

Connecticut Technical Education and Career System
STUDENT / PARENT
HANDBOOK

Norwich Technical High School
HANDBOOK ADDITIONS

2024-2025



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

CONTENTS

1. [Academic Uniform Policy](#)
2. **Assemblies**
3. **Attendance**
4. **Automobiles**
5. **Tobacco-Free Policy**

6. Backpacks
7. Cafeteria
8. Cancellation Announcements
9. Cell Phone Policy
10. Emergency Drills
11. General Expenditures (Costs) for all Students
12. School Counseling
13. Lockers
14. Lost and Found
15. Medical
16. Operations and Maintenance (Building)
17. PFO
18. Photo/Media Release
19. Report Cards
20. [Shop Uniforms](#)
21. Senior Release
22. Student Assistance Team
23. Signatures
24. Student Areas Before School
25. Student Activities
26. Student IDs
27. Trade Programs, [Uniforms and Approved Tools](#)
28. Visitors

NORWICH TECHNICAL HIGH SCHOOL

2023-2025 Handbook Additions

The guidelines below are intended to help students comply with the uniform policy. It is not possible to list every scenario or predict evolving clothing styles. In all cases, school administration will make

the final decision about what is appropriate clothing for school and that may change during the school year.

1. Academic Uniform Policy

Norwich Technical High School has implemented an academic uniform policy for all students in grades 9-12. Our expectation is that all 9th-12th grade students will arrive in their school uniforms on the first day of school. Ninth and twelfth grade students will start the school year in academics and they should report to school in their academic uniform. Once the cycle changes to shop, they are expected to wear their trade embroidered exploratory or shop shirt, appropriate pants, (jeans are allowed, no holes, no tears), work boots and safety glasses. All footwear including but not limited to boots, shoes, and sneakers must be “non-marking”.

The school has chosen to work with Darter Specialties Inc., who will provide the school uniforms. All shirts, sweaters, sweatshirts and other tops, which will have the school-approved logo imprinted on them, must be purchased on-line through this vendor or through a school sponsored event. Pants can be also purchased on-line with Darter Specialties and they must be black, navy blue or khaki in color. **Jeans are NOT allowed in academics.** Girls will be allowed to wear black, navy blue or khaki skirts, as long as the length is appropriate. Two inches above the knee or longer is the rule. Although uniform pants are preferred, girls may wear black leggings provided they are not revealing (not too tight-fitting, at the discretion of the Dean or administration.). Both girls and boys are permitted to wear black, navy blue or khaki shorts in academics. They should be a golf or walking style short and be an appropriate length, two inches above the knee or longer. **Legging/volleyball style shorts, as well as, Cargo style shorts and pants are not permitted.** Sneakers or shoes must have backs and closed toes. Moccasin style, slippers, slides, and flips **are not permitted.** PE Uniform shirts and shorts are not part of the daily academic uniform and are only allowed to be worn in PE classes.

ABSOLUTELY NO RIPPED, TORN CLOTHING OR CLOTHING WITH HOLES WILL BE PERMITTED AT ANY TIME INCLUDING FREE DRESS DAYS.

Hats should be kept in student lockers at all times.

Students are expected to be in full uniform while in the building from 6:30am -2:00pm each day.

Academic uniforms reflecting our school logo may be purchased at Darter Specialties. They can be contacted on their website at www.darterschools.com/norwichtech or at (860) 699-9805. We appreciate your support in your child’s adherence to the school uniform policy.

Hooded sweatshirt policy:

The following relaxed hooded sweatshirt policy is now in effect:

Hooded sweatshirts will be allowed in **academics only** with the following guidelines:

- Students will be allowed to wear any Norwich Tech hooded sweatshirt purchased from Darter Specialties or through any of our school sponsored clothing sale fundraisers. Non-uniform hooded sweatshirts are **not allowed over or under** uniform shirts (students are permitted to wear plain white, navy blue, or black long sleeve shirts under their uniform polo shirts provided they do not have any writing or logos on the sleeves. Hoods are **not allowed** to be worn on student’s heads at any time while in the building.

- Hooded sweatshirts **are not** allowed in shops unless they are part of the shop uniform.

Uniform Violation Protocol

Teachers will send uniform violators directly to the SAIL instructor at the end of the class period and the following consequences will be assigned:

Students are required to wear specified uniforms during both shop and academic cycles. Uniforms can be ordered through Darter at www.darterschools.com/ellis OR through specific trade related companies (please see additions at the end of this document for trade uniforms). Dress code violations will be directed to the Dean of Students, SAIL Instructor or administration. We will be nearly at capacity this year, and will NOT have the time to tolerate uniform violations. This year, if a student does not come in uniform, we will provide them the clothing needed. We have purchased and washed a significant amount of uniform shirts and pants of all sizes. Students who are not in uniform will be able to "borrow" a uniform for the day. We will have dress down days and that information will be sent out prior to the event. PLEASE NOTE- uniforms are not a "Norwich Tech" thing- we are 1 out of 17 schools in the CTTECH system which requires uniforms. In addition, baseball hats must remain in lockers- if a student refuses to take it off, we will keep it in the office until the end of the day. This is a safety issue.

1st violation --- conference with student, contact home and student will receive a uniform pass for the day.

2nd violation ---conference with student, contact home, and one administrative detention and student will receive a uniform pass for the day.

3rd violation --- conference with student, contact home, and two administrative detentions and student will receive a uniform pass for the day. Student's counselor will be notified.

4th violation and subsequent —One day of ISS, parent meeting

Subsequent offenses will be subject to progressive disciplinary consequences

2. Assemblies

Assembly programs are carefully selected for their positive educational value. Students are expected to conduct themselves in a proper and sensible manner. Any student who is disruptive will be removed from the assembly and disciplinary action will be taken. Unacceptable behaviors include, but are not limited to: making inappropriate noises, shouting, whistling, etc., leaving the area without permission of a teacher, and eating or drinking.

Athletic Events

As a spectator at a school-related athletic event, a student is a representative of the school. The playing field should be thought of as an extension of the classroom and the student should abide by the following guidelines:

- Show respect for all participants and officials at all times, including opposing players and cheerleaders.
- Show a positive attitude in cheering, refraining from intimidating or negative cheering. Good sportsmanship is cheering your own team to victory.

Anyone found in violation of the following undesirable actions may be asked to leave the event:

1. Use of obscene or abusive language.
2. Use of noisemakers.
3. Throwing objects.
4. Being on the premises of the scheduled contest while under the influence of alcohol or drugs.

Graduation Ceremonies

The graduation ceremony is considered an assembly. All eligible students are expected to participate in graduation. Students and guests are expected to conduct themselves with dignity in accordance with the guidelines specified under assemblies. *Students, through their behavior, may be kept from the graduation ceremony. The graduation ceremony is a privilege, not a right.*

3. Attendance

The student's record of attendance, including absences and tardiness, is one of the more important items to appear on the total school record. It informs the future employer about the student's health, attitude toward work, responsibility, and habits of punctuality. In addition to potential employers, schools, government, the armed forces, and others, will make inquiries as to the student's attendance records for years to come. Therefore, the student should establish early habits of regular attendance and punctuality, and maintain them throughout his or her years at Norwich Tech.

Parents are allowed to excuse student absences for a limited number of days throughout the year, with written & signed documentation. Notification will be sent once the limit is reached.

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

Procedure for reporting your child's absence

Parents and/Guardian **must email** the attendance email norwich.attendance@cttech.org by 7:15AM on the day their son/daughter will be absent. Email should include student name, parent name and reason for absence.

After three (3) or more consecutive day's absences, students must report to the school nurse for clearance.

Calling students out does not excuse students for the day. Medical notes can be faxed to the school nurse at 860-779-7832 within 2 weeks of the absence.

Missed Work

Students are responsible for missed schoolwork during their absence from school. Circumstances may allow for prior special arrangements to be made, but permission must be obtained from the instructor for extended time. Special arrangements should be limited to situations when the Guidance Department and the Department Heads feel it is necessary. Students not making up work will receive a zero. If the cycle changes, students must contact their previous cycle instructor(s) to obtain missed schoolwork.

STUDENTS WHO ARE SUSPENDED ARE RESPONSIBLE FOR MAKING UP ALL ASSIGNMENTS. If the suspension period is five or more days, parents are encouraged to contact the School Counseling Office for assignments.

Tardy – Procedures and Consequences

Occasionally tardiness is unavoidable, but frequent tardiness is a habit the student should make every effort to correct. The Dean of Students will determine whether the reason for tardiness is to be excused or unexcused. Problems with bus transportation are always excused. In an effort to help students develop good workplace habits, it is important that they are on time to school each day.

Tardies are cumulative and consequences are progressive throughout the year. Habitual tardiness is considered a correctable behavior problem and may require counseling and parental conferences. Continuous and excessive tardiness may result in the loss of parking privileges, participation in WBL and school sponsored activities.

Students will be considered late if not in their 1st period class by the 7:18 am bell. Students who arrive after the **7:18 am** bell should report to the Main office, to obtain a pass to shop or class.

Tardies will be excused with written documentation for the following reasons: medical, funeral, court, religious holidays, and late bus arrivals. If there are extenuating circumstances, please email the dean to discuss your situation.

Unexcused Tardy Policy:

Students will be allowed 4 unexcused tardies. On the 5th and subsequent tardies the student will receive an administrative detention and be referred to their school counselor.

Tardies for other reasons are at the discretion of the Dean Of Students and Administration

In addition, any student arriving late to class or shop, without a proper pass, will be assigned appropriate discipline by the teacher of that class or shop.

(This policy is subject to change)

Early Dismissal

Generally, all requests for early dismissal must be an email to the attendance email norwich.attendance@cttech.org. and submitted twenty-four (24) hours in advance. A phone number where a parent may be reached must be provided, as well as the pick up time and the name of the person providing your child transportation that day. All other dismissals will be approved at the discretion of administration. If a same day emergency arises, the Parent/Guardian must come into school, sign the student out, and provide a note for documentation in the attendance files.

All students are expected to follow the sign-out protocol if they leave school before the end of the school day. Students who leave campus without authorization during the school day, will face disciplinary action.

Note: No student will be dismissed without written notification and parent signature on file must be verified. No exceptions. Students who are 18 years old may sign themselves out, however the school will call home to inform the parents that the child plans to leave the campus.

4. Automobiles & Parking

Due to the limited parking, we have established a scoring matrix based upon a questionnaire (google link sent out via ParentSquare, as well as attached below) to determine a fair and impartial method of determining which students are issued a parking pass and which students will be placed on a waiting list.

- **Steps to take: (Students must meet ALL requirements to qualify for a parking tag)**
 - Complete an [Application for Student Parking form](#) (via Google)
 - Be in good standing (academic/behavior/attendance)
 - Provide a copy of license, registration and insurance
- If you are granted a parking space, a numbered tag will be given to you. However, **you will only be allowed to park in your assigned spot! (Parking will be in LOT B for students, primarily. A select few spots may be assigned in LOT C (behind the shops) as needed.**
 - During the school year, Mr. Garcia will be the primary person helping to assign spots. He will be working with administration and the SRO on assignments.
- **The parking tag must be displayed in the windshield at all times.** If the student drives a vehicle to school **other than the one registered with Mr. Garcia**, they must immediately report this to security or administration after parking that morning.
- If someone parks in your assigned spot, please park in one of the open spaces in Lot C (behind the shops) and Immediately **report this to security** upon entering the building.
- **Student drivers must:**
 - Park only in their **assigned spot**.

- Enter the building as soon as they arrive through the **MAIN FRONT DOOR** - no loitering in the car or the parking lot. Please report to assigned areas in the building (cafeteria for those eating breakfast, MPR or the front lobby area for those No students can go into the trade or academic wings until 7:15 a.m.
 - For selected, privileged student parking that is assigned to the SOUTH lot, students will need to walk around the building to enter through the main entrance as well.
- Abide by the 10 M.P.H. speed limit on campus
- LOCK their car when leaving it (NT is not responsible for vehicles parked on campus)
- **Do not loiter** before or after school/no honking or revving of engines.
- When leaving in the afternoon, **students must follow the direction of staff members in the parking lot.**
- Do not drive RECKLESSLY in any manner that might endanger others
- **STOP FOR ANY SCHOOL BUS ON CAMPUS WITH ITS FLASHING LIGHTS ON**
- Please note: All vehicles are subject to search and seizure while parked on the school grounds. Vehicles may be searched if there is a reasonable suspicion that school rules have been violated.
- It is a privilege for students to park on campus, administration holds the right to suspend parking privileges for violations of school policies.
- Students MAY be subject to Town or State Violation tickets, arrest or having their car towed (at the student's expense) if they violate motor vehicle regulations.
- In the case of inclement weather, students may leave only when the town they live in dismisses school. If a student does not wish to drive, they should take the bus. Alternative transportation for an after school job is the parents' responsibility.
- *****Norwich TECH reserves the right to remove parking privileges due to a violation of ANY school policies.**

School Drop-Off and Pick-up dates for Norwich Tech 2024-25:

Morning Drop-Off:

- **Buses:** Buses will enter using the North entrance and proceed in single file down the lane closest to the building. Students will be dropped off in front of the main doors, and buses will exit out the south gate.
- **Parents:** Parents will enter the North entrance and proceed single file down the left-hand bus lane farthest from the building. They will let their students out at the crosswalk in front of the main entrance and exit through the south gate. Students will use the crosswalks, and enter the building through the main doors.
- **Student Drivers:** Most student drivers will enter using the student parking lot entrance. Find your assigned spot and use the crosswalks to enter the building through the main doors. Students using parking in LOT C will enter through the trade entrance. Find your assigned spot and walk around to the front of the building to enter through the main doors.

Afternoon Pick-ups:

- **Buses:** Buses will enter using the south lot and proceed in single file around the back of the building. Buses will line up according to the map, along the inner loop, along the median and in single file back by the gym area. There will be staff available in the first few days to assist in finding a parking spot. Please note that the traffic flow pattern is intended to leave a free lane open for emergency vehicles.
- **Parents:** Parents will enter using the NORTH lot and turn left into the staff parking lot and line up single file. Please wait for buses to exit before making your way out of the parking lot.
- **Student Drivers:** Student drivers in LOT B must follow directions from the staff assisting with the afternoon pick-ups. Revving engines or any such conduct may result in parking privileges being

revoked. Students assigned to LOT C must not exit through the trade entrance. Students must travel behind the trades and exit through LOT B.

5. Tobacco-Free Policy:

Tobacco Use and Possession Prohibited:

No student, staff member or school visitor is permitted to use or possess any tobacco product at any time, including non-school hours (24/7):

- in any building, facility, or vehicle owned, leased, rented or chartered by Norwich Tech
- on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Norwich Tech
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of Norwich Tech also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product

Definitions for this policy, the following terms have the following meanings:

- 1) "Electronic Smoking Device" means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. "Electronic Smoking Device" includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.
- 2) "Smoke or Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.
- 3) "Tobacco Product" means:
 - (a) Any product containing, made, **or** derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
 - (b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;
 - (c) "tobacco product" includes any component, part, or accessory of a tobacco product.
- 4) "Tobacco use" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

Enforcement for Students:

1. The first violation shall result in any or all of the following: confiscation of tobacco products, notification of parents, meeting, and assessment with substance abuse educator or designated staff, participation in tobacco education program, and offering student information about available cessation programs, and/or in-school suspension.
2. The second violation shall result in confiscation of tobacco products, notification of parents, and offering student information about available cessation programs, as well as any or all of the following: meeting and assessment with substance abuse educator or designated staff with parents or mandatory participation in a tobacco education program and/or in-school suspension..
3. The third violation shall result in confiscation of tobacco products, notification of parents, and offering student information about available cessation programs, as well as one or more of the following: notification of police, meeting and assessment with substance abuse educator or designated staff, community service or suspension.

6. Backpacks

Students are asked to collect their materials for class each morning (notebooks, writing utensils, chrome

books etc.) and place their backpacks in their assigned locker. Then they should report to their first period class. Students will have access to their lockers in passing times throughout the day.

7. Cafeteria

The cafeteria provides breakfast before school for free this year. Also, lunch periods are scheduled during the school day. Students should note their scheduled time to eat. During lunch a full meal is served at no cost.

To help all students have more time to enjoy their lunch it is helpful to keep the lunch lines moving. All students should have their ID at all times!

To ensure a clean and pleasant dining area, students are expected to clean up after themselves. The table and the surrounding area should be checked for items to be picked up so there is a clean spot for the next person who will be using the table. Students who do not cooperate with instructors and cafeteria staff may be subject to disciplinary action. Food and items on the floor constitute a safety hazard.

8. Cancellation Announcements (Weather or Emergencies)

In the event that school is closed due to inclement weather, radio announcements will be made from approximately 6:30 AM to 8:00 AM. A Parent Square notification will also go out to parents and students.

The following radio stations carry these announcements:

WICH- 94.5 FM

WCTY- 97.7 FM

K.HITS- 100.9 FM

The following television stations also carry announcements:

WVIT-Hartford channel 30

WFSB -Hartford channel 3

WTNH- New Haven channel 8

FOX- Hartford channel 61

Parents and students may also access a station's website for school cancellation information.

9. Cell Phone Policy

We are a phone free school. Students are not to have cell phones during the school day. Students may come to school with a phone, **but must put it in their locker prior to the start of first period (7:18 am bell).**

All students will be assigned a locker for academics and a locker for shop. Each student will be loaned a padlock that they will use for their locker. That padlock is transferable to use for either locker, depending on the cycle.

In the event that you need to reach your student during school hours, we would appreciate you contacting the school at (860) 889-8453, not your student's cell phone.

10. Emergency Drills

Emergency drills are held at least once a month. During an Emergency Drill, **all occupants** of the building are required to leave in a quiet and orderly manner and assemble in designated areas. Homeroom Instructors will take attendance and immediately report missing students to an administrator or designee.

NO ONE MAY REENTER THE BUILDING UNTIL THE RETURN SIGNAL IS SOUNDED.

11. General Expenditures (Costs) for all Students

The following fees and materials are required for all students:

- Shop Uniform (Exploratory shirt for Grade 9)
- Appropriate gym uniform and sneakers
- Safety glasses and safety footwear, **non-marking** footwear
- Scientific Calculator (recommended: TI-30X-115)
- Academic uniform

The student should have the following classroom supplies in order to be prepared for the program of study in class:

- Wire-bound notebooks for each subject
- 3-ring loose leaf notebook 8 ½ by 11
- Paper and Writing Utensils
- Covers for Books
- Scientific Calculator
- Agenda Planner

Not all classes require the same supplies. Each instructor will advise a student about necessary purchases. Shops provide individual tool lists that students must have and timelines for their purchase. If a financial hardship prevents the purchase of tools or uniforms, the school social worker should be contacted to review the situation and determine if assistance is warranted. Limited funds may be available.

12. School Counseling

Adding or Dropping Courses

All requests to add or drop a course must be made through your school counselor. Requests must be made before the last day of the first cycle you are in the class.

School Counseling Appointment Procedures

Students should come to the School Counseling Office to schedule their appointments in advance: prior to homeroom, or by having an instructor telephone in advance for an appointment. Students will be given a pass from the School Counseling Office. No student will be admitted to the School Counseling Office without a pass. Counselors may also contact students for a conference at various times during the school day.

Emergency situations may dictate waiving of these procedures.

Parents are urged to make appointments with the counselor when questions or concerns develop. The School Counseling Secretary will make the necessary arrangements. Any questions regarding your counselor may be directed to the School Counseling Secretary at (860) 412-7500, x7571.

13. Lockers

- No stickers, posters or ornaments of any type may be placed on any locker. We recommend that students do not bring valuables to school and keep it to just educational materials. (NT is not responsible for valuables that are lost or stolen)
- Please note: all lockers are subject to search and seizures.

14. Lost and Found

All articles found in the building should be brought to the SAIL Room. Inquiries about lost or missing items should be directed to the SAIL staff. All items not retrieved after a reasonable length of time will be donated to a charity or discarded.

15. Medical

Policy for Administration of Medications by Technical High School Personnel

State law requires doctor permission, as well as parental, for administration of non-aspirin pain relievers, i.e. Tylenol, Ibuprofen. Aspirin will not be given under any circumstances. No medication other than prescribed medications will be administered to students in the Connecticut Technical Education and Career System. Only medications prescribed by a written order of a physician or dentist licensed to practice medicine in Connecticut will be administered and there must be a written authorization by the student's parent or guardian.

The school nurse is responsible for the general supervision of administration of medications in the school. Prescribed medication is administered in compliance with the Connecticut Technical Education and Career System approved procedures and in accordance with regulations. Further information regarding these policies and/or procedures is available from the School Health Office at (860)412-7500, x7572.

Prescription Drugs

Students who must take prescription drugs during school time must do so under the supervision of the school nurse. Connecticut State Law Public Act No. 723 requires a physician's written order and a parent or guardian's authorization for the school nurse to administer any medication. All necessary forms are available from the School Nurse. All prescription medications must be in a properly labeled pharmacy container. This includes inhalers and Epi-pens.

Driving another student home

Under no circumstances will any student be allowed to drive any other Ellis Tech student home during the normal school day. Students who are released will remain in the Health Office until a parent/guardian or responsible person designated by the parent/guardian sign them out of school directly from the Health Office.

Reporting an illness

- Parents/guardians should email the school's attendance email norwich.attendance@cttech.org to report illnesses and absences.
- If a student is ill at school, they need to report to the school nurse and the school nurse will contact parent/guardian to determine if dismissal is appropriate.

Accidents

If the accident occurred at the school, an incident form will be completed and forwarded immediately to the insurance company.

If an accident occurred away from the school grounds and the student was not engaged in a school-sponsored activity and the student has 24-hour coverage, the parent or guardian or claimant (if adult) will complete this form.

The same will hold true if the student is under the school-plan only and suffers an accident while traveling directly and uninterruptedly to or from his home premises and the school for regular school sessions.

Under no circumstances is the school to be billed by hospitals, doctors, or others rendering services for treatment of injuries sustained. Bills are to be sent to the parents of the injured or claimant (if adult). Such bills and any future correspondence regarding a claim are henceforth a matter between the insurance company and the claimant. Any bills made out to the school for such services as mentioned, will be returned to the doctor, hospital or other rendering services.

16. Operations and Maintenance (Building)

Asbestos Management Plan (AMP) (7/31/14)

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

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.

Norwich Tech maintains in its MAIN OFFICE a complete updated copy of the AMP. It is available during business hours for inspection. The Designated Person for the Asbestos Program is John Woodmansee, and can be contacted at (860)807-2233.

17. PFO

In the CTECS District Student/Parent Handbook for the 2021-2022 school year, the PFO (Parent-Faculty Organization) form indicates an annual dues fee.

PLEASE NOTE: The Norwich PFO **does not** charge a fee for membership. Although you do need to complete and return the form, **MEMBERSHIP IS FREE!**

18. Photo/Media Release

A student's photograph may be used in promotional literature and publicity activities. Parents who decline are opting not to have their student's photograph used for promotional purposes and publicity activities. Please note that your student's photograph would only be used for CTECS promotional literature and publicity activities. It will not be used for any commercial purposes whatsoever.

19. Report Cards

Report Cards will be issued four times throughout the academic year.

20. Shop Uniforms & Tools

Students are required to wear the designated uniform during the trade cycle, as well as work boots and safety glasses. Uniform shirts should **not** have any **writing, graffiti, and markings or be torn (including sleeves)**. Additionally, torn or ripped jeans or trousers may present a safety problem and **are not to be worn in trade areas. It is strongly recommended to buy non-marking boots and students should wear sneakers or shoes on the academic cycles.**

NOTE: Tools are the student's responsibility and should always be taken care of by the student. When not being used, tools should be locked up. We recommend that students mark their tools to easily identify them. Additionally, knives are not allowed on campus.* Please see the approved tool list for your student's shop approved tools. *Culinary has a knife kit which is part of the approved tools for the culinary curriculum.

21. Senior Release

Norwich Technical High School has a policy whereby seniors **who are in good standing** may be excused from seventh period during their shop cycle. Please review the senior release policy to see how one would qualify. Please read below for some important information regarding senior release.

- **Exit:** Students **MUST** leave the building and school grounds in an orderly manner upon dismissal through the exit near the fitness center. Seniors will sign out with Mr. Garcia at that entrance. Failure to leave as previously directed may result in the loss of this privilege. If a senior chooses not to take Senior release, their only option is to report to the Senior Academic Access in the cafeteria. They will not be allowed to wander the halls or visit shops, etc.
- **Privilege: *Early dismissal is a privilege, not a right.*** It is in the best interest of all seniors to do whatever they can to ensure its smooth operation. The Principal and Assistant Principals retain the right to withdraw the privilege at any time without prior notice for any violation of the educational, disciplinary, and/or attendance policies and regulations of Norwich Technical High School.

22. Student Assistance Team

Referral may be made through any faculty member or directly to the SAT Coordinator, Mrs. Jessica Bibeau, at (860)-412-7510.

23. Signatures

All permission slips, excused absence notices, requests for early dismissal, and other school-related documents should be signed by a parent or court-appointed guardian.

24. Student Areas Before School

The areas where students are authorized to congregate are:

Before school,

- Students in academic classes will report to the cafeteria if they are eating breakfast
 - o Students in academic classes will report to the gym if they are not having breakfast;
- Students in trade classes will report to their shop classroom.

25. Student Activities

Student Officers

Students running for any school office must be passing all subjects. Final approval rests solely with the administration in consultation with the teaching staff and guidance. A negative or serious discipline record will preclude a student from running for office.

Student Council

The Student Council is operated under the theory that students gain much from conducting a representative government of their own. The Student Council regulates the spending of monies from the activity fund, coordinates student activities and promotes sensible policies for student behavior. The Constitution of the Student Council will be posted in the Library Media Center.

Class Organizations

Each class operates under officers selected by the members of the class. Meetings of class representatives are held regularly to conduct business and to plan various class projects and social affairs. The treasurer and secretary are expected to keep accurate records and submit copies to the office.

National Honor Society

The school chapter of the National Honor Society is named after former director (principal) Henry Burgess. Students who show evidence of outstanding scholarship, leadership, character, and service are eligible for election to this group. To be eligible scholastically a student must have an average of 85 for Grade 11 & 12 and an average of 90 for Grade 10. Membership in this organization is one of the highest honors a secondary school student can achieve.

Varsity Sports

The varsity sports program offers students the opportunity to participate in various athletic contests with other schools. Students from all classes are eligible to try out for varsity sports provided they meet CIAC, district, and school eligibility requirements. When possible, junior varsity team schedules are arranged. Varsity teams are organized in basketball, baseball, cross-country, football, golf, soccer, softball, track, volleyball and wrestling.

Skills USA

All students are eligible to participate in Skills USA. Club members compete in their trade and/or in leadership skills at a state conference annually.

Ski Club

Any student may join the Ski Club, which during the winter months makes weekly after-school trips to local ski areas, weather permitting.

Simulation Club

Members meet weekly to compete with each other in games simulating historic events.

Yearbook

Juniors and seniors volunteer their time to produce their class yearbook.

These are some of the activities Norwich Tech offers its students. Other clubs or teams may be formed with approval from the administration and/or student council.

26. Student IDs

As stated in the CTECS Student/Parent Handbook 2024-25, students are provided with picture identification cards (Student IDs). **Students are required to carry these IDs on them at all times. If they are asked by a staff member to show their ID, they MUST provide it.**

It is the student's responsibility to care for these Student IDs. They are not to be defaced, cut up, or misused in any manner; doing so will result in disciplinary action. Lost IDs may be replaced in the Business Office for a fee of \$5.00.

If the student violates the ID Protocol, the school will follow a progressive discipline model of consequences.

Students will report to the SAIL Instructor, will be given a temporary ID to borrow for the day, and will be issued the following consequences:

If the student violates the ID Protocol, the school will follow a progressive discipline model of consequences. Students will report to the SAIL instructor, will be issued a temporary ID to be returned at the end of the day and will be issued the following consequences:

First Offense: Warning, phone call or email home.

Second Offense: Phone call or email home and One after school detention

Third Offense: Phone call or email home and two after school detentions

Fourth Offense: Phone call and email home, Two after school detentions and referral to administration and/or parent conference

27. Trade Programs, Uniforms and Approved Tools

28. In Conclusion

The Norwich Tech Student/Parent Handbook additions represent our collective effort to set parameters which will create an atmosphere of safety and respect, which are our primary concerns. We believe all students, faculty, staff, and parents should feel safe and respected when they enter our school as well as throughout the day.

We have excellent professional and support staff who are dedicated to the success of our students. We also have wonderful students who care about each other, and rise to the challenge of balancing the dual demands of our academic and technology curriculums.

If you have questions about any of the rules, please contact any administrator or staff member. We will be happy to assist you.