

The Connecticut Technical Education and Career System (CTECS)

Bristol Technical Education Center & Aviation Programs

**CT Aero Technical School for Aviation Maintenance
Stratford School for Aviation Maintenance**

ADULT STUDENT HANDBOOK & PROGRAM GUIDE

2021-2022

CONNECTICUT STATE DEPARTMENT OF EDUCATION
The Connecticut Technical Education and Career System (CTECS)

CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM

The CONNEC 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 EDUCATION AND CAREER CENTER BOARD

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

Charlene Russell-Tucker, Acting Commissioner of Education

Jeffrey Wihbey Superintendent of Schools

Nikitoula Menounos, Assistant Superintendent of Schools

Richard Cavallaro Assistant Superintendent of Schools

ACCREDITATION

The Commission of the Council on Occupational Education accredits Bristol Technical Education Center, Stratford School for Aviation Maintenance and CT Aero Tech for Aviation Maintenance Programs. COE's contact information: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898.

The New England Association of Schools and Colleges accredits Bristol Technical Education Center High School Program.

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., Hartford, CT 06103-1841
Mailing Address: P.O. Box 2219, Hartford, CT 06145-2219
Telephone: 860-807-2071

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

Our Mission

The mission is to provide a unique and rigorous learning environment that:

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

Our Vision

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

~~~~~

Bristol TEC and the Aviation Programs staff works hard to prepare every student for a job or further education in their trade. We have spent time speaking with employers to determine the skills every successful employee needs.

Reinforcing the following six 'soft' skills is incorporated into everything we do. Whether it is in a classroom, cafeteria, out on production in someone's home, or working within the trade area students are held accountable to work on mastery of the following:

### **SIX SKILLS FOR SUCCESS**

- 1) Critical Thinking and Problem-Solving
- 2) Teamwork
- 3) Workplace Ready (Mastery of Basic Trade Skills)
- 4) Effective Oral and Written Communication
- 5) Math Skills
- 6) Curiosity, Imagination and Desire to Learn

## ***Grievance Policy***

It is the policy of the Connecticut State Board of Education and the Connecticut Technical Education and Career System (CTECS) 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 trade department head or instructor
- The school counselor, school nurse, equity coordinator, or school administrator
- The Connecticut Technical Education and Career System Superintendent of Schools, 39 Woodland Street, CT 06105 telephone: 800-807-2200.
- 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/>

## ***Supersedence***

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.

# Table of Contents

| Section                                                          | Page |
|------------------------------------------------------------------|------|
| Grievance Policy                                                 | 5    |
| Introduction                                                     | 8    |
| <b>SECTION 1: Message to Students</b>                            | 9    |
| Communication with school                                        | 9    |
| Use of Cell Phones or other Electronic Devices                   | 10   |
| <b>SECTION 2: School Climate</b>                                 | 13   |
| <b>SECTION 3: BTEC Academic Expectations</b>                     | 16   |
| Certificate Requirements                                         | 16   |
| Grading and Report Cards                                         | 16   |
| Incomplete Grades & Make Up Work                                 | 16   |
| <b>SECTION 4B: BTEC Attendance Policy – Post-Graduates</b>       | 17   |
| Attendance as a Course Requirement                               | 17   |
| Make-Up Sessions                                                 | 17   |
| Attendance Letters & Plan of Support                             | 17   |
| Tardiness and Early Dismissal                                    | 18   |
| Student Dismissal – Attendance Violation                         | 18   |
| Review & Appeal Process Student Dismissal - Attendance Violation | 18   |
| Leave of Absence                                                 | 18   |
| <b>SECTION 5: BTEC Student Assistance</b>                        | 19   |
| Behavioral Health Clinic                                         | 19   |
| Faculty Support                                                  | 19   |
| 4Health Counseling                                               | 19   |
| School Counseling                                                | 19   |
| Student Assistance Team/Performance Review Team                  | 20   |
| <b>SECTION 6: Student Education Records</b>                      | 21   |
| Student Records                                                  | 21   |
| Inspection and Review                                            | 21   |
| Copies of Educational Records                                    | 22   |
| Filing a Complaint                                               | 22   |
| Types, Locations and Custodians of Education Records             | 23   |
| <b>SECTION 7: Student Conduct, Discipline</b>                    | 23   |
| Code of Respect                                                  | 23   |
| Display of Disruptive Symbols                                    | 23   |
| Dress Code and Grooming                                          | 23   |
| Electronic Use Agreement                                         | 24   |
| Fraternization                                                   | 24   |
| In-School and Out-of-School Suspension                           | 24   |
| Inspection of Lockers and Other School Property                  | 25   |

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| Motor Vehicles on Campus – Student Use                               | 25        |
| Public Displays of Affection                                         | 25        |
| Removal from Class                                                   | 26        |
| Search and Seizure                                                   | 26        |
| <b>Section 8: CTECS Conduct Leading to Disciplinary Action</b>       | <b>27</b> |
| Conduct Leading to Disciplinary Action                               | 27        |
| Post-Graduate Discipline Policy                                      | 30        |
| <b>SECTION 9: Substance Abuse Rules and Guidelines</b>               | <b>31</b> |
| Definition of Terms                                                  | 32        |
| Chart of Infractions                                                 | 33        |
| <b>SECTION 10: BTEC Health Office Policies and Safety Procedures</b> | <b>34</b> |
| Health Room Procedures                                               | 34        |
| Emergency Contact Numbers & Medical Information                      | 34        |
| Release Due to Illness/Injury (Post-Graduates)                       | 34        |
| Medication on School Property (Post-Graduates)                       | 34        |
| Health Counseling                                                    | 34        |
| Tobacco Use                                                          | 34        |
| Communicable Diseases                                                | 35        |
| Crutches in School and Shop                                          | 35        |
| Immunizations                                                        | 35        |
| Physical Exams (Post-Graduates)                                      | 35        |
| Pesticide Applications                                               | 35        |
| Student Transportation                                               | 36        |
| Safety Drills                                                        | 36        |
| <b>SECTION 11: BTEC Organizations and Extracurricular Activities</b> | <b>37</b> |
| Participation in School Activities/Absence                           | 37        |
| SkillsUSA                                                            | 37        |
| Student Ambassadors                                                  | 37        |
| Student Council                                                      | 37        |
| <b>SECTION 12: BTEC General Information</b>                          | <b>38</b> |
| Age of Majority                                                      | 38        |
| Arriving on and Leaving School Grounds                               | 38        |
| Calendar                                                             | 38        |
| Change of Address                                                    | 38        |
| Electronic Communication                                             | 38        |
| Field Trips                                                          | 39        |
| Homework Policy                                                      | 39        |
| Incomplete Grades                                                    | 39        |
| Lost or Damaged Textbooks or School Materials                        | 39        |
| Lunch Charge Policy                                                  | 39        |
| Military Service                                                     | 40        |
| Pledge of Allegiance                                                 | 40        |
| Sale of Items, Raffle Tickets                                        | 40        |

|                                                         |              |
|---------------------------------------------------------|--------------|
| School Closing and Delay Information                    | 40           |
| Transfer Policy                                         | 40           |
| Visitors                                                | 41           |
| Withdrawal from School                                  | 41           |
| Work Based Learning Program                             | 41           |
| Working Papers                                          | 41           |
| <b>SECTION 13: BTEC Admissions, Tuition and Refunds</b> | <b>43</b>    |
| Admissions                                              | 43           |
| Orientation                                             | 43           |
| Fiscal Responsibility (Post-Graduates)                  | 43           |
| Tuition and Financial Aid (Post-Graduates)              | 43           |
| Refund Policy (Post Graduates)                          | 44           |
| <b>BTEC Appendix</b>                                    | <b>45</b>    |
| School Asbestos Management Plan                         | 46           |
| <b>Post-Graduate Forms</b>                              | <b>48-50</b> |
| Photo/Media Release                                     | 47           |
| Medical Form                                            | 48-49        |
| BTEC Handbook Acknowledgement/Agreement (PG)            | 50           |
| <b>AVIATION Programs Appendices</b>                     | <b>51</b>    |
| <b>Aviation Program Information</b>                     | <b>52</b>    |
| Enrollment                                              | 52           |
| Transfer Policy                                         | 52           |
| Attendance Policy                                       | 52-54        |
| <b>Aviation Acknowledgements/Agreements</b>             | <b>55</b>    |
| Adult Student Withdrawal Form                           | 56           |
| Adult Handbook Acknowledgement                          | 57           |
| Progressive Discipline Form                             | 58           |
| <b>Tuition Payments</b>                                 | <b>59</b>    |
| Tuition Waivers                                         | 59           |
| Pell Grant                                              | 59           |
| Withdrawal Procedures                                   | 59           |
| Tuition Refunds                                         | 59           |



# Introduction

Bristol Technical Education Center, Stratford School for Aviation Maintenance and CT Aero Tech Aviation Maintenance are proud members of *The Connecticut Technical Education and Career System (CTECS)*. We offer a variety of fully accredited, high quality and in-demand career and technical programs of study.

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. For many students, participation in WBL supports placement in the workforce upon graduation. Or, if students choose to they can continue their education at an institution of higher education.

In addition, Bristol TEC offers evening apprenticeship and extension courses for adult learners. Our Apprenticeship Related Instruction program is fully approved by the CT-DOL Office of Apprenticeship Training in the Licensed Occupational Construction trades.

On behalf of our dedicated team of career and technical instructors and staff we thank you for choosing Bristol Technical Education Center and our Aviation Programs.

## SECTION 1: A Message to Students

The Connecticut Technical Education and Career System (CTECS) wishes to ensure the participation of students in consistent, meaningful, two-way communication between schools and community. Therefore, it is encouraged to be actively engaged in the partnership between school and community, all with the goal of increasing student achievement and developing positive attitudes about self and school.

### **Students can access information from the district through the following methods:**

#### ***District Website***

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

#### ***School-based website***

Our schools have their own websites which contain information specific to each school. The direct links for each school can be located off the district website at: <http://cttech.org>.

Bristol TEC's website address is: <http://cttech.org/bristol>.

Stratford School for Aviation Maintenance Technicians' website address is: <http://ssamt.cttech.org>.

CT Aero Tech School for Aviation Maintenance Technicians' website address is: <http://ctaero.cttech.org>.

Our schools' websites have a staff directory page which contains the names of our staff members, their phone numbers, and email addresses. In addition, many of our instructors maintain their own educational website used to post information relative to the courses they teach.

#### ***PowerSchool Student Portal***

The CTECS utilizes PowerSchool as our student information system. This system is equipped with a Student portal. The PowerSchool Portal allows everyone to stay connected: Students stay on top of assignments and teachers use their grade book to make decisions on what information they want to share with students. Current assignments are listed as well as attendance and discipline information. Under the Email Notification option students can set up notification alerts. These alerts are automated, however, at any time the students can login to the portal for more detailed information. The school's main office will disseminate the usernames and passwords for the accounts. Students access the portal at the following link: <http://powerschool.cttech.cen.ct.gov/public> which is available on our websites listed above in the **School-based website** section.

#### ***Attendance/Tardy information Notification***

The Connecticut Technical Education and Career System (CTECS) utilizes a notification system for attendance/tardy information, as well as regular communication. This system uses both phone and email notifications. Through the student portal of PowerSchool you can enter/modify the phone number and email address these notifications are sent. 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, 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.

## ***Cell Phones or Other Electronic Devices***

The Connecticut Technical Education and Career System (CTECS) 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 CTECS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the student. Students who are receiving devices from the school will be asked to acknowledge receipt. A FAQ section is on the website at:

<https://sites.google.com/a/cttech.org/cthsstedtech/1-1/one-to-one-faq>. And the one-to-one Device Handbook and Acknowledgement Form is available @ <https://sites.google.com/a/cttech.org/cttechsedtech/1-1/structure-and-process/one-to-one-policy-andguidelines>

Electronic devices have become an integral part of the educational process. As a technical school, Bristol TEC and The Aviation Programs encourage appropriate use in the classroom or other school settings. **The general rule is that the personal use must not disrupt the classroom or harm others.**

### **At BTEC the policy is as follows:**

1. All cell phones put on silent mode while in building.
2. Personal use before the start of class, during lunch, and after 1:50 ONLY.  
Must be professional and educational electronic use with safety in mind. For example, students may be allowed to use their devices to complete research, submit work to a teacher, or contact their Work-Based Learning employer. However, a student is expected to request and obtain prior authorization from their teacher.
3. No cell phone use during crisis drills or emergencies without teacher authorization.
4. No cell phone/electronic media device use in classrooms or trade areas unless instructed to by teacher.
5. No videos/photos will be taken without direct supervision by teacher and subject(s) prior approval.
6. Students are responsible for locking their electronic devices and keeping them in a safe place. **The school is not responsible for lost or stolen items.**
7. Posting or texting mean-spirited, threatening, or inappropriate messages during the school day or after school hours may result in consequences for disruption of the educational process. Such speech is not protected if it results in injury or harm to other students or disrupts the educational process.
8. Students taping teachers and students taping other students without notice and opportunity to object is considered misconduct.
9. Disciplinary action can be taken if a student's cell phone use results in a violation of the Discipline Policy.

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

Each school has a staff member(s) who serves as Title VI, Title IX, Equity, and/or 504 Coordinator. Our Equity/Title IX Coordinator and 504 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. 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.
- d. Additional complaints can be mailed to the Council on Education 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350

### ***Family and Community Engagement***

Consistent with the CTECS Family Engagement Program, we are committed to finding ways to increase opportunities for family and community engagement. Students will be informed about these opportunities throughout the year. Teachers and administrators should always work together in the best interests of students. The PFO, in collaboration with our Student Council holds several fundraising activities each school year. These fundraising efforts are designed to raise money to support various student activities. Appendix A – PFO Sign Up Form

### ***Foreign Nationals***

Under U.S. law foreign students have a right to education and the CTECS 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).

### ***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 CTECS' policy on Immunization is communicated to students in Section 9.

### ***Student Complaints***

If a student has concerns regarding a staff member's treatment towards him/her they should report it to the school administrator who will subsequently request a signed and dated written statement from the student. The administrator will review the concerns to determine how to proceed. If a student has expressed a concern regarding a staff member's treatment of him/her that involves allegations of harassment, discrimination and/or retaliation the Equity Coordinator may also be contacted as well.

### ***Recruitment***

Connecticut Technical Education and Career System (CTECS) 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 can opt-out of allowing their personal information to be passed on to military recruiters. An Opt-Out Provision is provided at the bottom of the Handbook Acknowledgement Form in the Appendix of this handbook. If you do not grant permission for the school to release contact information to military recruiters this option must be signed.

### ***School-Based Health Centers***

The Connecticut Technical Education and Career System (CTECS) 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. SBHCs do not replace the care that the student receives from his/her regular health care providers and goes beyond the services that the school nurse and other student support staff can provide. The SBHC staff will communicate with and coordinate the student's care with the student's regular health care provider.

SBHCs are linked to other health centers in the community where the student can obtain services when school is not in session, if he/she chooses. Most insurance plans, including Husky, are accepted by SBHCs, and there is no co-pay at the time of the visit. You may enroll in the SBHC even if you don't have health insurance. **As part of the SBHC collaborative, a Licensed Clinical Social Worker is available twice a week to provide behavioral health counseling to Bristol TEC students.** Please feel free to call us for more information.

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

***Recent legislation***

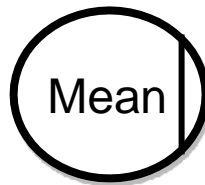
In order to increase the awareness of our students and enhance their safety we are providing curriculum focusing on social-emotional learning, self-awareness and self-regulation. We also provide educational materials to increase awareness of sexual abuse, sexual assault and dating violence. The discipline policy defines misconduct and includes dating violence, bullying, harassment and intimidation.

## SECTION 2: School Climate

All students, teachers, administrators, school nurses, support staff, maintenance, building and grounds officers, 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. 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 Education and Career System (CTECS) 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 others 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 CTECS 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 CTECS 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. **The Equity Coordinator is the School Counselor, located at BTEC.** 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 CTECS 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-CTECS.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 CTECS *Policy on Bullying* or the *Student Grievance Procedures for Alleged Discrimination and Harassment*.

**BULLYING:** (1) "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 CTECS 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 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) supervision on school premises;
- 8) a voluntary apology to the victim;
- 9) awareness training (to help student perpetrators understand the impact of their behavior);

#### ***Protection Against Retaliation***

The CTECS 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 3: BTEC Academic Expectations

At Bristol TEC, students attend for the sole purpose of completing one of our six career and technical education programs of study.

### ***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.

### ***Grading***

Students receive numerical grades in their trade/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.

**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:

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

### ***Faculty 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. In addition, students can utilize the support offered in the Student Study Center before school and during school hours (with prior approval from trade instructor). Please refer to the school counselor and/or school administrator if additional support is needed.

### ***Incomplete Grades***

A grade of **Incomplete** will be given when a student has an extended absence 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. 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.**

## SECTION 4B: BTEC Attendance for 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.

### ***Attendance as a Course Requirement***

#### ***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 40 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***

During the course of the normal school year, Bristol TEC will designate at least one day per week as an after-school make-up session day. This session will run from **1:50 and 2:50 p.m.** Transportation will be the responsibility of the student. Make-up sessions will not be held when school is closed due to inclement weather, holidays, or other school closings.

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

A warning letter shall be sent to any student that accumulates 4 and 7 days.

An “at-risk” letter shall be sent to the any student that reach 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 instructor.

#### ***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 required to make up some of their missed time after school.

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 student's 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 John Ryan at [john.ryan@cttech.org](mailto:john.ryan@cttech.org). 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 assistant 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: BTEC 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 meets 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 enrollment form allows students to use the service all year, if needed. Enrollment forms can be attained in the school counseling or nurse office.

### ***Faculty Support***

Collectively, we are committed to ensuring that every student successfully completes their career and technology program. 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. In addition, students can utilize the support offered in the student study center before school and during school hours (with prior approval from trade instructor). The student is responsible for contacting instructors in regard to all make-up work. Please refer to the school counselor and/or school administrator if additional support is needed.

**The student is responsible for contacting teachers and scheduling a meeting in regard to all make-up work.**

### ***Health Counseling***

The school nurse provides health counseling on a routine basis during normal health center hours of operation. When a student has a concern about his or her health, they are encouraged to discuss it with the school nurse.

### ***Homeless Education***

If you become homeless during the school year, please notify the school counselor.

### ***School Counseling***

A professionally qualified member of our school staff renders 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 school counselor's office. We recommend that you stop by before school, during lunch, or towards the end of the school day.

Education and career planning guidance is available along with information to develop a plan for the student's future. 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.

### ***Student Assistance Team (SAT) “Performance Review”***

At Bristol TEC, the Student Assistance Team (SAT) is referred to as “Performance Review Team.” This team will be composed of an administrator, pupil service staff, the student’s teacher, and school nurse (as needed). The purpose of these school-based reviews is to discuss any student that is performing below standard in their program of study and/or struggling behaviorally.

The Team will attempt to assess the nature and extent of the problem, discuss possible interventions, develop and implement a plan of supportive interventions. The Team will determine how progress will be monitored and recorded. The Team will schedule a follow up meeting to review and discuss progress monitoring data (if applicable), and determine if interventions need to be added, discontinued, tweaked, and/or replaced.

**The Performance Review Team Coordinator is our school counselor.** The Team will respond to self-referrals or to referrals from staff and student's friends or outside agencies. The Team is also available to assist with issues related to school improvement, crisis intervention, attendance, emotional health, mental health, illness and chronic health issues that affect learning. If necessary, the Team may share its findings with a sending school guidance department representative and recommend that they consider referring the student for a special education evaluation.

## 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, 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 students over 18 years of age certain rights with respect to the student's education records.

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

Eligible students may, upon request, inspect and review their school records. 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 students of the date, time and location where the records may be inspected and reviewed. Requests by 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.

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

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 eligible student, the school will notify the 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 eligible student when notified of the right to a hearing.

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

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 Education and Career System (CTECS) 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 CTECS 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, 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 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 CTECS 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. An eligible student may refuse to let the school designate any or all of these types of information. The 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.

### ***Copies of Education Records***

The Connecticut Technical Education and Career System (CTECS) provides eligible students with a copy of the student's education record whenever failure to do so would effectively prevent eligible students the right to inspect and review such records.

The fee for copies of the student's education records is 25 cents per page.

### ***Filing a Complaint***

Eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the CTECS 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>Location</b>           | <b>Custodian</b>   |
|-----------------------------------|---------------------------|--------------------|
| Current Year School Records       | Main Office               | School Counselor   |
| Discipline Records (Current Year) | BTEC Administrator Office | BTEC Administrator |
| Health Records                    | BTEC School Nurse Office  | BTEC School Nurse  |

## SECTION 7: Student Conduct and 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. 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.

### ***Dress Code and Grooming***

Students are expected to be dressed as professionals. Teachers and support staff work hard to prepare every student for successful careers. Dressing the part is important and students are expected to wear trade uniforms according to specific trade requirements at all times. Uniforms should be clean upon arrival each day. Except where the trade uniform prevents it, shirts must be tucked in. Belts must be worn at the **waist level**. No sagging or oversized pants are allowed and students may not expose under garments at any time. Dependent upon trade requirements, **pierced rings may have to be removed** for health and safety. Failure to comply with dress code and health and safety requirements will result in disciplinary action.

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** during the school day or at school-sponsored activities:

1. Coats, jackets or other attire normally worn as outerwear, including hoodies. (Students **may wear** a long sleeve shirt or crew neck sweatshirt **UNDER** their uniform shirt in the building if they are cold.)
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 or a part of a uniform.
3. Footwear that damages or marks floors or that is a safety hazard, including backless shoes, flip-flops and toeless shoes 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; or pants that reveal the navel, upper thigh or undergarments. Cleavage must be covered. Underwear must be covered.



### ***Electronic Use Agreement***

In order to protect the performance and maintain the integrity of the CTECS network all staff and students must use electronic information resources appropriately.

***By signing the student acknowledgment signature page of this handbook, I, as a user of the CTECS electronic information resources and computer networks, acknowledge that I have read, accept and agree to abide by the Electronic Information Resources Policy of the CTECS and with the following preconditions of my use of the CTECS 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 CTECS;
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.

### ***Fraternization***

Post-Graduates are expected to avoid social contact with high school students, on school property, or at school-sponsored events.

### ***In-School Suspension and Out-of-School Suspension***

A student who is assigned to In-School Suspension (ISS) or 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.

### ***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. 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.
4. 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).
5. 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 CTECS student is in violation of any laws or school rules (See Search and Seizure on next page).

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

The student use of automobiles on school grounds is a privilege. 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 school administrator.
3. The only automobiles that will be allowed to park on the school grounds, in the area designated for students, must have 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, or owner of the vehicle to a search of that motor vehicle.
7. The school administrator may request a law enforcement officer to search a motor vehicle on school premises.
8. Student drivers who accumulate unexcused absences or tardiness may have their parking permit suspended or revoked dependent upon severity.
9. Any car found on the school parking lot without a permit will be towed away at the owner's expense.
10. Any student abusing the permit privilege will have the permit revoked.
11. 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, 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.

### ***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.

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

The teacher has the responsibility and authority to maintain a classroom environment which is safe and conducive to learning. The teacher 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 removal. 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. 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 Education and Career System (CTECS) students are subject to reasonable searches. If there is reasonable suspicion that a CTECS student while on school property or at a school sponsored event is in violation of any laws or school rules, a search of the individual's person, personal property or assigned lockers and other school property is permitted with or without the express permission or knowledge of the student. 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.

CTECS administrators and other staff designated by the school 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.

CTECS 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 school 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. 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.
4. Searches shall be limited to a student's locker, desk, workbench, toolbox, purse, book bag, backpack, pockets, or outerwear.
5. If a school administrator concludes that a more intrusive search such as that described above is necessary and suspicions should be reported to the police who shall be responsible for any such search.
6. Teachers in the normal function of their responsibilities may retrieve visible items and materials from students that are in violation of school rules.
7. If a reasonable search has been conducted and items or materials that are illegal or violation of school rules are discovered, the items or materials may be seized.
8. 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 before the visit occurs.**

## Section: 8 CTECS 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. This includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds.

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’.

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

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.

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

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.

#### **10. Misuse of Electronic Devices**

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

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.

**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 username's or passwords, and on a larger scale, identity theft.

13. Pornography possession, observation, or participation in creation of pornography

#### **14. Other School Policy Violations**

a. **Cheating**

b. **Counterfeiting**

c. **Forgery**

d. **Gambling**

e. **Plagiarism** or use or copying of the academic work of another individual and presenting it as the student's own work without proper attribution.

f. **Profanity** including obscene or profane language or gestures.

g. **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.

h. **Vandalism** including arson and or the intentional or reckless cause of, or attempt to cause, damage to school, private or public property.

15. **Insubordination** including defiance of school rules and refusal to comply with a reasonable directive from school staff, law enforcement authorities, or school volunteers, or any disruptive classroom behavior. **Refusal to comply with a referral to the school nurse is considered insubordination.**

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

17. **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.

18. **Violating school smoking regulations** Use of e-cigarettes or other facsimiles (such as vaping) is included as a violation.

19. **Tardiness or Unexcused Absences** including an accumulation of offenses such as school and class tardiness; cutting class, or shop activity; failure to attend detention; or leaving school grounds without permission, failing to report to or remain in an assigned area, or participating in an unauthorized “skip day”.

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

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

22. **Homicide**

## ***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 each school site, classroom rules, and standards of professional conduct. The following guidelines will be followed for minor offenses that do not pose an immediate threat to the student, other individuals, or property.

**First offense** – The instructor will discuss with the student the reason for the disciplinary referral to help the student understand their inappropriate actions. The teacher and student will fill out a disciplinary 1<sup>st</sup> Offense form indicating the meeting was held and suggestions to keep further incidents from happening. Both instructor and student will sign the form. Form is kept by department head (DH).

**Second offense** –The department head 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. The department head will fill out 2nd Offense form with the student indicating that the meeting took place and an outline of expected behaviors was developed. Form is kept by department head with a copy to school administrator.

**Third offense** – The department head will notify the student of the infraction and contact the school administrator. The administrator will review the student's record to assure that due process has taken place. 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.

### ***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 the Bristol TEC or one of the Aviation Programs 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 John Ryan at [John.ryan@cttech.org](mailto:John.ryan@cttech.org). 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 or one of the Aviation Programs. 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 to the Assistant Superintendent who will conduct the review and determine an appropriate disposition. The Assistant Superintendent's decision will be communicated in writing.

**The decision of the Assistant Superintendent will be final.**

## SECTION 9: Substance Abuse Rules and 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 Education and Career 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 Education and Career System (CTECS) 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 measure 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 (Performance Review 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 a Connecticut Technical Education and Career System.
- H. Part-Time Student is any individual enrolled as a part-time student in a Connecticut Technical Education and Career System.
- 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 Education and Career System.
- J. Non Student is any individual not enrolled in grades 9-12 or a post-secondary program in a Connecticut Technical Education and Career System.



## SUBSTANCE ABUSE

| SITUATION                                                                                                                           | IMMEDIATE ACTION                                                                                                                                                            | INVESTIGATION                                                                                                                                                                 | 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.                                                                                  | 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                                                                   | 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.             | 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 | 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                                                                                                                                                      |
| 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.                                  | 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 student and administrator. Further follow-up action will be determined by results of analysis of paraphernalia.                                         |

| SITUATION                                                                                                                                                                                              | IMMEDIATE ACTION                                                                                                         | INVESTIGATION                                                                                                                                                                 | 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.                                  | 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 | 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                                                                                                                                                                     | Required               | Follow # 4                | Informal hearing. If informal hearing substantiates allegation student is terminated. | Does not apply                                                                                                         |
| 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                                                                                                                                                                     | Required               | Follow #4                 | Informal hearing. If informal hearing 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 college property.                             | Follow #4                                                                                                                | 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: BTEC Health Office Policies and 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***

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.

Our school nurse will administer first aid for injuries occurring while at school and will respond to health-related emergencies. If a post-graduate student becomes seriously ill or injured, the emergency contact on record will be contacted. In the absence of a school nurse, 911 will be called. Under no circumstances will school personnel or other students transport ill or injured students.

Post-graduate students are encouraged to contact their health-care provider regarding general health and wellness concerns. All medical-related situations should be reported to the school nurse.

### ***Emergency Contact Numbers and Medical Information***

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. The post-graduate must complete and sign the card and return it the homeroom teacher as soon as possible. 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 must be provided. Allergies and medical conditions should also be noted on the emergency card. It is the post-graduate's 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***

Students may not leave school for illness or injury or call for transportation without first reporting to the nurse or an administrator. Only the nurse or administrator may dismiss a student from school.

### ***Cell Phone Use in the School Health Office***

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.

### ***Medication on School Property***

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

### ***Health Counseling***

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

### ***Tobacco Use***

Tobacco use is more than a discipline issue; it is an addiction issue. As such, the CTECS will employ a restorative justice framework to address tobacco-related policy infractions.

### ***Communicable Diseases***

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

### ***Crutches in School and Shop***

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 student 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.**

### ***Injuries/Accidents***

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.

### ***Immunizations***

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***

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***

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.

### ***Insurance Available for Students***

Student medical insurance is available for a nominal fee. If students 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 at the beginning of the school year. Additional applications may be obtained from the school nurse.

Instructions for completing claim forms are located at: <http://commercialtravelers.com/K-12.html> or obtained from the school nurse.

Claim forms can be printed from: [http://commercialtravelers.com/K-12\\_Claim\\_Form.pdf](http://commercialtravelers.com/K-12_Claim_Form.pdf) or obtained by the school nurse.

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

Staff, students 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***

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 Transportation***

The Connecticut Technical Education and Career System (CTECS) 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 CTECS 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. Students may be assessed 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. All accidents, injuries and unusual incidents must be reported to the school administrator, who shall make a report to the Superintendent.

### ***Safety Drills***

A fire drill, lock down, lock-out, or school evacuation, is a rehearsal of a procedure designed to keep us safe in the event of an emergency. Teachers are aware of the procedures to be followed during a drill and will explain them to students. Students are to follow their direction during practice drills, as well as in real emergency situations. Students who are leaving from a particular room are to remain with that group, under the teacher’s supervision, during the entire drill.

## SECTION 11: BTEC Organizations and Extracurricular 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.

### ***SkillsUSA***

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

Participation in SkillsUSA provides a student with these opportunities:

- A chance to learn and practice employment and leadership skills that will result in greater confidence
- Opportunities to compete in the SkillsUSA Championships at the state and/or national levels
- Opportunities for scholarships, awards and honors
- Job contacts and networking opportunities
- Recognition from peers, teachers and leaders within the community
- Opportunities to attend leadership conferences at the state and national level
- Access to SkillsUSA employment resources
- Chances to travel meet a variety of new people and develop meaningful friendships

### ***Student Council***

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.

All students are encouraged to take part in Bristol TEC's student council by either volunteering to be a CTECS representative, donating items for our food drives, volunteering at school events, or helping with PFO fundraisers. Shared participation directly supports programs for **all** students.

There shall also be at least one faculty advisor, appointed by the school administrator, assigned to oversee the Student Council. There shall be a minimum of four elected officers: a president, a vice president, a secretary and a treasurer.

### ***Eligibility requirements to be a Student Council Officer***

- 1) A student must maintain a GPA of 70 or higher and be passing all of their academic (academic classes are verified by sending school) and career and technical program.
- 2) If a student becomes academically ineligible at the end of the first semester, a review can be conducted at the end of the next marking period. Reinstatement can be considered if a student obtains signatures from all teachers as verification that he/she is academically in good standing. Said form can be obtained from the student counsel advisor.

## SECTION 12: BTEC General Information

### ***Age of Majority***

Any 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 Education and Career System (CTECS). The CTECS recognizes its responsibility to secondary students regardless of the age of the student in its charge.

### ***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 trade 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. 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 CTECS 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.

### ***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 student to notify the main office in writing of any address, email address, and/or phone number changes.

### ***Electronic Communication***

The use of electronic communication is encouraged because it is much more efficient. If you choose to communicate with the school via email, please familiarize yourself with the following guidelines.

#### Sharing of student information across e-mail

Please be advised that under FERPA and/or current CTECS Agency Policies, the following student information can be shared across e-mail with members of the school administration, teachers and other CTECS staff: **Name, District ID#, State ID#, Address, School, Courses/Credits, Grades, Attendance/Disciplinary, Participation in Activities/Location, Program Status, Age, Gender, Ethnicity, and Special Education/disabilities.**

All the above information can be e-mailed to administration, teachers and CTECS staff. 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 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.

#### Sharing of Staff/Teacher Information across e-mail

The following staff/teacher information is considered “public information” that can be shared across e-mail with members of the school administration, teachers, CTECS staff or general public: ***Certification status, Address, Salary, Years of Experience, Teaching Schedule, and NCLB/Highly Qualified Status.***

#### ***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.

If a student needs to take medication during a field trip or requires an inhaler or EpiPen they should call the School Nurse at least 2 weeks in advance to discuss their needs. All school trips shall begin and end at the school. All accident’s injuries and unusual incidents must be reported to the school administrator, who shall make a report to the superintendent.

#### ***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. ***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 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

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

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, technology devices, equipment or materials. 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.

#### ***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 the security by sharing their lockers and combinations. The school administrator may conduct inspections of lockers or other school property such as workbenches and school vehicles to maintain integrity and security of the school environment.

When there is reasonable cause to believe that a student may be in possession of weapons, contraband, the fruits of crime, or other materials in violation of school policy or state law, the school administrator and other staff designated by

the school administrator, are authorized to conduct reasonable searches of the student, including his/her person or personal property, or school property, such as lockers, assigned to the student. (See Search and Seizure)

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

Bristol TEC recognizes that, on occasion, students may forget to bring lunch money to school. To ensure that students do not go hungry, but also to promote responsible behavior and to minimize the fiscal burden on the school, we follow the following guidelines:

- Students who forget to bring their lunch money will be allowed to charge one (1) meal up to \$3.00 (what is on the menu for that day).
- A student will not be able to charge additional meals until their balance due is paid in full, or other arrangements have been approved by the school administrator, or a designee.
- All outstanding balances must be **paid in full within five school days.**
- All money owed must be paid prior to the end of the current school year.



If a student is without meal money on a consistent basis, the school administrator, designee will investigate the situation more closely. If the school administrator suspects that a student may be abusing the policy, their privilege of charging meals will be revoked.

### ***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***

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

### ***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.

### ***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” to local TV and radio stations.

### ***Transfer Policy***

Bristol Technical Education Center’s certificate programs are measured by hours - 900 related instruction hours for post-graduate. 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**

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 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**

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 CTECS 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.

### **Visitors**

However visitors are not permitted to disrupt educational programs and activities.

- 1) Visitors to Bristol TEC must first report to the main office for permission to visit.
- 2) Visitors will be provided with a name tag, which must remain visible at all times.
- 3) 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.
- 4) 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, and must have prior approval from the school administrator.
- 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 trespassing.
- 9) Staff members should be alert for unauthorized visitors and report their presence to the school administration promptly. 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 licensee or privilege to be there.

### **Volunteer Program**

The State Board of Education supports the use of volunteer services in the Connecticut Technical Education and Career System (CTECS) 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 Program of Volunteers in the Connecticut Technical Education and Career System (CTECS) is designed to meet the following objectives:

- 1) Provide an opportunity for 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 Education and Career System (CTECS) and its array of programs.
- 3) Increase the amount of small group and individual attention given to CTECS students
- 4) Increase positive communications between school and community.
- 5) Make community talents and expertise available to CTECS students under professional guidance.

Finger printing is requested prior to the start of volunteer services.

### **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 teachers, the school nurse, school counselor and administrator. An exit interview form will be conducted by the student and the school counselor indicating the reasons for withdrawal. The withdrawal form must be signed by the student, the school counselor and the school administrator.

### **Work Based Learning Program (WBL)**

Work Based Learning (WBL) is offered as an extension of technical training. The experience may legally extend beyond the school hours. The student's 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:

- Be at least 16 years old;
- Maintain an overall marking period grade average of at least a 70 in their trade/technology, demonstrate responsible behavior and attendance.
- Demonstrate trade/technology proficiency based on performance criteria established in the curriculum.

Final decision of eligibility rests with the school 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, the school, or the employer.

## SECTION 13: BTEC Admissions, Tuition and Refunds

### **Admissions**

BRISTOL TEC admits both high school students and adults into its six trade full-day programs. In order to be considered, all requested application materials must be submitted.

- Adult students can obtain an application from the Bristol TEC office or from the school's website below. All Post Graduates must be at least 17 years old, have a high school diploma or GED, and clear a criminal arrest history. A non-refundable registration fee and tuition are charged. Students seeking financial aid can obtain a financial aid packet online or from Bristol TEC guidance department. (<http://www.cttech.org/bristol/adulted/main-menu.htm>)

A part of BTEC'S application process is to have the student visit the career or technical education program he/she is interested in and complete an interview and Skills Assessment Test. Applicants will rate the programs they are interested in on their application form as their first and second 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 choice. Once the student has signed and returned the confirmation form, along with a **\$50.00 Non-Refundable Registration Fee** (made out to Treasurer State of CT) the student is considered enrolled.

### **Criminal Arrest History**

A post graduate student is required to clear a criminal arrest history as a condition of acceptance into Bristol TEC. A student that does not clear this requirement can be dismissed from BTEC and will not be eligible for tuition reimbursement.

### **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 arrangements to review all orientation materials with the school administrator and/or school counselor.

### **Tuition for Post Graduates**

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

2021-2022 tuition is as follows:

Registration fee (non-refundable and due even if using Financial Aid): \$50.00  
Fall 2021 (due by 8/30) - \$2000  
Spring 2022 (Due by 1/25) - \$2000  
One Year Total = \$4000 (plus \$50 registration fee, or \$4050)

In addition, all students must purchase uniforms and tools. See [www.cttech.org/bristol](http://www.cttech.org/bristol) for current tool lists and uniform ordering information with costs.

### **Fiscal Responsibility**

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 and both Aviation Programs. Please direct any questions you may have regarding financial assistance to our business manager and/or school counselor.

### **Methods of payment**

- Bank check or money order - payable to "Treasurer, State of Connecticut" for the exact amount due.
- Cash will be accepted only during regular business hours (7:30 a.m. – 3:00 p.m.)

- No personal checks or partial payment plans will be accepted.
- Interest-free, payment plan options are available to students only through the school business office.

#### **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 waiver does 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 through 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.**

## **BTEC APPENDIX**

| <b>Form</b>                              | <b>Page</b> |
|------------------------------------------|-------------|
| School Asbestos Management               | 46          |
| Post-Graduate Student Forms              |             |
| 1. Photo/Media Release                   | 47          |
| 2. Medical Form                          | 49          |
| 3. PG Handbook Acknowledgement/Agreement | 50          |

**Please note that our career and technical program guides are currently being updated and will be distributed when revisions are complete.**

# **BRISTOL TECHNICAL EDUCATION CENTER**

## **ASBESTOS MANAGEMENT PLAN**

DATE: **07/11/2016**

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 ACM is removed from the buildings.

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

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 designated person for the asbestos program is **John Woodmansee**. He can be at **860-807-2233**.

**BRISTOL TECHNICAL EDUCATION CENTER**

**Post-Graduate Photo/Media Release Form**

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Trade

*The Connecticut Technical Education and Career System (CTECS) 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, \_\_\_\_\_, do hereby authorize and give consent to the Connecticut Technical Education and Career System to publish my photographic or video image in the system or school newsletters, in the Connecticut Technical Education and Career System's Program of Studies and/or related printed, electronic and/or video publications, including those published to the Connecticut Technical Education and Career School System's official website. I have been assured, and it is my understanding, that my photographic or video image shall be used for the Connecticut Technical Education and Career 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 photographic/video image.  
I do hereby agree that this release is valid until expressly revoked by me in writing.

\_\_\_\_\_  
Name (**please print**)

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



**Bristol Technical Education Center**  
**Connecticut Technical Education and Career System**  
**ADULT STUDENT PHYSICAL EXAMINATION FORM**  
**Return Completed Form to School Nurse**

**PART 1: PERSONAL INFORMATION**

To be completed by Student

STUDENT'S NAME: \_\_\_\_\_  
Last First M.I.

ADDRESS: \_\_\_\_\_  
Street City State Zip

PHONE: \_\_\_\_\_  
Cell Home Work

EMERGENCY NUMBER: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TRADE PROGRAM: \_\_\_\_\_

**PART 2: IMMUNIZATION RECORD**

To be completed by Medical Professional

| Vaccine Type              | Disease | Date | Immunization | Date |
|---------------------------|---------|------|--------------|------|
| *DPT (DT)                 |         |      |              |      |
| TB (Adult)                |         |      |              |      |
| ORAL POLIO                |         |      |              |      |
| *MEASLES (RUBEOLA)        |         |      |              |      |
| *GERMAN MEASLES (RUBELLA) |         |      |              |      |
| MUMPS                     |         |      |              |      |
| CHICKEN POX               |         |      |              |      |
| HEPATITIS                 |         |      |              |      |

Immunization contra-indicated for \_\_\_\_\_ Medical \_\_\_\_\_ Religious Reason.

**\*I certify that this applicant has the immunization required.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted signature: Physician, Physician's Assistant or APRN.

### Part 3: EXAMINATION FINDINGS

To be completed by Physician

\_\_\_\_\_ has had a complete history and physical examination on \_\_\_\_\_.  
Student Name \_\_\_\_\_ Date \_\_\_\_\_

Findings are indicated as follows:

|                                       |                                           |      |                                             |                       |
|---------------------------------------|-------------------------------------------|------|---------------------------------------------|-----------------------|
| <b>CBC/Urinalysis:</b>                | <b>Blood Pressure:</b>                    |      | <b>Height:</b>                              | <b>Weight:</b>        |
| <b>Vision:</b>                        | (No Glasses)<br>Right _____<br>Left _____ |      | (With Glasses)<br>Right _____<br>Left _____ | Type of Test<br>_____ |
| <b>Auditory:</b>                      | Right _____                               |      | Left _____                                  |                       |
| <b>Other</b><br>Sickle Cell, TB, etc. | Test                                      | Date | Result                                      | Referral              |

The Applicant has the following conditions, which may adversely affect his/her performance:

\_\_\_\_\_ Visual \_\_\_\_\_ Emotional or Social  
\_\_\_\_\_ Hearing \_\_\_\_\_ Other  
\_\_\_\_\_ Physical Illness/Impairment

#### COMMENTS AND/OR RECOMMENDATIONS:

\_\_\_\_\_ The applicant has a health condition which may require emergency action while at school.  
(Please specify below, e.g., seizures, bee sting allergy, other allergy, diabetes, etc.)

\_\_\_\_\_ The applicant is on long-term medication. (Please specify below.)

Physician's Name (Printed) \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted signature: Physician, Physician's Assistant or APRN

# BTEC POST GRADUATE HANDBOOK ACKNOWLEDGEMENT/AGREEMENT

Last Name: \_\_\_\_\_

Trade: \_\_\_\_\_

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

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

## ***Attendance Policy***

I understand that regular attendance is the responsibility of the student and is a critical aspect of the educational process and that post graduates may not be absent due to inexcusable causes beyond 5 days per semester. I also understand the credit denial policy. I further understand that I may make a written request for review within three school days following receipt of notification of denial of credit. (Pages 17-18)

## ***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 of this requirement I can be dismissed from BTEC and will not be eligible for tuition reimbursement. (Page 43)

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

I understand the responsibilities outlined in the Discipline Policy (pages 23-26) and Substance Abuse policy (pages 31-33). 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 Education and Career System (CTECS) as written on page 24 of 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. (Page 21)

## ***Health and Safety Policies***

I acknowledge that I have read the Health and Safety section (pages 34-36) 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 \$2000.00, therefore a one year program costs: \$4000.00. I have also read and understand the refund policy. (Pages 43-44)

**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 without my prior consent.

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

\_\_\_\_\_  
Date

***AVIATION PROGRAM APPENDICES***  
***2021-2022***

# **Aviation Program Information**

## **Aircraft Maintenance Technician**

The twenty-month (2,400 hours ) aviation maintenance curriculum provides training that enables the student to develop operative skills that meet the license requirements of the Federal Aviation Administration.

**A rolling enrollment takes place with classes enrolling every 128 days.** Enrollment periods are September, March and December, in that order. Please call the school to find out which enrollment period the school is in. Upon completing the General, Airframe and Powerplant curriculums, the student is prepared to take the FAA examinations, the applicant is certified as an (AMT) Aviation Maintenance Technician. The Schools for Aviation Maintenance Technician are a venture into the actual world of aviation where the student will:

- study in a facility thoroughly equipped for practical “hands on” training;
- be exposed to a variety of theory and shop classes: metal work, woodwork, welding, hydraulics, electrical, electronics, painting and engine overhaul (turbine and reciprocation);
- become proficient in approximately 50 skilled Career Technical Education (CTE) areas; and,
- learn to interpret FAA regulations and manufacturer’s technical specifications.

The FAA’s minimum academic requirement for the AMT certificate is a high school diploma or GED. Mathematical and mechanical aptitudes are essential, as well as, reading, writing and language skills. Graduates from this program may obtain jobs as mechanics at airports, technicians with aircraft and powerplant companies.

## **Transfer Policy**

Transfers are only accepted from students presenting a transcript showing successful completion of all the requirements for the FAA General, Airframe or Powerplant curriculums from an FAA certificated school.

## **Aircraft Shop Attendance Policy**

### **Attendance Policy**

Five days of **unexcused** absence per block of instruction will result in removal from the program. Each student will receive ‘Notice of Absence’ letters from the school at 2 and 4 days of absence. On the 5<sup>th</sup> day of absence, the student will be sent a ‘Removal from Program’ letter. Any student removed from the program due to absences will be given transcript credit up to and including the last successfully completed course in their curriculum.

Removal from the program based on attendance may be appealed by the student. A letter requesting an appeal must be submitted within 3 school days of receipt of the removal letter. An appeals board meeting will be scheduled within 10 school days of the receipt of the request. During the appeal time, the student will remain in the program and must be present in school, all day, on time. The student must be present at the meeting, which will be held at the end of the student day. The appeals board decision is final. A student may only appeal removal from the program based on attendance one time. If reinstated, the student may not be absent again during that block of instruction. If there is a further absence, the student will be removed from the program for the remainder of the block.

**In order to earn credit for the course Aircraft Maintenance, a student must not be absent more than four days per instructional block. Credit denial will take place on the fifth day of unexcused absence.**

### **Excused Absences/Tardy/Early Dismissal**

Excused absences, which are accepted by the Connecticut Technical Education and Career System are limited to the following:

1. Medical reasons which are verified by a physician or school nurse.
2. Death in the immediate family.
3. Religious holidays.
4. Suspensions.
5. Court appearances.
6. Students that currently have a parent deployed to a combat zone, or an activated National Guard or Reserves Unit or is employed by a military contractor or federal government and has been deployed.

(The number of excused absences is at the discretion of the Superintendent or designee).

The above absences may be considered excused provided they can be verified and all work/theory missed during the absence is completely and satisfactorily made up no later than 10 school days following the absence or on a schedule approved by the department head (DH).

Court, military service, medical emergencies and immediate family funeral absences, will not be counted as part of the five days of unexcused absence. Copies of court orders/attendance, military orders, newspaper announcements of death or medical verification must be turned in to the teacher prior to taking the leave or in case of emergency, the first day of return to class. However, all missed time must be made up per the next paragraph. All missed time must be made up by the end of the block. Make up of absent time does not remove it from the student's cumulative record.

### **Required Attendance**

Connecticut Aero Tech (EM9T117R) and The Stratford School for Aviation Maintenance Technicians (#TF5T221N) are Federal Aviation Administration approved Aviation Maintenance Technician Schools. Our F.A.A. approved curriculum requires all students in the airframe and power-plant course to successfully complete the FAA approved curriculum for a graduation certificate. **All hours of instruction missed must be made up.**

If a student misses any segment of the theory / shop time in any subject area, the student is responsible for starting make-up time within one day of their return. However, all theory make-up must be completed **PRIOR** to the final exam in that subject area. If a student fails to make up missed time in any subject area in accordance with the attendance policy, they must repeat the subject area. A student will be assigned work to be done outside normal school hours to make up missed time in a given subject area. It is the **student's responsibility** to see the subject area instructor to initiate make-up work. Failure to make up missed time in a subject area is cause for failure and that subject area must be repeated.

### **Tardies/Early Dismissals**

If a student is tardy or has early dismissals (unexcused) more than 5 times during one block of instruction, it is the responsibility of the student to meet with the department head (DH) or designee to develop a written plan to correct the situation. If the student fails to follow the plan and is tardy or leaves early more than 2 additional times during that block, the student will meet with the administrator or designee to determine their ability to successfully complete the program.

*Any time missed due to tardies or early dismissal must be made up within 5 school days or by specific arrangement with the department head (DH).*

All missed time must be made up before any credit may be given at the close of the block. Make up of time does not remove it from the student's cumulative record.

An appeal of a dismissal must be made in writing to the Home Office through the subject area consultant within 3 school days of notification of the dismissal.

Appeals will be referred to the appropriate Assistant Superintendent for consideration.

### **AVIATION PROGRAM**

**I have read and understand the attendance policy and recognize the consequences for failing to comply with it.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***SIGN-UP/ACKNOWLEDGEMENTS/AGREEMENTS***

***CT Aero Technical School for Aviation  
Stratford School for Aviation Maintenance***

***NOTE: The forms in this section must be completed and  
returned to the department head or instructor.***

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Connecticut Technical Education and Career System**



ADULT EDUCATION  
Student Withdrawal Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M. I. \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_ P. O. Box \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Name: \_\_\_\_\_ Shop: \_\_\_\_\_

Reason for withdrawal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
TO BE COMPLETED BY GUIDANCE STAFF

Official withdrawal code: \_\_\_\_\_

Official withdrawal date: \_\_\_\_\_

Guidance staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official grade at time of withdrawal: \_\_\_\_\_

Copies of the completed form must be sent to a School Administrator and to Home Office, Attn:  
Financial Aid Administrator.

Withdrawal can be rescinded within a reasonable time.

## Student Acknowledgement/Agreement

### FULL-TIME ADULT STUDENT HANDBOOK

This form must be completed, detached from the handbook and submitted to your instructor to be filed in the student's permanent record file.

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

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

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### ***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 shall be subject to disciplinary action, up to or including expulsion from school and/or referral to law enforcement officials, for violation of the law.

#### ***Attendance Policy***

I understand that regular attendance is the responsibility of the student and is a critical aspect of the educational process. I also understand the credit denial policy. I further understand that I may make a written request for review within three school days following receipt of notification of denial of credit.

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

Regarding 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. I also understand that I have a right to inspect and review all of my student records.

***I acknowledge that I have reviewed the above.***

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

#### ***Permission to Publish My Photographic or Video Image***

I do hereby certify, acknowledge, authorize and give consent to the **Connecticut Technical Education and Career System (CTECS)** to publish my photographic or video image, at its discretion, in school newsletters, newspapers, in TV or video coverage or in any related printed, electronic and/or video publications. It is my understanding that my photographic or video image shall only be used for informational and publicity activities conducted by the **CTECS** and shall not be used for any commercial purposes.

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

Please sign below **ONLY IF** you **DO NOT** grant permission.

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

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

**I do not grant** permission for the use of photographic or video images of me to be used by the Connecticut Technical Education and Career System.

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

## Progressive Discipline Form

**1<sup>st</sup> Offense "Cite Handbook"** \_\_\_\_\_

Student Name \_\_\_\_\_

Student's statement of incident (includes date, place)

\_\_\_\_\_  
\_\_\_\_\_

Instructor's statement of incident

\_\_\_\_\_  
\_\_\_\_\_

Interventions

\_\_\_\_\_  
\_\_\_\_\_

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

\*\*\*\*\* 2<sup>st</sup>

**Offense "Cite Handbook"** \_\_\_\_\_

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Referring Instructor \_\_\_\_\_

Student's statement of incident (includes date, place)

\_\_\_\_\_  
\_\_\_\_\_

Instructor's statement of incident

\_\_\_\_\_  
\_\_\_\_\_

Interventions

\_\_\_\_\_  
\_\_\_\_\_

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

\*\*\*\*\* 3<sup>st</sup>

**Offense "Cite Handbook"** \_\_\_\_\_

Student Name \_\_\_\_\_ Date \_\_\_\_\_ DH \_\_\_\_\_

Student's statement of incident (includes date, place)

\_\_\_\_\_  
\_\_\_\_\_

Instructor's statement of incident

\_\_\_\_\_  
\_\_\_\_\_

Interventions

\_\_\_\_\_  
\_\_\_\_\_

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

AP Signature \_\_\_\_\_ Outcome \_\_\_\_\_

\_\_\_\_\_

Student File

### **Acceptable Methods of Payment:**

- Bank check or money order made payable to *Treasurer, State of Connecticut* for the exact amount due;
- Cash will be accepted in the school business office only during regular business hours (8:30 a.m. to 4:30 p.m.).

### **Unacceptable Methods of Payment:**

- Personal checks;
- Debit and credit cards;
- Cash (except during normal business hours).

### **Other Financing Options (it is the responsibility of the student to initiate and follow-up on the methods listed below):**

The CTECS offers financing options including:

- **Tuition Waivers** are available for veterans, students age 62 and over (subject to seat availability).
- **Outside Agencies:** Funding from other state agencies (i.e. Dept. of Labor, Office of the State Comptroller);
- **G. I. Bill Veteran Education Benefits**

**\*\* Any student failing to pay or be approved for an alternative financing option by the payment due date will be immediately dismissed from their program of study. As regular attendance is a critical aspect of the educational process, students with attendance problems may be dismissed from the program. \*\***

### **Applying for a Tuition Waiver:**

Eligible students wishing to apply for a tuition waiver must complete a Tuition Waiver Request form available at <https://www.cttech.org/adult-education.html>) no later than four weeks prior to the first class session.

- Veterans requesting a tuition waiver must attach a copy of their Certificate of Release or Discharge (DD Form 214) (90 days of honorable active duty service in addition to that spent in active duty training and in attendance at military service academies for any war period after August 2, 1990 or engaged in combat or in combat support role in specific conflicts prior to August 2, 1990);
- Senior Citizens: Students age 62 and over requesting a waiver must attach a copy of their proof of age;
- 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 Certification Officer, **VA Form 22-1999** for submission to the Veterans Administration to receive the education benefits payment from VA;
- If a student is denied tuition waiver, all tuition and fees are due by the next class session.

### **Applying for a Pell Grant:**

- Admitted students must complete the Free Application for Federal Student Aid (FAFSA). It is recommended that the student completes the FAFSA after completion and submission of the 2014 IRS Tax Return in order to avoid delay and having to go back to change information or making corrections. The completion and submission of 2014 IRS tax return will allow the student and/or parent(s) to use the IRS data retrieval tool when prompted during the FAFSA completion and will provide accurate financial information and therefore expedite the award process.
- *Admitted students must submit a valid Student Aid Report (SAR) and complete a CTECS Financial Aid Application Packet available from the school's Adult Education clerk;*
- The CTECS deadline for applying for a Pell grant for the 2019-2020 academic year is as follows:

**\*Applicants applying and accepted for a program after the specified deadlines can still apply for a Pell grant; however students will need to initiate tuition payments until determined eligible and Pell grant has been awarded.\***

- If a student is deemed ineligible for financial aid, outstanding tuition is due five days following receipt of the denial notification;

- If a student is notified that their financial aid award will not cover the entire semester tuition cost, all tuition and fees are due five days following receipt of the award notice or by the regular tuition deadline, whichever is later;
- The federal government randomly selects Pell grant applications for verification. If your application is selected for verification, you will be notified by the Financial Aid Administration and additional supporting documentation must be submitted by the specified deadline.

### **Procedures for Withdrawal:**

In order to officially withdraw from an adult education program in the CTECS and be considered for a tuition refund, candidates must complete and submit to the school's Guidance Office, the following two documents available from the district's Adult Education webpage [be https://www.cttech.org/adult-education.html](https://www.cttech.org/adult-education.html):

1. Student Withdrawal Form
2. Request for Tuition Refund Form (Appendix IX)

Upon approval of the Student Withdrawal Form by a school administrator (principal or assistant principal), students may be eligible for a tuition refund.

### **Eligibility for Tuition Refunds:**

- Except for withdrawal due to military action or serious illness, if the Student Withdrawal Form is received from the student prior to the first scheduled class session, the student is eligible for a 100% tuition refund;
- Except for withdrawal due to military action or serious illness. If the Student Withdrawal Form is received from the student after the first scheduled class session, but prior to the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session, the student is eligible for a 60% tuition refund;
- Except for withdrawal due to military action or serious illness, if a Student Withdrawal Form is received after the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session, the student is not eligible for a tuition refund;
- All requests for tuition refunds due to military action and supported by written documentation from the military are eligible for 100% tuition reimbursement;
- All requests for tuition refunds due to serious illness and supported by written documentation from a medical professional are also eligible for 100% tuition reimbursement;
- Except for military action or serious illness, no refunds will be provided to students who are dismissed from their program of study due to issues with attendance, unsatisfactory educational performance or violation of the district's discipline policy as detailed in the 2019-2020 Full-time Adult Student Handbook.

**Processing of Tuition Refunds** (only for students tuition who had paid out-of-pocket. Pell Grant recipients will be processed through the Post-Withdrawal calculation to determine earned funds and refundable funds to the federal government):

If the student meets the eligibility requirements for a tuition refund, the Request for Tuition Refund Form (Appendix IX) completed by the student will be forwarded from the school administrator to the school's business office and then to the State Department of Education's (DOE) Payments Unit.

The SDE Payments Unit will then issue a state invoice utilizing the State of Connecticut's official accounting system (CORE-CT) and transmits the invoice to the State Comptroller for issuance of a refund check payable to the student within the state's payment timelines (currently net 45 days).

**I have read and understand the above:**

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## **Bristol Technical Education Center**

Information for adults attending Bristol Technical Education Center can be found on the Bristol Technical Education Center's website at: <https://bristol.cttech.org/>.