within 3 (three) school days following the receipt of a dismissal letter. All requests for reviews must be forwarded to Richard Shellman at [Richard.Shellman@ct.gov](mailto:Richard.Shellman@ct.gov). The review process allows for a third party examination of the events leading up to the dismissal to ensure that all procedures were followed correctly.

During the review meeting the student will be allowed to explain their situation, present supporting documentation, and express any concerns they may have regarding their dismissal from Bristol TEC. The review outcome will be communicated in writing, within five school days. Reimbursement of tuition will not be considered for students that are dismissed from the program for attendance or disciplinary reasons.

**All dismissals from a program are subject to a district-level appeal.** Students must send a written request for an appeal to the educational consultant for the specific career and technology program of study within three (3) school days following the receipt of the dismissal letter. Appeals will be referred to and reviewed by the Superintendent, or a designee who will conduct the review and determine an appropriate disposition. The superintendent's decision will be communicated in writing. **The decision of the superintendent will be final.**

## SECTION 9: Substance Abuse Rules & Guidelines

### ***Substance Abuse Rules and Regulations***

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs or mood altering substance or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug, shall be subjected to discipline pursuant to the provisions and procedures outlined in Board Policies.

### ***School Guidelines***

As an integral part of the Connecticut Technical High School System Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substance and alcohol related incidents. The Connecticut Technical High School System will provide a safe and healthy environment for students, with due consideration for their legal rights and responsibilities. The Superintendent reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein. Implementation of these guidelines further requires the establishment and maintenance of a student assistance model (student assistance team) that seeks to assist students through provision of a rehabilitative process.

### ***Definition of Terms***

A. Drug/Mood Altering Substance/Alcohol shall include any alcohol or malt beverage, a drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under law, and/or any substance which is intended to alter mood. Examples include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the district policy for the administration of medication to students in school.

B. Student Assistant Team is a multi-discipline team composed of school personnel (teachers, staff, administration, nurses, and counselors). This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

C. Referral Agency/Facility is any agency/facility licensed by the State of Connecticut to provide drug and alcohol assessment.

D. Drug/Alcohol Assessment is an evaluation to determine a student's condition relative to the use of drugs/alcohol and recommendations for corrective action.

E. Distributing is to deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

F. Drug Paraphernalia includes any utensil or item that in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

G. Student is any individual enrolled as a full time student in grades 9-12 in a Connecticut Technical High School.

H. Part-Time Student is any individual enrolled as a part-time student in grades 9-12 in a Connecticut Technical High School.

I. Post-Secondary Student is any individual not in grades 9-12 enrolled as either a full-time or part-time student in a Connecticut Technical High School.

J. Non Student is any individual not enrolled in grades 9-12 or a post-secondary program in a Connecticut Technical High School.



## CHART OF INFRACTIONS - SUBSTANCE ABUSE

SITUATION	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DEPOSITION OF SUBSTANCE *	DISCIPLINE	REHABILITATION
1. A student is suspected of possible alcohol or drug use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance.	Limited to the staff member contacting the counselor, nurse or administrator for assistance.	Limited to behavior problems.	Not applicable.	Not applicable.	None	Referral to the Student Assistance Team (SAT).
2. A student seeks drug-related help or advice for himself/herself or for a friend from a staff member.	Staff member will inform the student of the availability of professional help and his/her rights in receiving such help and will encourage the student to meet with the SAT.	Limited to the staff member, although the counselor, nurse or administrator may be contacted for assistance.	Only with written consent of the student unless there is clear and imminent danger.	Not applicable.	Not applicable.	None	Referral to the SAT.
3. A student has a drug or alcohol related medical emergency.	The staff member will immediately inform an administrator and the school nurse. All standard health and first aid procedures will be followed.	The administrator will investigate. Procedures may include a search of the student, locker and other possessions. The nurse will document physiological symptoms.	The administrator will contact parents immediately and arrange a meeting. If possible, parents will come to school to observe student.	Required if drugs are involved.	Provided to medical personnel to assist in treatment. Submitted to police for analysis and possible use in further proceedings.	Coordinate with SAT recommendations. If there is evidence of further violation, see appropriate category.	Referral to SAT. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendations.
4. A student is caught in the possession of drugs, uses or is under the influence of drugs or alcohol.	Staff member will escort student to the administrator's office or summon the administrator.	Administrator will confiscate the drug and request that the student empty pockets and/or purse. The student's person, locker, desk and all personal property will be searched.	The administrator will contact the parents immediately and arrange a meeting. If possible, parents will come to school immediately.	Required.	Submitted to the police for analysis and possible use in further proceedings.	Coordinate with SAT recommendations. 5 - 10 day suspension subject to request for expulsion.	Referral to SAT. Required participation in a SAT program. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendations.
5. A student possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Follow #3 or #4.	Follow #3 or #4.	Follow #3 or #4.	Follow #3 or #4.	Follow #3 or #4.	Follow #3 or #4.	Follow #3 or #4.
6. A student possesses drug related paraphernalia.	Staff member will escort student to the administrator's office or summon the administrator who will confiscate the paraphernalia.	Administrator will request student to empty pockets and/or purse. The student's person, locker, desk and personal property will be searched.	Administrator will contact the parents immediately and arrange a meeting. If possible parents will come to school immediately.	Required. Police will take possession of the paraphernalia and analyze them for possible presence of drugs.	See #4.	If drug use or possession is confirmed, follow #4. If no drug use or possession is confirmed, follow #1.	Meeting with parent(s), student, and administrator. Further follow-up action will be determined by results of analysis of paraphernalia.

SITUATION	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DEPOSITION OF SUBSTANCE *	DISCIPLINE	REHABILITATION
7. A student is caught distributing drugs.	Staff member will escort student to the administrator's office or summon the administrator who will confiscate the drug.	Administrator will request student to empty pockets and/or purse. The student's person, locker, desk and personal property will be searched.	Administrator will contact the parents immediately and arrange a meeting. If possible parents will come to school immediately.	Required.	See #4.	Immediate exclusion and consideration of expulsion.	Refer to SAT. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendation.
8. A student is caught again in possession, use, or under the influence of drugs or alcohol.	Staff member will escort student to the administrator's office or summon the administrator.	Administrator will confiscate the drug and request that the student empty pockets and/or purse. The student's person, locker, desk and all personal property will be searched.	The administrator will contact the parents immediately and arrange a meeting. If possible, parents will come to school immediately.	Required.	See #4.	Immediate exclusion and consideration of expulsion.	Refer to SAT. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendation.
9. A part-time student is caught distributing drugs, or possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Follow #3 or #4.	Follow #4.	Follow #4.	Required.	Follow # 4.	Informal hearing. If substantiates allegation student is terminated and sending school administrator is notified.	To be determined by sending school.
10. A post-secondary full or part-time student is caught distributing drugs, or possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Follow #4.	Follow #4.	Yes, if student is less than 18 years old.	Required.	Follow #4.	Informal hearing. If substantiates allegation student is terminated.	Does not apply.
11. A non-student is caught distributing drugs, or possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Follow #4.	By police.	By police.	Required.	By police.	Does not apply.	Does not apply.

\* Any confiscated substance or paraphernalia will be sealed, documented, and submitted to the police for analysis and possible use in further proceedings. The administrator will give the student a signed, dated receipt and will obtain a signed, dated receipt from the police.

## SECTION 10: Health Office Policies & Safety Procedures

Students should not be sent to school when ill solely for the purpose of obtaining an excused dismissal from the school nurse. Not only is this detrimental to the student's well-being, but poses the potential for the spread of infection to staff and students.

### ***Health Room Procedures (All Students)***

A registered nurse usually staffs the health room office during normal school hours. If the health office is closed or the nurse is not immediately available, a student with urgent or emergent problem or who is in need of an inhaler or daily medication should report to the main office. Students with non-urgent or non-emergent needs such as picking up or returning forms, minor illnesses and minor injuries are not to wait in the corridor for the nurse to return, but should return immediately to the class. A pass to the school nurse is required.

When a student becomes seriously ill or injured, the parent will be notified immediately. If the parent cannot be reached, the nurse will act according to the instructions listed on the student's emergency medical data card.

### ***Emergency Contact Numbers and Medical Information (All Students)***

All students receive an Emergency Information Card on the first day of school. These cards are used in the event of a student illness, incident or emergency. A Parent/Guardian must complete and sign the card and return it the homeroom teacher as soon as possible. The Parent/Guardian must provide working emergency contact numbers including home, work and cell numbers and the name and number of at least one alternative contact in the event we are unable to reach you. Allergies and medical conditions should also be noted on the emergency card. It is the Post Graduate or Parents'/Guardians' responsibility to keep the school nurse up-to-date with any changes in emergency contact telephone numbers and/or health conditions.

### ***Release from School Due To Illness/Injury (High School Students)***

When a student becomes ill in school and must be sent home, a parent or responsible person designated by the parent must provide transportation and accept responsibility for the student. Students may not leave school for illness or injury or call parents for transportation without first reporting to the nurse or an administrator. Only the nurse or administrator may dismiss a student from school in this situation.

High School students who are ill or injured are prohibited from contacting a parent/guardian directly for pickup without seeing the school nurse first. In the absence of a school nurse the student must report to an administrator, or designee. Any student who contacts a parent for early dismissal without being evaluated by the school nurse or an administrator first, will be considered unexcused.

Students who walk, drive or travel by city bus to school will only be released by these methods with the approval of the parent/guardian, the school nurse and an administrator. The school nurse at their discretion may deny walking/driving/bus privileges to a student being dismissed who is at risk for medical complications or may not be able to travel safely home. Examples of students at risk for medical complications or who may not be able to travel safely home include, but are not limited to, students with high fever, head injury, breathing difficulties, severe injury, dizziness and moderate to severe vomiting. Students should not be sent to school when ill solely for the purpose of obtaining an excused dismissal from the school nurse. Not only is this detrimental to the student's wellbeing, but poses the potential for the spread of infection to staff and students.

### ***Cell Phone Use in the School Health Office (All Students)***

Use of cell phones and other electronic devices are prohibited in health office without the prior permission of the school nurse. Photography (video and still) is prohibited at all times in the health office.

### ***Administration of Medication (High School Students)***

A health care provider, who is licensed to prescribe in the state of Connecticut, must order any medication, including over-the-counter medication, administered during the school day. No medication will be given without a licensed prescriber's authorization. The physician's order must include the name, indication for, strength, dosage and administration schedule of the prescribed medication. Students may not carry or self-administer medication without the written permission of both the health care provider, licensed to prescribe in the state of Connecticut, and parent/guardian to do so. Medications commonly carried and self-administered include asthma inhalers, EpiPens and diabetes medications.

The ordering health care provider, the school nurse and parent will determine the student's ability to safely self-administer the medication. The ordering healthcare provider and parent/guardian must sign the permission to self-medicate statement on the Medication Authorization Form. A student may not self-administer these medications without this form on file with the school nurse.

A parent/guardian of a student requiring medication during school hours (whether administered by the school nurse or self-administered) should contact the school nurse to obtain a Medication Authorization Form to be completed by both the physician and parent/guardian. The form can also be found on the school nurse page of the school's website.

A parent/guardian or responsible adult is required to hand-deliver the medication directly to the school nurse or an administrator (with the exception of medication for self-administration). The medication must be in its original container with the student's name, name of medication and instructions for administration clearly printed on it. Medication must be picked up by the last student day or it shall be discarded accordingly.

### ***Medication on School Property (Post-Graduate Students)***

Medication must be in its original labeled container. The adult education student is responsible or the safe-handling, safe-keeping and self-administration of medication needed during school hours.

### ***Health Counseling (All Students)***

The school nurse provides health counseling on a routine basis during normal health center hours of operation. All students and parents/guardians are encouraged to discuss their concern about the student's health with the school nurse.

### ***Tobacco Use (All Students)***

Tobacco use is more than a discipline issue; it is an addiction issue. Research demonstrates that school aged children can more quickly become dependent on nicotine than do adults. As such, the CTHSS will employ a restorative justice framework to address tobacco-related policy infractions.

### ***Care of the Student with Diabetes, Type I (High School Students)***

The school nurse has primary responsibility for planning and implementing care for the student with diabetes, including the development of and individualized health care plan and emergency care plan in conjunction with the student, the student's parent, the student's health care provider, and student support personnel. The school nurse is responsible for developing a classroom emergency care plan for each student with diabetes, regardless of the student's level of independence. This plan will be reviewed with school staff responsible for supervising the student during the school day and for school sponsored activities.

Parents are responsible for supplying the school health office with blood glucose and ketone monitoring supplies, insulin administration/pump supplies, routine and PRN medications ordered for the student during the school day and a glucose source to be used in the treatment of hypoglycemia (low blood sugar). Students are allowed to carry their own diabetes care supplies with the proper documentation in place. Parents of students who are independent with diabetes care are encouraged to provide extra supplies to be kept in the health office.

In accordance with the law, the CTHSS permits students with the required documentation to self-test blood glucose levels anywhere and at any time on school grounds and during off campus school sponsored activities. OSHA requires that all used lancets and test strips are disposed of properly (not in the regular trash). Students who self-test and self-manage their diabetes are encouraged to check in periodically with the school nurse and to report abnormally low or high blood glucose levels.

### ***Glucagon Administration (High School Student)***

**Public Act No. 12-198 (HB 5348)**, allows certain school employees to administer an emergency glucagon injection to a students with diabetes, under certain conditions and with a written authorization from the student's parent and the written authorization from the student's Connecticut-licensed physician stating the specific conditions. When glucagon is ordered for use during the school day the parent must supply one glucagon emergency kit to be kept in the school health office. A student may also carry his/her own glucagon emergency kit with written authorization from the student's physician and parent. When a student has an order for glucagon and the order is not suspended for field trip or other off campus activity, the school nurse or glucagon administration trained staff person will accompany the student off campus for the purpose of glucagon administration in the event of a hypoglycemic (low blood sugar) emergency.

It is our goal to help promote your student's safety and independence. We have found that the majority of high school students are able to safely self-manage their diabetes and hypoglycemic (low blood sugar) events. Your student's school nurse will review your student's diabetes care needs with appropriate the school staff, and will help staff (and your student, as needed) to recognize the early signs of hypoglycemia and to treat accordingly, so that your student doesn't get to the point where a glucagon injection is required.

It is up to the parent along with the student and the student's physician to determine whether a glucagon order is needed during the school day. Please keep in mind the following when speaking with your student's physician about whether a glucagon order for school is necessary. We ask that you please have this discussion with your student's physician prior to the start of the school year.

- Is your student's blood sugar relatively stable? (If no, you may want to consider a glucagon order for school).
- Does your child recognize and know how to treat the early stages of hypoglycemia? (If yes, a glucagon order may not be necessary for school).
- Is your student independent in management of his/her diabetes? (If yes, a glucagon order may not be necessary for school).
- Is your child normally in the presence of someone capable of administering glucagon (and carries a glucagon kit), at all times, when participating in non-school sponsored activities such as clubs/sports, scouts, day trips, sleep overs, overnight trips, work, etc.? (If no, a glucagon order may not be necessary for school).
- Do you want your student to be accompanied by a nurse or glucagon administration trained staff person or (who will remain in close proximity to your student at all times) on all school activities including field trips, trade related competitions/testing and off campus trade production jobs? (If yes, you may want to consider a glucagon order for school).
- Has your child ever required a glucagon injection in the past? (if yes, you may want to consider a glucagon order for school)
- Is your student newly diagnosed with diabetes or have brittle diabetes? (If yes, you may want to consider a glucagon order for school, until your student's diabetes is stable and/or your child is able to manage his/her diabetes independently).

Please remember that many students in our program regularly travel off school grounds with their instructors to job (production) sites and if your student has a glucagon order the law requires us to send personnel capable of administering glucagon with your student to all job sites (with the exception of work-based learning program sites). Please see the Policy on Medication Administration during Extracurricular Activities including Overnight and International Travel and the Policy on Medication Administration for Students Participating in Work Based Learning Experiences for exceptions to this practice. Please contact your student's school nurse with any questions.

### ***Communicable Diseases (All Students)***

A student with a communicable disease that is easily transmitted in the school setting, such as influenza, chicken

pox, mononucleosis, head lice, scabies, conjunctivitis, impetigo, and ringworm, etc., may be excluded from school by the school nurse and directed to see his/her health care provider. The nurse, in the case of a communicable disease that is easily transmittable in the school setting, may request a health care provider's written statement that the student is cleared to return to school.

Guidelines to assist you in determining whether a student should stay home from school include:

- 1) A temperature of 100.4: Must be fever free (without the use of fever reducing medication) for 24 hours before returning to school.
- 2) An illness requiring treatment with an antibiotic: Must be taking the antibiotic for at least 24 hours before returning to school.
- 3) Suffering with vomiting and/or diarrhea: Must be symptom free for 24 hours before returning to school

### ***Criminal Arrest History (Post Graduates)***

Post graduate students are required to clear a criminal arrest history as a condition of acceptance into Bristol TEC. A student that omits criminal arrest history on his/her admissions application and/or does not clear the criminal arrest history requirement can be dismissed from BTEC at any time and will not be eligible for tuition reimbursement.

### ***Injuries/Accidents (All Students)***

All injuries or accidents occurring on school grounds should be reported to a teacher, the nurse, or school administrator immediately. A student who is asked to see the nurse may not refuse to comply.

### ***Crutches in School and Shop (All Students)***

Due to safety concerns any student who is required to use crutches or a wheel chair or is unable to wear a work boot due to injury or surgery (on a short term basis) may be reassigned from shop. During this time the student will be given work that may be completed while sitting, or with limited standing in a safe location. The student may participate in all theory classes.

The post-graduate student or parent (if applicable) will provide the school nurse with documentation from a physician stating anticipated duration of crutch/wheelchair use, medical orders, activity restrictions including necessary accommodations (i.e. assistance to and from classes).

**Accommodations will be made for any student with any long-term needs related to mobility.**

### ***Immunizations (High School Students)***

In accordance with Connecticut State Law; CGS Section 10-204, Public Act 15-215, the Connecticut Technical High School System requires that all students be successfully immunized against Diphtheria, Tetanus, Pertussis (Whooping Cough), , Tdap/Td: 1 dose for students who have completed their primary series. Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap. Polio, at least 3 doses. The last dose must be given on or after 4th birthday. Measles, Mumps, Rubella (MMR), 2 doses separated by at least 28 days, 1st dose on or after 1st birthday. Varicella (Chicken Pox): 2 doses separated by at least 3 months-1 st dose on or after 1st birthday; or verification of disease. Meningococcal 1 dose. Polio, Measles, Mumps, rubella (German Measles), Varicella (Chicken Pox), Meningococcal Conjugate. New entrants, defined as any student who is new to the school district must submit written proof of the required immunizations prior to attending school. Lab confirmation of immunity is only acceptable for Hepatitis A, Hepatitis B, Measles, Mumps, Rubella and Varicella. Verification/confirmation of Varicella disease must be submitted in writing by a MD, APRN, or PA that the student has a previous history of disease based on family or medical history.

If the student is not immunized due to medical reasons, a statement from a physician or the parent as appropriate must be provided.

In accordance with Public Act 15-174 effective July 1, 2015 requires all students who present a religious exemption to immunizations to submit the exemption upon school entry and again at entry into 7th grade and that such religious statements be acknowledged by specific legal authorities: a judge or family support magistrate; a clerk or deputy clerk of a court having such a seal; town clerk; a notary public; justice of the peace; or an attorney licensed to practice in the state of Connecticut.

Parents are also encouraged to speak to their health care provider about whether the Human Papilloma Virus (HPV) vaccine series is appropriate for their student.

### ***Immunizations (Post-Graduate Students)***

CGS 10a-155: Each institution of higher education shall require each full-time student born after December 31, 1956 to provide proof of adequate immunization against measles and rubella before permitting such student to enroll in such institution. Any such student (1) who presents a certificate from a physician stating that in the opinion of such physician such immunization is medically contraindicated, (2) provides a statement that the immunization would be contrary to his religious beliefs, (3) presents a certificate from a physician or from the director of health in the student's present or previous town of residence stating the student has had a confirmed case of the disease....shall be exempt from the appropriate provisions of this section. Due to the nature of our trade programs, an up-to-date tetanus booster is strongly recommended.

### ***Physical Examinations (Post-Graduate Students)***

School policy requires that all full-time Adult students submit the completed adult physical examination form prior to start of school - See Appendix). Students who graduated high school within the past three years may alternatively submit a copy of the State of Connecticut Health Assessment record ("blue physical form", a copy of which should be available from your high school's health office)

### ***Medical Management Plans (All Students)***

The school nurse will develop a medical management plan that may include reasonable accommodations for a student that is struggling with a documented medical condition. For more information please follow up with the nurse directly.

### ***Pesticide Applications (All Students)***

Staff, Students, and Parents may register for prior notice of pesticide applications in the building or on the campus during the current school year. The school maintains a registry of persons requesting prior notice and such persons are provided with notice at least 24 hours prior to application. The notification procedure is usually by mail and includes:

- a description of the name of the active ingredient in the pesticide being applied,
- the target pest,
- the location of the application, and
- the name of the school official who may be contacted for further information

A record of pesticide applications at a school during the prior year is also maintained.

### ***Safety (All Students)***

Safety is taught in all shops, laboratories and classrooms. Each shop, piece of equipment and job has a safety procedure that must be followed carefully. Any student found not observing the safety procedures will be subject to disciplinary action.

**Safety glasses must be worn in all specified areas. (Safety lenses must have a minimum thickness of 3.0 millimeters, properly monogrammed and mounted in a safety frame). For those students who wear glasses, prescription safety glasses are required.**

### ***Student Insurance***

Student medical insurance is available for a nominal fee. If parents do not have a regular family health plan, they are strongly urged to purchase either 24-hour or during-school coverage. Student insurance applications will be sent home with the students at the beginning of the school year. Additional applications may be obtained from the school nurse.

### ***Student Transportation Vehicle Rider's Rules (All Students)***

The Connecticut Technical High School System (CTHSS) Student Transportation Vehicles (STV) are utilized and scheduled for educational reasons. While on any trip, all students are considered to be "in school". This means that conduct and dress standards will be appropriate for the trip's activity. The same policies that are in effect while on the CTHSS campus, are to be upheld while on a school-sponsored activity.

Guidelines have been established for the use of the STV.

Each student is to be assigned a seat while on a STV. Students are responsible for the seating area of the STV assigned to them. The school administration and staff may conduct an inspection of an STV to maintain the integrity and security of the STV as well as to assess any damage to equipment or materials. In accordance with the state law, the school reserves the right to withhold grades, transcripts or report cards until the student pays for the damaged content on the (STV). However, the school district will not withhold a transcript from a college or other secondary school to which the student has applied.

Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. All students must sign an acceptable use policy which indicates that a student agrees to use the STV in a safe and compliant manner as instructed by the driver. This form must also include a signature from the student's parent/guardian.

All accidents, injuries and unusual incidents must be reported to the school principal, who shall make a report to the Superintendent.

### ***Safety Drills (All Students)***

A fire drill, lock out or other school evacuation is a rehearsal of a procedure that may someday save your life. It is a serious preparation for conduct during a possible emergency. Each of your teachers are aware of the procedures to be followed during a drill. The evacuation route for each room will be explained by each of your teachers. You are to follow their direction during a drill as well as in an emergency situation. The students who are leaving from a particular room are to remain with that group, under the teacher's supervision, during the entire drill.

In a lock-down drill if you are in a classroom you are to remain in that room and follow the teacher's instructions. If you are in the hallway you will need to enter the closest classroom. Students will remain in classrooms until the all-clear signal is given.



## SECTION 11: Student Organizations & Activities

### ***Participation in School Activities/Absence***

Students who are absent from school will not be permitted to participate in school-sponsored activities on the days they are absent from school.

### ***Student Ambassadors- ALL Students***

The Student Ambassadors program allows students to show pride in their school, their career and technical program, and strengthen their communication skills. Student Ambassadors work directly with our staff to provide information about Bristol TEC, facilitate school tours, and help with student recruitment activities. Student Ambassadors must maintain passing grades and be in good standing. Those interested in applying should contact our school counselor.

### ***Student Council – ALL Students***

The Student Council serves to develop attitudes of citizenship and the practice of good school citizenship, to promote school spirit, to provide a forum for the exchange of student ideas, to charter clubs and other school activities, and to promote the general welfare of the school.

Membership is as follows:

1. A minimum of sixteen (16) members with representation from each grade shall be selected in accordance to the by-laws and Policy and Procedures for the Student Activity Program. Student Council members shall be determined by the 30th of September in the school year.
2. The Student Council shall be comprised of representatives from each class. There shall also be at least one faculty advisor, appointed by the school principal, assigned to oversee the Student Council. All student clubs/organizations shall have a slate of student officers elected from the membership through the democratic process. There shall be a minimum of four elected officers: a president, a vice president, a secretary and a treasurer.

### ***Graduation***

The end-of-the-year career/technical certificate ceremony at Bristol TEC is usually held on the last legal day of school for students. All students that meet the academic and attendance requirements outlined in this handbook will be considered eligible to receive a technical certificate. Please note that all students participating in the ceremony are required to wear a Bristol TEC cap and gown.

## SECTION 12: Bristol TEC Information

### *Age of Majority*

Any high school student eighteen years of age or over is considered an adult and has the same rights, privileges, duties and responsibilities as any adult while in attendance at a Connecticut Technical High School. The Connecticut Technical High School System recognizes its responsibility to the parents of secondary students regardless of the age of the student in its charge. **The school will continue to maintain contact with parents of all high school students who reside at home and/or continue to receive support from parents.**

### *Arriving and Leaving School Grounds*

Post Graduates: Before 8:20 a.m., all students enter the building through the center west door. For safety reasons, students may not enter the building directly into their CTE program areas.

High School Students: Before 9:30 a.m. all students enter the building through the center west door. For safety reasons, students may not enter the building directly into their CTE program areas.

**WHENEVER a student enters or leaves the building after the start of the school day, they must check in at the Main Office.**

Students are expected to enter the school building immediately upon arriving at school grounds via school bus, parent/guardian transport or own vehicle. Students may NOT leave school grounds after entering state property. Students who loiter in the parking lot or sit in cars will be asked to come into the building. If they refuse, their Parking Permits may be revoked temporarily or permanently, dependent upon the degree of infraction. Drivers and non-drivers can be disciplined per the student handbook for not following school rules.

Students who leave school grounds during the school day, including before the first bell, will be considered truant and they will be disciplined according to the Connecticut Technical High School System discipline code.

Unless attending a meeting, tutoring session or detention, all students must leave school grounds at the end of the school day. All vehicles must drive with caution and follow all driving laws.

### *Work Based Learning*

Work Based Learning (WBL) is offered to all eligible students as an extension of the career cluster/career pathway programs offered in the Career Technical Education (CTE) component of the school year.

Career Technical Education WBL is offered in the trade/technology cycle to include and supplement the instruction scheduled during the school day. Students are allowed a maximum release from school time based on being either a junior or senior student. The experience may legally extend beyond the school hours. The student's shop grade reflects input from the employer and the release time from school replaces the credit bearing time in the shop or at a production site.

In order to be eligible to participate in the WBL program students must meet at a minimum the following criteria:

- in good standing with regards to attendance and behavior;
- be at least 16 years old;
- maintain an overall marking period grade average of 70 or above, with no failures, and a minimum grade of 70 or above in Career Technical Education and;
- demonstrate career pathway proficiency based on performance criteria established in the curriculum.

Final decision of eligibility rests with the administrator in consultation with the trade/technology department head, the student's counselor, and the WBL coordinator. Students under the age of 18 enrolled in a WBL program are permitted to work in most age restricted and hazardous occupational areas.

The student may be withdrawn from the program by request of the student's parent/guardian, the school, the employer, or the student.

### ***Fundraising Activities***

Direct solicitation of donations of money or goods on school property during regular school hours is disruptive. Students are not permitted to sell anything that is not school sanctioned, including raffle tickets, and they are not permitted to conduct fundraising and collect money for donations. Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation may be approved by the principal.

### ***Calendar***

A Bristol TEC calendar is available on the school website or in the main office with notification of half days, professional development days and school events. This calendar will be updated throughout the year to reflect changes due to snow days or district requirements.

### ***Change of Address***

Students may become ill or get hurt during the school day. It is imperative that emergency contact information is kept up to date. It is the responsibility of the parent/guardian to notify the main office in writing of any address, email address, and/or phone number changes.

### ***Electronic Information Resources Access Agreement***

In order to protect the performance and maintain the integrity of the CTHSS network all staff and students must use electronic information resources appropriately. By signing the student/parent acknowledgment signature page of the student handbook, I, as a user of the CTHSS's electronic information resources and computer networks, acknowledge that I have read, accept and agree to abide by the Electronic Information Resources Policy of the CTHSS and with the following preconditions of my use of the CTHSS electronic information resources:

1. I will use electronic information resources only for educational and research purposes — and only as those purposes are consistent with the educational objectives of the CTHSS;
2. I will use the electronic information resources in a responsible, ethical and legal manner at all times;
3. I will use electronic information resources only with the permission of the responsible teacher or staff member;
4. I will be considerate of other electronic information users and their privacy, and I will use polite and appropriate language at all times while accessing and using these resources;
5. I will not give out any personal information about myself or anyone else while using these resources;
6. I will make responsible decisions while accessing and using these resources;
7. I will not knowingly degrade or disrupt electronic information resources, services or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services or violating copyright laws;
8. I will not use any device that can connect with school computers without permission as they may contain malware or viruses that can cause network problems.
9. I will immediately report any problems or breaches of these responsibilities to my teacher or to the school personnel who is monitoring my use of these resources;
10. I will report all security problems I identify while using these resources to my teacher or to the school staff who is monitoring my use of these resources;
11. I will act responsibly at all times and will avoid other activities that are considered to be inappropriate in the non-electronic school environment;
12. If I do not follow these rules, I know that I may lose my privileges to use the computers at school, that I may be disciplined for not following the rules and that I may have to pay for any damage I may cause by my misuse of these resources;
13. I am aware that the inappropriate use of these resources can be a violation of local, state and federal laws and that I may be prosecuted for violating those laws.
14. As with any personal property it is my responsibility to safeguard my own electronic devices.
15. In addition, posting or texting mean-spirited, threatening, or inappropriate texts during the school day or after school hours may result in consequences for disruption of the educational process.

Note: Parental acknowledgement and/or agreement are recorded by a separate document that lists every item for which the school requests consent. See last pages.

### ***Electronic Communication***

We have started to routinely collect parent/guardian e-mail addresses - as well as cell phone numbers - as part of the student's educational record, and parents and staff now expect to communicate electronically. Electronic response is encouraged because it is much more efficient and we are providing you with the following guidance. Questions and answers are also provided (Contact school for more details) to provide further clarification.

### ***Sharing of Student Information Across Email***

Please be advised that under FERPA and/or current CSDE Agency Policies, the following student information can be shared across e-mail with members of the school administration, teachers and other CSDE staff:

- Name
- District ID#
- State ID#
- Address
- School
- Courses/Credits
- Grades
- Attendance/Disciplinary
- Participation in Activities/Location
- Reduced Lunch Program Status
- Age
- Gender
- Ethnicity
- Special Education/disabilities

All the above information can be e-mailed to administration, teachers, CSDE staff and parents. Any audience outside of the ones mentioned should be discussed. This is not public information and cannot be distributed to the general public.

In addition, student/parent information (names, school, e-mail/telephone numbers, etc.) can be stored on outside contractors' servers for use for electronic message systems which alert in case of delays/closings/emergencies if there is a proper confidentiality agreement in place.

### ***Field Trips***

Field trips may be scheduled for educational reasons. While on a trip, all students are considered to be "in school". This means that conduct and dress standards will be appropriate for the field trip activity.

Every effort shall be made to provide resources for all interested and eligible students to participate in a school-sponsored trip.

Permission slips signed by a parent/guardian shall be required of all students participating in school trips and must be on file.

If a student needs to take medication during a field trip or requires an inhaler or EpiPen the parent should call the School Nurse at least 2 weeks in advance to discuss the student's needs.

All accidents, injuries and unusual incidents must be reported to the school administrator, who shall make a report to the superintendent.

### ***Lockers***

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.

### ***Lost or Damaged Textbooks, Technology Devices, or School Materials***

Students are responsible for the care of books and supplies entrusted to their use. Textbooks, technology devices, equipment or materials will be assessed for damages. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials. However the school district will not withhold a transcript from a college or other secondary school to which the student has applied.

### ***Military Service***

Students who intend to enter a branch of the military service, or are interested in applying to any of the service academies should consult with a recruiter and their guidance counselor. Male students are required by law to register with Selective Service at the local post office upon their eighteenth birthday. Please access forms at [www.sss.gov](http://www.sss.gov) as well as the post office. The post office is still a valid site but some no longer carry the forms and the website is more efficient.

### ***Pledge of Allegiance***

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.

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.

### ***Sale of Items, Raffle Tickets***

Students are not permitted to sell anything that is not school sanctioned including raffle tickets and they are not permitted to accept money for donations.

Fundraising is permitted in connection with school-sponsored projects approved by the principal. The mechanics or procedures of fundraising will neither be an unacceptable burden to teachers or other school staff members nor subject the school to inappropriate risks or responsibilities in handling funds.

### ***Free or Reduced Meal Application***

Bristol TEC does not participate in the Free or Reduced Meal Program. We encourage parents of high school students to contact their child's sending school for additional information.

### ***Lunch Charge Policy***

Effective the 2017-2018 school year, students will no longer be able to charge meals in our student café. Our Culinary Arts Department relies on money received from students and adults for meals and ala carte items sold. Therefore, it is important that students bring money to purchase their meals and have it ready when they enter the serving line. Only a School Administrator may give written permission for a student to charge a meal.

We are working on setting up a system that will allow students, parents/guardians to make prepayments to students' accounts in the school's business office. Notification will be sent once the system is up and running.

**PLEASE NOTE: Due to food allergy concerns, no student may bring food or drink to school for another student. Students may bring in food for their own consumption.**

### ***Sending School Activities (High School Students)***

Students enrolled in on-line for credit courses are encouraged to stay in contact with their sending schools. They will be graduating with the students there and can take part in sports and other extra-curricular activities throughout the year. Sending school events and activities will be posted in the cafeteria bulletin boards. Check them frequently.

### ***Visitors***

Parents, guardians, and care-givers of students enrolled in our schools are encouraged to take an active role in the education of their children, including the scheduling of visits and participation in school-related activities. Members of the community are also welcome. However, visitors are not permitted to disrupt educational programs and activities.

1. All visitors to a school in the Connecticut Technical High School System must first report to the main office for permission to visit.
2. All visitors must show a picture ID.
3. All visitors will be provided with a nametag, which must remain visible at all times.
4. Anyone wishing to observe a class must contact the administration of the school prior to the observation. Where possible, at least twenty-four (24) hours' notice should be provided. In addressing requests for classroom observation, the administration will consider its responsibility to avoid disruption to the learning environment.
5. Visitors are expected to follow school rules.
6. Visitors should not initiate conversations with students or otherwise interrupt normal activities. Any questions should be addressed after the class, outside the classroom, to the teacher and/or administrator.
7. Audio taping, videotaping or photographing of classroom activities by third parties may be disruptive to the educational process and may invade the privacy rights of students, and will therefore not generally be allowed.
8. Any person violating any of these guidelines may be asked to leave the school premises. Failure to obey such a request may be grounds for arrest for trespass.
9. Staff members should be alert for unauthorized visitors and report their presence to the principal promptly.
10. A person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building, or grounds, without a reason or relationship involving custody of, or responsibility for, a student or any other license or privilege to be there.

### ***Volunteer Program***

The State Board of education supports the use of volunteer services in the Connecticut Technical High School System to enrich students' educational experiences and heighten their motivation. The use of volunteers frees educators from non-teaching tasks, assists in the provision of individualized instruction, and fosters continued community support and involvement. Volunteers strengthen and supplement school activities and do not take the place of school staff.

The Volunteer Program for the Connecticut Technical High Schools is designed to meet the following objectives:

- 1) Provide an opportunity for parents and other interested citizens to participate in the educational programs of the students.
- 2) Increase the number of Connecticut citizens who are well informed about the Connecticut Technical High Schools and its array of programs.
- 3) Increase the amount of small group and individual attention given to Connecticut Technical High School students.
- 4) Increase positive communications between school and community.
- 5) Make community talents and expertise available to Connecticut Technical High School students under professional guidance.

Fingerprinting is requested prior to the start of volunteer services.

### ***Transportation (High School Students)***

Transportation for high school students, by state law, is the responsibility of local boards of education. When enrollment from a town warrants it, school buses are provided. If there is insufficient enrollment to warrant a

bus, a program of reimbursement is established by the sending town. Students or parents should contact their local superintendent's office to obtain information on transportation procedures.

The school will cooperate fully with local school boards, bus contractors, and bus drivers to provide safe and orderly transportation for all students. Those who violate the rules of safety, common courtesy, or the rights of others will be reported to the local superintendent for appropriate action. This could mean suspension from bus privileges either temporarily or for the remainder of the school year.

### ***Withdrawal from School***

When a student withdraws from school, they must contact the guidance office to obtain a transfer/withdrawal form that must be signed by the student's CTE instructors, the school nurse, school counselor and administrator. An exit interview form will be conducted by the school counselor indicating the reasons for withdrawal. The withdrawal form must be signed by the student, the school counselor and if a high school student, their parent/guardian.

### ***Working Papers (High School Students)***

Students who need working papers may obtain them by submitting a "promise of a job certificate" with a form of identification to the school counselor.

### ***Gifts to Staff***

Students sometimes give gifts to staff members to show their appreciation. However, all CTHSS school staff members are public employees therefore they must be cautious about accepting a gift from persons that have an interest in their actions. A teacher in particular impacts a student through the grading and discipline process and gifts could influence a teacher's actions. More importantly gifts may create the appearance of impropriety or conflict of interest, and thereby diminish the trust of other students.

As an alternative, students could:

- Wait until the end of the year – after grades are in.
- Offer a collective gift on behalf of the entire class.
- Offer a gift for the classroom or program since such would become the property of the school and not the personal property of the teacher.

The maximum amount allowed for a gift in any of the above scenarios is \$100.

### ***School Closing and Delay Information***

#### ***Inclement Weather***

When school has to be delayed or closed due to inclement weather, Bristol TEC will adhere to the decisions of the Bristol Public Schools.

- When a delayed start of school is required in order to ensure the roads are safe for travel, **all Bristol TEC students begin at 9:30 a.m.** This decision will often be communicated as a "two hour delay."
- If your sending town's school is closed due to snow or weather conditions, and Bristol TEC is open, students are not required to attend if they have transportation issues. The absence will be considered as fully excused.
- Follow the sending district's schedule for delays and your tardy/delay will be fully excused.
- Call your bus company for clarifications if Bristol TEC is delayed and your district is not.
- If your town's school district has a delay, and your child takes the bus, check with the bus company for pick-up times.
- **Please check local TV channels 3 NBC & 30 WFSB for snow closings and delays.** You can register your phone/text or email directly with these TV stations to receive immediate notification for closings, delays or early dismissals due to emergency/snow.
- **This information will also be posted on our school's Twitter account.**

<https://twitter.com/CTHSSBristolTEC>

***PLEASE NOTE:*** Students from all districts are expected to attend BTEC when their sending school has scheduled vacation or professional development days! Districts will provide transportation for students on days when BTEC is open, but sending schools are closed for non-weather reasons.

Check the Bristol TEC Calendar for holiday/vacation days. All students are expected to attend days when BTEC is open regardless of their sending school's calendar unless safety is in question.

**Examples:**

- Icy roads in Thomaston cause the Thomaston Schools to close, but Bristol TEC is open. Thomaston students will be fully excused for the day and will not have to make up any time missed.
- Southington High School is closed for a professional development day, but Bristol TEC is open. Southington students will be unexcused if they do not attend Bristol TEC that day. Any missed time will be counted towards the 10 day maximum absences (40 hours) per school year allowed at Bristol TEC.
- Bristol TEC has an early dismissal due to weather, but Watertown does not. Watertown bus transportation will pick up BTEC students as soon as possible and drivers from Watertown will be allowed to leave BTEC early and will not have to make up any time missed.

***Transfer Policy***

Bristol Technical Education Center's certificate programs are measured by hours - 900 related instruction hours for post-graduate students and 720 hours for high school students. Support is given when requested, and as needed. Additional time to complete a program may be arranged, if extenuating circumstances arise.

**Internal Transfers between Career and Technical Education Programs (Post-Graduate Students)**

Post-graduate students may request a transfer to another technology program through the school counselor. The school counselor, the Department Head of both the current and the requested program will review each request. Each decision will be based on available space, current performance, and attendance record. Students wishing to transfer will be expected to shadow for at least one day in the requested program before a decision is made. Transfers will not be considered after September 30<sup>th</sup> each school year.

**External Transfers (All Students)**

The unique structure and sequence of our career and technology programs of study do not align with the structure and sequence of similar programs offered within the State of Connecticut, including our four-year CTHSS sister schools. Hence, there are currently no transfer options for students interested in transferring to another institution, or having credits earned at another institution transferred and applied to their program of study at Bristol TEC. Questions related to transfers should be directed to our school counselor.



## SECTION 13: Admissions, Tuition & Refunds

### *Admissions*

BRISTOL TEC admits both post-graduate adult students and high school students in grades 11 and 12 into its six trade full-day programs. The Admissions Committee will not consider applications marked as incomplete.

- Adult students can obtain an application from the Bristol TEC office or from the school's website. In most cases, Post Graduate applications are reviewed prior to those of High School Students. All Post Graduates must be at least 17 years old, have a high school diploma or GED, and are required to clear a criminal arrest history. Registration fees and tuition are non-refundable. Bristol TEC does not participate in the Federal Financial Aid Program.
- High School Applicants must have successfully completed the tenth grade and/or met the credit standards of his/her high school to be admitted to Bristol TEC. High School students can obtain an application from their school's guidance office or from BTEC's website. The student is required to complete a portion of the application prior to forwarding the application to the sending school's guidance counselor for completion, the addition of test scores, and other supporting documents. The sending school will forward the application to Bristol TEC.

The application process requires every student to visit the career or technical education program he/she is interested in and receive an "endorsement" from the CTE program instructor. The visit allows students the opportunity to sample the teaching and learning process and gain a basic understanding of the program's expectations. It also affords the CTE program instructor an opportunity to gauge each applicant's interest in the program and at times aptitude for the work. Receiving an endorsement is fairly easy – show interest, actively participate, and interact with others in a safe and respectful manner.

The application process also requires students to complete an interview. Admission interview are scored based on a simple rubric and integrated into the applicant's total score.

Each applicant is required to rate the programs they are interested in on their application form as their first, second and third choice. All efforts will be made to give each student their first choice, however, students should prepare for the possibility of earning admission to their second or third. Once the student (and parent) has signed and returned the confirmation form, the student is considered enrolled.

Bristol TEC's Admissions Policy is currently under revision and will be made available to all stakeholders upon completion and approval.

### *Orientation*

Students will be required to attend an orientation upon acceptance into a program. Students that do not attend orientation must inform the main office and make alternative arrangements to review all orientation materials with the school administrator and/or school counselor.

### *Tuition for Post Graduates*

Bristol TEC Post Graduate Programs tuition is set by the Connecticut State Board of Education. Tuition is due on or before the first class session of each semester.

2017-2018 tuition is as follows:

Registration fee (non-refundable and due even if using Financial Aid): \$50.00

Fall 2017 (due by 8/27) - \$1855

Spring 2018 (Due by 1/22) - \$1855

One Year Total = \$3710 (plus \$50 registration fee, or \$3760)

In addition, all students must purchase uniforms and tools. See <https://bristol.cttech.org> for tool lists and uniform information, including costs.

### ***Fiscal Responsibility (Post-Graduates)***

Students are required to adhere to all payment deadlines and will be dismissed from their program of study if these deadlines are not met. The Workforce Investment Act and Veterans Affairs have approved all six trade programs at Bristol TEC. Please direct any questions you may have regarding financial assistance to our business manager. Please note that Bristol TEC is not participating in the Title IV/Pell Grant financial student assistance or federal loan programs at this time.

### **Methods of payment**

- Bank check or money order - payable to "Treasurer, State of Connecticut" for the exact amount due.
- No personal checks, cash or partial payment plans will be accepted.

### **Alternate methods of payment:**

It is the responsibility of the student to initiate and follow up on the methods listed below.

Tuition waiver – Documentation must be submitted NO LATER THAN four weeks prior to first class session to the business manager. Tuition waivers do not cover the Registration Fee and is only available for the following qualified students:

- Veteran - Copy of DD-214
- Outside agency (employer, WIA, etc.) Written documentation guaranteeing payment must be presented to the school prior to the tuition deadline(s) noted above.
- G.I. Bill for Veteran Education Benefits - Students receiving educational assistance benefits under the G.I. Bill from the Veterans Administration must submit enrollment verification or training agreement. The student should provide the school VA Form 22-1999 for submission to the Veterans Administration to receive the education benefits payment.
- Students seeking funds to help defray the cost of attendance may apply for a private loan through a financial institution of their choice.

**If payment deadlines or at least one of the alternate method deadlines are not met, the student will be dismissed from his/her program of study immediately.**

### ***Refunds***

Students who qualify, will receive refunds based on the percentages below within 45 days of notification of non-attendance or withdrawal to the school counseling office.

Amounts:

- 100% of tuition – notification of non-attendance made prior to 1st class session.
- 60% of tuition – notification of withdrawal within 14 calendar days of the 1st class session.

Withdrawal due to military action or serious illness:

- 100% - written documentation by military or medical professional.

**Dismissed Students - If a student is dismissed from his/her program of study (regardless of length of program) for attendance, grades, or disciplinary reasons then no refund will be made.**

# Career Technical Program Guides

## Automotive Technology

The Automotive Technology program of study at Bristol TEC is a one-year, two-semester intensive program that covers diagnosis and service of modern automotive systems. *Our automotive curriculum aligns with the National Automotive Technicians Education Foundation (NATEF) standards. NATEF is a division of Automotive Service Excellence (ASE), the industry recognized certification association for professional automotive technicians.*

Upon completing our program, students will demonstrate entry-level job readiness and the ability to apply technical knowledge and skills to repair, service, and maintain modern automobiles. Our training program covers the service of engines, brakes, electrical systems, computers, modern fuel injection systems, steering & suspension, alignment, heating and air condition systems, transmissions and differentials. Employability skills training is embedded into the instructional program and reinforced throughout the year.

**Semester 1** consists of a laboratory program where theoretical instruction is combined with practical application. Our students receive instruction in safety requirements and sound safety practices. Students gain a working knowledge of the various materials and equipment used by technicians. Examples include, the proper use of meters and measuring instruments to interpret schematics and diagrams. Students are also trained in the proper use of shop repair software.

**Semester 2** consists of advance theoretical instruction combined with actual real-life service experience and repair of customer-owned vehicles. Students receive direct instruction in best practice related to customer service and satisfaction. Students are afforded opportunities to service customer vehicles, in our “garage” atmosphere under the supervision of a certified instructor. Students demonstrating higher levels of career readiness and trade skills during the second semester may be eligible to participate in our Work-Based Learning (WBL) program as well. WBL often serves as a placement service for graduates seeking to immediately enter the workforce upon graduation. Every student will be afforded the opportunity to take several Automotive Service Excellence (ASE) Student Certification exams. These industry recognized credentials can be used by students as

marketing tools during interviews. These assessments also produce valuable data that we use to assess the quality of our program and guide improvement recommendations.

Our students have many options upon completion of our Automotive Technology program of study. Each completer will receive a certificate in Automotive Technology, which may be used towards an apprenticeship in the field. Completers may elect to continue their studies in a *two- or four-year degree program (automotive or mechanical engineering, or other related fields)*. *Students that elect to immediately enter the workforce typically acquire positions as repair technicians in independent repair facilities or vehicle dealerships. Common entry-level employment opportunities include:*

- **Shop Foreman**
- **Service Writer Supervisor**
- **Independent Repair Shops**
- **Car Dealers (New And Used)**
- **Parts Distribution Centers**
- **Parts Counter Salesmen**
- **Shop Owner**

### **Job Outlook**

The future looks good for those interested in automotive technology. The work is becoming increasingly technical, requiring experience and well-trained workers. The professional growth of our graduates is often nurtured by employers who arrange to have their technicians receive advanced or specialized training. According to the ***Labor Market Information*** found on the Connecticut Department of Labor's website, "Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer very good job opportunities." (September, 2016)

## Culinary Arts Program of Study

In our modern industrial kitchen, student chefs and bakers learn basic culinary skills and apply those concepts to successfully plan and prepare quality food products. Authentic learning experiences prepare students to operate our school's daily lunch program, school dining room/restaurant, and community catering service. Our curriculum emphasizes basic food safety practices for preparing and serving food, recipe interpretation and design, inventory ordering/control, management, customer service, and workplace readiness. Eligible students can further enhance their learning by participating in one of our paid Work-Based Learning (WBL) placements.

### **Advantages of the Trade**

The future looks extremely promising for those interested in a career in Culinary Arts. The work is becoming increasingly specialized requiring experience and well-trained workers. Career opportunities in the field include:

- Restaurant Chefs and Institutional Chefs
- Butcher and Meat Cutters
- Fast Food Cooks
- Bread and Pastry Chefs
- Food Workers in Grocery Stores
- Restaurant and Hotel Food Service Managers
- Prep Cooks and Line Cooks
- Cafeteria Cooks
- In Plant Feeding

### **Placement**

Upon graduation, Bristol T.E.C. students are eligible for immediate employment in an accelerated entry-level culinary position in food service establishments such as restaurants, casinos, commercial kitchens, catering facilities, retail or commercial bakeries, corporate dining or institutional food service companies. Successful students completing this program will be able to pursue a post-secondary two- or four-year degree in Culinary Arts, Hospitality or Food Service Management. Additionally, *our post-secondary students receive a 900-hour certificate that can be applied towards a state apprenticeship as a chef or baker. Our high-school students receive a 720-hour certificate.*

### **Job Outlook**

According to The United States Department of Labor Bureau of Labor Statistics, the need for chefs and head cooks in this area is projected to increase by at least 9% from 2014 to 2024.

For the latest projections, visit:

<http://www.bls.gov/ooh/food-preparation-and-serving/chefs-and-head-cooks.htm>

### Electronics Technology Program of Study

The Electronics Technology students at Bristol TEC will be introduced to basic electrical theory in A.C. and D.C circuits including: voltage, current, power, Ohms Law, series and parallel circuits, capacitance, inductance, transformers, motors and relays. They will learn semi-conductor theory relating to diodes, transistors operational amplifiers, silicon controlled rectifiers, and 555 timer integrated circuits. They will also study digital circuits including: logic gate theory, combinational logic circuits, sequential logic circuits, interfacing, programmable controllers, computer architecture, and robotics. They will learn simple house wiring techniques as well.

The Electronics students will learn how to use a variety of equipment including digital multi meters (DMM), power supplies, oscilloscopes, signal generators and breadboards. They will be able to wire a circuit from schematic and troubleshoot and repair all types of electronic and electromechanical equipment.

Student projects throughout the year include such items as: LED flashing circuits, audio amplifier, electronic piano, relay alarms, electric vehicles, home electrical circuits, robotic arms, VEX and Stamp robots and a programmable drone. Students reaching an acceptable level of proficiency may be eligible for Work-based Learning (WBL).

Upon graduation students have many options. For example, they can continue their education in a two or four year college for Electrical Engineering, Computer Science, or other related field. Or, they can enter the workforce as Electronic Technicians (assembly, test and repair of electronic and electromechanical circuitry), or as Electrical Apprentices (low or high voltage - installing alarms, audio-visual and electrical in home, business and industrial applications).

## Heating, Ventilation, Air Conditioning & Refrigeration Program of Study

Students enrolled in the CTHSS Heating, Ventilation and Air Conditioning (HVAC) program will obtain instruction and demonstrate skills and knowledge in construction safety, measuring and blueprint reading, calculations of ductwork & heating systems with an emphasis on both heat loss and heat gain heating and cooling calculations. Students are also instructed on Domestic and Commercial Refrigeration systems, Gas, Oil Heating.

Students in the HVAC program receive both on-site and off-campus jobsite learning opportunities simulating real-world applications. Students are trained in the installation and repair of refrigeration, heating, and cooling mechanical systems in both residential homes and commercial buildings. The systems that control indoor climate are constantly evolving to reflect technological advancements and environmental concerns.

In addition, students enrolled in the HVAC program will also obtain instruction in energy efficiency, environmental, renewable energy, as well as energy conservation practices.

A field that anticipates a high demand for skilled mechanics and technicians, the HVAC program ensures that students are skilled in the operation, design, installation, troubleshooting and repair of air conditioning, refrigeration, heating and ventilation equipment.

The demand for HVAC technicians is expected to outpace the supply of workers trained in this demanding but rewarding field. This career area is considered to be “In-Demand, Job Growth” Category as per CT-DOL. HVAC is a licensed trade that requires not only highly technical knowledge and skill, but also a thorough understanding of the Connecticut adopted ICC Mechanical Codes.

Eligible students participate in Work-Based Learning (WBL). This program allows companies to hire students during the school day to work as a pre-apprentice in the industry. Students will receive CT-DOL approved credit for their work experience which is an important pipeline for getting our students into the workforce.

### Program Standards

- Identify, describe and apply health and safety regulations that apply to specific tasks and Jobsite Safety. Students must complete a safety credential program. Practice Shop and Jobsite Safety;
- Identify, describe and apply Environmental Protection Agency (EPA) and other environmental protection regulations that apply to specific tasks and jobs in the specific occupational area;
- Understand career opportunities in the HVAC industry;

- Study blueprints, design specifications, or manufacturers' recommendations to ascertain the configuration of heating or cooling equipment components and to ensure the proper installation of components;
- Understand and apply joining methods for piping and sheet metal materials;
- Demonstrate safety in refrigerant handling following Environment Protection Agency (EPA) regulations;
- Describe, demonstrate and troubleshoot wiring of HVAC&R controls, motors, and circuits;
- Design, install and troubleshoot refrigeration components and systems;
- Design, install and service of Heating & Cooling Equipment and Systems (Oil, Gas, & Heat pump);
- Describe and demonstrate ventilation applications and forced-air duct systems;
- Perform blueprint reading, sketching and estimating according to code;
- Lay out full scale drawings of pipe systems, supports, or related equipment, according to blueprints;
- Demonstrate hand/power tool uses and operations;
- Install pipe systems to support alternative energy-fueled systems, such as geothermal and hybrid systems;
- Prepare cost estimates for clients; and
- Career Exploration and Navigation

### **Industry Certifications**

- OSHA 10 & OSHA 30
- EPA- Section 608 Refrigeration Certification
- NATE Industry Competency Exam (ICE)
  - Core, Air-conditioning, Oil Heat, Gas Heat
- Skills USA - Career Readiness

### **Career Pathways**

- Apprentice Refrigeration Technician
- Apprentice Sheet Metal Technician
- Apprentice HVAC Technician
- S-2 Heating and Cooling Mechanic



- S-4 Heating Mechanic
- S-6 Limited Heating Mechanic
- S-8 Limited Heating Mechanic
- S-10 Limited Heating and Cooling Mechanic
- B-2/B-4 Oil Burner Servicer/Installer
- D-2 Warm Air Heating and Cooling Mechanic
- D-4 Refrigeration Mechanic
- SM-2 Sheet Metal Mechanic
- Boilermaker
- Building Superintendent
- Self-Employed HVAC Contractor
- Engineering (Plant or Mechanical)
- Energy Management

## Precision Machining Program of Study

Students enrolled in the CTHSS Precision Machining Technology program are given instruction in and demonstrate skills and knowledge in machine safety, measuring tools, precision machining fundamentals using; manual milling machines, lathes, and other metal processing machines. Students' progress using computer numerical controlled (CNC) machining and turning centers as early as the 10th grade and become proficient in their operation and programming upon graduation.

Eligible students can participate in Work-Based Learning (WBL). This program allows companies to hire students during the school day to work on the manufacturing floor. Students will get credit for their work experience and it is an important pipeline for getting our students into industry.

### **Program Standards**

- Practice Shop Safety
- Understand career opportunities in the manufacturing industry
- Understand manufacturing processes and materials
- Demonstrate hand/bench tool uses and operations
- Operate lathes consistent with acceptable industry and safety standards
- Operate vertical milling machines consistent with acceptable industry and safety standards
- Demonstrate measuring, part Inspection, and quality control methods
- Perform machine blueprint reading and sketching
- Demonstrate layout methods and techniques
- Perform Precision Grinding consistent with acceptable industry and safety standards
- Operate Computer Numerical Control (CNC) machines consistent with acceptable industry and safety standards
- Apply CAD/CAM Principles

### **Industry Certification**

- National Institute of Metalworking (NIMS) Level I Machining Credentials

## Career Pathways

- Machinist
- Tool room machinist
- CNC machinist
- Toolmaker apprentice
- Mold making apprentice
- Machine maintenance
- Quality & Inspection
- Four-slide machine set-up
- CNC production
- CNC machine operator

## Welding and Metal Fabrication Program of Study

The Welding and Metal Fabrication trade is a very important part of the manufacturing industry as well as the construction trades. The Welding and Metal Fabrication program at Bristol TEC is a one-year intensive training program. Those who successfully complete the training may convert the 900-clock hour's credit toward a state-approved apprenticeship-training program.

Students receive instruction in shop math, blueprint reading and welding safety. Students will also be trained in the following welding skills:

- Oxy-Fuel Processes
- Plasma Cutting
- Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding

Students will also be exposed to fabrication and repair using various types of metal. Upon successful completion of this rigorous course, students will be eligible for certification testing according to the American Welding Society standards.

After learning the basics at Bristol TEC students can continue their training in:

- Aircraft Welding
- Bridge Welding
- Pipeline Welding
- Auto Body Welding
- Artistic Welding
- Fabrication
- Underwater Welding
- Shipyard Welding
- Blacksmith/Forging
- Forge Shop Workers
- Boilermaker

### **Advantages of the Trade**

The welder may work alone or with a team, work indoors or outdoors, travel, or operate their own business. Most welders work year-round and can be exposed to a variety of work locations. After graduation you may wish to join an apprenticeship program or if you have the ability and the interest, go directly to work as a journeyman or an independent welder.

### **Job Outlook**

The job outlook is and has been great for our previous students who wanted to enter the welding trade. The Department of Labor forecasts indicate that the trade will remain at the same level of opportunity for the foreseeable future. Welding students have an excellent placement record, both inside and outside of the state of Connecticut.

*Students successfully completing this course of study will be able to pursue a two- or a four-year degree in mechanical engineering. Students electing to immediately enter the workforce typically acquire positions as welders in the aviation and aerospace industries, large construction companies, as well as independent welding and fabrication shops.*

***BRISTOL TECHNICAL EDUCATION CENTER***

**Military Opt Out Form**

\_\_\_\_\_  
**Student's Name (Printed)**

**Release of Directory Information**

I do not grant permission for the release of directory information to the military without my prior consent.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**BRISTOL TECHNICAL EDUCATION CENTER**

**Student Photo/Media Release Form**

***The Connecticut Technical High School System (CTHSS) produces a variety of print and electronic media to promote and celebrate the accomplishments of its students. The Photo/Media Release Form below is used in conjunction with this effort.***

I, \_\_\_\_\_, parent of guardian of \_\_\_\_\_, do hereby authorize and give consent to the Connecticut Technical High School System to publish my student's photographic or video image in the system or school newsletters, in the Connecticut Technical High School System's Program of Studies and/or related printed, electronic and/or video publications, including those published to the Connecticut Technical High School System's official website and Bristol Technical Education Center official website. I have been assured, and it is my understanding, that my student's photographic or video image shall be used for the Connecticut Technical High School System's informational and publicity activities and shall not be used for any commercial purposes whatsoever.

**I do hereby waive any claim for compensation for the use of my student's photographic/video image.**

**I do hereby agree that this release is valid until expressly revoked by me in writing.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (**please print**)

\_\_\_\_\_  
Student's Signature if 18 or older

\_\_\_\_\_  
Town

\_\_\_\_\_  
Name of Parent or Guardian (Please Print)

\_\_\_\_\_  
Signature of Parent or Guardian





**BRISTOL TEC POST GRADUATE  
HANDBOOK ACKNOWLEDGEMENT/AGREEMENT**

This form must be completed, detached from the handbook, and submitted to the CTE Instructor

Student Name (printed) \_\_\_\_\_ Program Area \_\_\_\_\_

***Academic and Attendance Requirements***

I understand that regular attendance is the responsibility of the student and is a critical aspect of the educational process. In order to receive a post-graduate level technical certificate, post graduates must earn a passing score (60 or better) in their CTE program and receive a total of 900 hours of related instruction.

***Criminal Arrest History***

I understand that I must clear a criminal arrest history as a condition of acceptance into Bristol TEC. If I fail to be clear this requirement I can be dismissed from BTEC and will not be eligible for tuition reimbursement.

***Discipline Policy and Substance Abuse Policy***

I understand the responsibilities outlined in the Discipline Policy and Substance Abuse policy. I also understand that should I violate either policy I will be subject to disciplinary action, up to or including dismissal from the program with possible referral to law enforcement officials, for violation of the law. I also understand that if I am dismissed for a violation of the discipline and/or substance abuse policy I would not be eligible for any refund of tuition paid.

***Electronic Use Agreement***

I acknowledge and agree to abide by the Electronic Use Agreement of the Connecticut Technical High School System as written in this handbook.

***Education Records***

I understand that certain personally identifiable information is considered directory information and does not require a signed release for disclosure. I understand that unless I deny the release of any or all of this information within 10 school days of the date this student handbook was issued, directory information may be released. ***(See bottom of page for denial of release sign-off.)*** I also understand that I have a right to inspect and review all my student records.

***Health and Safety Policies***

I acknowledge that I have read the Health and Safety section of this handbook.

***Tuition and Refunds:***

I acknowledge that Post Graduates must pay a one-time/non-refundable \$50 registration fee. Each semester tuition costs are \$1855, therefore a one year program costs: \$3760. I have also read and understand the refund policy.

**I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE RULES AND REGULATIONS AS STATED IN THIS HANDBOOK:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I do not grant** permission for the release of my directory information to the military without my prior consent.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM**  
**BRISTOL TECHNICAL EDUCATION CENTER**  
**ASBESTOS MANAGEMENT PLAN**

DATE: 07/11/2017

In accordance with 19a-333-1 thru 13, "Asbestos Containing Materials in Schools", we are required to inform you that asbestos containing materials have been identified in various areas of the school, primarily in maintenance areas not accessible to students. Much of the material has been removed. What remains is included in an Operations and Maintenance (O&M) program. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O&M program will remain in effect until all ACBM is removed from the buildings.

Bristol T.E.C maintains a complete updated copy of the AMP in the main office. It is available during business hours for inspection.

The buildings are inspected every six (6) months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly re-inspected every three years by licensed asbestos inspectors following the same basic criteria as the original inspection.

The designated person for the asbestos program is **John Woodmansee**. He can be at **860-807-2233** or via email at [John.Woodmansee@ct.gov](mailto:John.Woodmansee@ct.gov)