

**Please STUDENT/PARENT HANDBOOK
Addendum**

2020-2021 SCHOOL YEAR



E. C. Goodwin Technical High School

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<http://www.cttech.org/goodwin/>

Principal - Dr. Anabelle Diaz-Santiago

Asst. Principal - Mr. Dariusz Zdunczyk (Grades 10 & 12)

Asst. Principal - Mrs. Wendi Wight (Grades 9 & 11)

THE MISSION OF THE CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM (CTECS) IS TO PROVIDE A WORLD-CLASS, UNIQUE AND RIGOROUS LEARNING ENVIRONMENT FOR HIGH SCHOOL STUDENTS AND ADULT LEARNERS THAT:

- Ensures both student academic success and career technical education mastery, as well as promotes enthusiasm for lifelong learning;
- Prepares students for post-secondary education, including apprenticeships and immediate productive employment;

Engages regional, state, national and international employers and industries in a vibrant collaboration to respond to current, emerging and changing global workforce needs and expectations; and

- Pursues and participates in global partnerships that provide CTECS students with international exposure and experience.

E.C. GOODWIN TECHNICAL HIGH SCHOOL: MISSION/PHILOSOPHY

Preparing Learners for Life

E.C. Goodwin Technical High School provides challenging academic and technological competencies for 21st century learners, future employees, and global citizens.

Education must empower us to develop a sense of mastery and a belief in our ability to shape future leaders. Our educational program at E.C. Goodwin Technical High School is built upon a school community that believes the following principles are essential:

- We ensure a meaningful and rigorous high school learning environment.
- Students are prepared for lifelong learning, post-secondary education, apprenticeships and/or skills to be productive citizens in the 21st century workforce.
- Our educational program responds to culturally diverse needs for equity in learning, advances in industry, and adapting to changes in the global workforce.
- We are a responsive and reflective community of cooperative learners.
- Our educational atmosphere encourages fundamental attributes such as individuality, integrity, creativity, strong work ethics, and responsible citizenship.
- Our educational process allows each student to realize his or her full potential by fostering an atmosphere of trust and high expectations.

"Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone" ~John F. Kennedy

Our Learning Expectations

GlaDiators



- E**very voice is valued
- F**oster constructive feedback to help us learn
- E**ffort to take responsibility for my own learning
- N**urture a life-long learning process
- D**are to view mistakes as opportunities to learn

Our Behavioral Expectations

GlaDiators



- E**lectronics are used for professional use only
- F**ood and beverages stay in the cafe
- E**xpected to be here and on time
- N**eed to wear uniform every day
- D**emonstrate professional language and respect

Our Gladiators' Code of Conduct

All students, teachers, administrators, school nurses, support staff, maintenance, building and grounds officers, parents and all who enter our school must treat each other with respect. Respect is a mutual process. This means that students will be shown respect and students shall respect all staff members. Respectful 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

Covid Safety

For additional information, please consult [Reopening CTECS, A Guide to the 2020-2021 School Year](#).

Important highlights

- All faculty and staff have been trained in COVID safety before the start of the school year and cleaning has occurred.
- PPE will be utilized by everyone in the building and hand sanitizer will be available in many stations and classrooms throughout the building.
- We will all use social distancing at all times.
- Students are not to move desks in classrooms without permission from the teacher.
- Before coming in each day, all Gladiator students, faculty and staff must self-screen for COVID-19 signs and symptoms. If you have symptoms and/or have a temperature greater than 100 degrees, stay home!
- Students are required to correctly wear face coverings or masks and are expected to bring their own mask each day. Students who refuse, and do not have the written notification from a physician, will be subject to discipline and parents may be called to pick up their child.
- Protocols are in place for COVID-19 suspected, confirmed or close contact cases.
- All members of the EC Goodwin community must follow all mandatory travel quarantines and are not allowed to come to school for any reason while quarantined.
- Visitors (including parents) will not be allowed to enter the building unless they have a scheduled meeting. Please call the main office if an emergency arises.
- Water fountains are shut off. Students will be issued water bottles for their use, and need to bring water every day they are in the building.
- Virtual Wednesdays are ONLY for students in the academic cycle. Students in the trade cycle are expected to be in school.
- The facility will be sanitized and disinfected daily.

Acceptable Face Masks

We have received numerous questions regarding the types of face masks that are acceptable to wear in school. At this time, we ask you to wear masks that meet the guidelines below.

- The mask/face covering should fit snug fit around nose and cheeks and avoid gaps
- The fabric should be thick enough not to see the sun/light through. A thickly woven fabric is best
- No neck gaiters
- No bandanas
- No exhalation valves or vents

Entering the Building

Grade-level cohorts have been assigned specific areas in the building to support social distance. Freshmen and Sophomore students are to report to the gymnasium lobby, gym, and/or cafe in the morning upon entry into the building. Juniors and Seniors will need to report to the main office lobby and courtyard area. Students will report to their designated homeroom at the 7:21 am bell.

New Cafeteria Expectations

Breakfast will be delivered to students during first period.

Students are expected to clean-up after themselves to make sure that the classroom is maintained and cleaned.

Students will attend their scheduled lunch wave in the cafe. We will stagger the dismissal time from the café and multipurpose room during each lunch wave. Our security team will help monitor both spaces. Below are the expectations for each lunch wave:

- Assigned cafe duty staff will help monitor both spaces;
- Students need to follow the one way entry, exit, and traffic flow to receive their lunch;
- Once the café has reached capacity, students will be directed to the multipurpose room to eat;
- Students need to stay seated in their seats until their row has been dismissed by our security team;

- Only one student at a time can be dismissed to use the bathroom and/or visit the nurse's office;
- Students are NOT allowed to leave the café on their own to visit teachers, counseling office, or SBHC;
- At the dismissal lunch bell, students in rows will be asked to throw away their garbage and proceed to their class;
- Dismissal of students will start in the cafe, and then transition to dismissal of students in the multipurpose room.
- Our security team will support the communication and transitions in the café and multipurpose room.

Homeroom, Period One, and Academic Access

Students are expected to connect with their homeroom teacher for an attendance check-in Meet every day by 7:25 am using code: HR and teacher last name. For example, if your student(s) has Ms. Yoga for homeroom, their Google Meet Code will be HRYoga.

Homeroom and first period are linked; therefore, your student(s) will have the same teacher for homeroom and first period. Period one has been designed to provide academic interventions and enrichment opportunities.

For the start of the school year, students in academics are expected to read a book of their personal choosing during the first period. Students can borrow books from our library. We have \$30K in Ebooks.

Your student will have Academic Access (AA) classes which help us provide academic support and intervention. Your student will have an Academic Access teacher assigned to them (view your student's schedule). Your student(s) will need to use a Google Meet code to check-in with their AA teacher. Again, if your student has Mr. Torres for Academic Access, their Google Meet Code will be AA and teacher last name. In this example, the code will be AATorres.

Meal Distribution for All Virtual Students

All students that are virtual on any given day will be provided with meals (breakfast and lunch), as part of our meal program. We will be distributing meals to our students on Monday and Wednesday between 8:00-9:30 am and 1:30-2:15 pm.

In order to pick-up a meal, the student, parent or guardian will need to bring with them a student ID to verify that the student attends E. C. Goodwin. We cannot provide meals without student verification.

Meal distribution will occur in the back of our cafeteria. Please drive around to the cafeteria and one of our Chefs will be available to distribute the meals. One person is allowed to leave the vehicle to present student ID and pick-up the meals. The person leaving the vehicle will need to wear a mask for safety.

Academic and Career Technology Education (CTE) Programs

At E. C. Goodwin Technical High School, students alternate between academic and trade/technology classes in what we refer to as cycles. After approximately two weeks, the students who were in their trade technology classes switch to an academic schedule and attend academic classes and students who were previously attending academic classes switch to trade technology classes.

Academic classes are made up of two types of programming called General and Related Education classes. In the General Education Program students take English, Social Studies, Physical Education, Foreign Language (Spanish) and Health. In the Related Education Program students take Mathematics, Science, Art, and Computer Applications.

For academic and trade courses, students are required to take District Summative Assessments (DSA) two to four times during the school year, depending on the course.

We are currently operating in a Hybrid Learning Model (a combination of in-person and virtual learning). Depending on the course of the virus, this could change quickly. It is important to familiarize yourself with the district's reopening plan. The reopening plan has outlined four phases that we can operate to provide flexibility, as we navigate through the unknown. We will keep you updated through the ParentSquare messaging system. We hope that at some point we are able to return to full time in-person instruction this year.

This year in the Hybrid Schedule, students have been assigned to Gladiator Group A (last name A-L; attend in-person academic classes on Mondays and Tuesdays) or Gladiator Group B (last name M-Z; attend in-person academic classes on Thursday and Friday). When students are not in person at school, they are expected to engage virtually with their teachers. Students need to follow their academic bell schedule available to both students and parents/guardians in Powerschool.

For trade cycles, all students have been assigned a color (red, yellow, blue) to support small groupings while in person to allow equal access to students for hands-on shop work. Students will attend in-person trade on a special rotating schedule which indicates the colors who will attend in-person for each day. On days when students are not at school, students will attend their trade virtually.

Grade 9 students will attend in-person shop classes every day during trade technology cycles until they have chosen their permanent shop (Exploratory Program). The Exploratory Program ends Cycle 3, October 16, 2020.

All teachers are required to have a Google Classroom for all courses. Students will be receiving a course syllabus, class expectations, grading policy, and etc. It is important to connect with your teachers and understand course requirements. In addition, any special requirements for a class such as safety items or required materials may also be requested by the teacher.

Although grades are important, at E.C. Goodwin we focus on learning and the mastery of essential skills, as well as the application of those skills.

A distinctive feature of the academic program of the CTECS is our language arts and math lab classes. Grade 9 and 10 students attend these classes every day while in the trade/technology cycle. As part of the school's goal to attain excellence in teaching and learning, the focus of these labs is to provide students with learning strategies proven to aid in academic achievement as well as providing student support to access all of the materials in related classes.

Students receive a grade and credit towards graduation by passing Language Arts lab classes. Math Lab is a continuation of the students' regular math class, and students will continue their math work. Due to the need to limit exposure to others, students may have a different math teacher during the academic and trade cycle.

CTE Programs

Automotive Technology

Reuben Charles, Automotive Department Head

Dayna Eatmon, Substitute Automotive Instructor

The program of instruction aims to prepare students with basic information and experience in the care and use of tools, machines, and test equipment essential to the maintenance and repair of automobiles. Instruction is offered in engine overhaul, front wheel and steering alignment, brake service, clutch overhaul and transmission maintenance, electrical diagnosis, correction fuel and emission controls, cooling and lubricating systems.

Carpentry

Peter McDevitt, Carpentry Department Head

Keith LeBouthillier, Carpentry Instructor

Ninth grade students receive training in the basic skills and theory of the trade and the use of portable and power equipment utilized in production work for customers. Sophomores are prepared in various methods of cabinetry and house construction. Juniors and seniors are

exposed to outside construction jobs, which give students on-the-job training in house construction, additions, and remodeling.

Culinary Arts

Richard Collier, Culinary Department Head

Melinda Kelleher, Culinary Instructor

Brian Malota, Culinary Instructor

Culinary Arts offers preparation for positions as cooks or chefs in the hotel and restaurant industry. The program provides basic instruction and learning experiences in the daily school lunch program where planning and preparing menus on a weekly basis is stressed. Instruction emphasizes recipes, inventory control and dining room management.

Electrical

Christopher Hart, Electrical Department Head

Ronald Murray, Electrical Instructor

Electrical students receive training in circuitry, wiring methods, and uses of electricity in homes, businesses and industry. Instruction covers electrical safety, the National Electrical Code, and proper use of tools. Graduates completing an apprenticeship are eligible to pursue a journeyman and contractor's license. Students can obtain immediate employment in the electrical field, which includes: solar installations, residential, commercial or industrial wiring apprenticeship; low voltage; cable TV; telephone; voice video and data wiring; computer Local Area Network (LAN) systems; fiber optics; surveillance/security systems; electrical sales representative; control room operator; electrical lineman; transportation signal installer; lighting specialty companies; and, wholesale supply representative. A number of graduates elect to pursue higher education.

Mechatronics/Electronics Technology

Steve Orié, Mechatronics Department Head

Mark Zapp, Electronics Instructor

Theory instruction is supplemented by numerous experiments and construction projects. Transistors, photoelectric cells, and the various solid state devices become familiar items. Pulse techniques are learned, as well as their applications in industrial measurement and control systems. Students study methodical servicing procedures, circuit design problems, and various testing and measuring instruments in furthering their development as electronics technicians. Robotics, communications, motor control digital electronics, and microprocessors are explored in depth.

Hairdressing and Cosmetology

Yolanda Grant, Hairdressing Department Head

Lisa Carloto, Hairdressing Instructor

Cosmetology offers a lucrative, exciting future for alert and ambitious individuals. Many career opportunities that combine job satisfaction and financial stability are available to the well-trained cosmetologist. Some future career possibilities include hair stylist, skin care specialist, make-up artist, salon owner or manager, cosmetology marketer and vocational education teacher.

Heating, Ventilation and Air Conditioning

Steve Donaghy, HVAC Department Head

Jason Hinnners, HVAC Instructor

Heating, Ventilation, & Air Conditioning offers training in air conditioning, refrigeration, heating, ventilation and the installation of the electrical controls required for efficient air handling. The program also involves sheet metal and fiberglass duct fabrication and installation of air conditioning systems. The heating curriculum includes oil burners and residential units. Theory lessons involve the study of electrical schematic diagrams and the principles of refrigeration. Students often find employment with firms performing maintenance work and system installation.

Information Systems Technology

Robert Mitchell, Information Systems Technology Department Head

Tyler Johnson, Substitute Information Systems Technology Instructor

Information Systems Technology is our newest technology. Students are introduced to programming and logic which includes basic HTML followed by intermediate software applications, web design and an introduction to networking, and advanced programming and technical skills. Upon successful completion of the IST courses of study, students can obtain immediate employment in the IT field as a help-desk assistant, a computer technician or a computer operator.

Mechanical Design and Engineering Technology

Joseph Granja, Mechanical Design and Engineering Technology Department Head

Tina Piscioti, Mechanical Design and Engineering Technology Instructor

Mechanical Design and Engineering Technology provides instruction on techniques ranging from the fundamental skills to Computer Assisted Design and Drafting. Students are exposed to many segments of the manufacturing industry: machining, welding, piping, electronics, and tool design. Through the use of current technology, mechanical design skills are developed to bridge the gap between designer ideas and skilled craftsman production.

Precision Machining Technology

Vacant, Precision Machining Department Head

Fred Hernandez, Precision Machining Instructor

Thomas Wilks, Precision Machining Instructor

Michael Lombardo, Substitute Precision Machining Instructor

Precision Machining Technology covers the servicing and operation of lathes, vertical millers, surface grinders and most other machine tools and processes used by industry today. Students learn to set up and operate two axis and three axis C. N. C. (Computer Numerical Controlled) machines, along with programming fundamentals using MasterCam support system software. After mastering the basic operation of precision machine tooling, through a sequence of NIMS (National Institute of Metalworking Skills) based projects and a variety of production work, students are prepared for employment as advanced apprentice machinists, toolmakers and/or precision machine operators and CNC programmers.

Plumbing and Heating

Michael Scott, Plumbing Department Head

James D'Amato, Plumbing Technology Instructor

Students are trained to install and maintain water lines, domestic hot water, and sewage disposal systems. They learn to install hot water and steam heating systems for residential, public, industrial and commercial customers. The program also includes training in the installation and maintenance of equipment for conveyance of liquids, gases and compressed air.

Attendance

Regular attendance by students is a critical aspect of the educational process. Without daily classroom and virtual learning attendance, a student does not receive the benefits of personal interaction with his/her teacher and other students. Ideas are often exchanged which enrich the learning experiences, and research indicates that the mere makeup of assignments and time cannot substitute for actual physical presence and involvement in the classroom. Students are expected to follow the bell schedule and attend all their classes everyday, regardless of whether they are home learning virtually, or at school learning with direct contact from their teachers. **Teachers will be taking attendance each period.** Completion of school work does not constitute attendance of the class. This is a change from procedure from last year in many classrooms. Students are expected to attend class five days a week as indicated on their Powerschool schedule.

Furthermore, in order to prepare students for the real world of work, the CTECS expects from students what employers will expect, and thus provides a smooth transition from the school environment to the workforce. The CTECS attendance policy is designed to develop in students a sense of responsibility and cooperation.

See Attendance policies in District Student/Parent Handbook

Early Dismissals

The CTECS policy states: “Students have daily assignments and commitments that are an essential part of the school’s total educational program.”

Parents are asked to schedule medical, dental, and other appointments **after school hours**. When it is absolutely necessary for a student to be excused, the parent must send a note to explain the reason for dismissal. Early dismissal for medical or dental appointments should be accompanied with an appointment card.

Any request for early dismissal must be presented to the Dean of Students and brought to her in the guidance office the morning of the dismissal. Early dismissal requests may be denied if not in the educational interest of the student, even if the student has reached the age of “18 years.”

Students receiving early dismissal privileges must sign out at the security desk before leaving. All students must leave school grounds promptly after signing out.

This year, due to COVID restrictions, parents will not be allowed into the building to sign their student out of school. Please send your child in with a note in the morning with your phone number so a school official can contact you to confirm the request. If an emergency arises, please call the main office at 860-827-7736. The secretary will direct your call to a school official who can assist you.

Seniors eligible for the Senior Early Release privilege must meet all program requirements as stated in the Senior Early Release permission form. Seniors participating in the Early Release Program must also leave school grounds promptly after signing out and may not return to the school later in the day. As part of the Early Release Program, seniors signing-out are not eligible for district-provided bus transportation on any day.

Automobile Regulations

In order to park an automobile at E. C. Goodwin Technical High School, students must comply with the following regulations:

1. All students must see the School Security Department to receive parking permits.
2. Parking permits will be issued only when students have met the following criteria:
 - a. Produced a valid Connecticut Driver’s License.
 - b. Produced proof of insurance and registration.
3. Students must fill out and return the school automobile registration form.

4. Students must park only in the designated student parking areas.
5. Upon arriving at school all passengers, including the driver, will leave the vehicle and come directly into school. No loitering in the parking lot before or after school is permitted.
6. The speed limit on school driveways is 15 MPH; in parking lots it is 10 MPH.
- 7. Do not pass a school bus unless it is parked with its lights off.**
8. Vehicles are subject to search and seizure.
9. Students who use their vehicles in a dangerous or irresponsible manner will have their parking privileges revoked.
- 10. Students who accumulate more than six (6) unexcused tardies to school will have their parking privileges revoked.**

Public Act 73-253 (passed by the 1973 legislature) makes possible the enforcement of all motor vehicle laws pertaining to speeding, reckless operation of motor vehicles, evading responsibility and driving under the influence of liquor or drugs, for cars on school grounds/state property.

College Career Pathways, AP & ECE Programs

Students at E. C. Goodwin Technical High School have several options for earning college credit while completing their high school coursework:

The College Career Pathways program allows students to earn college credits while attending a CTECS school. E. C. Goodwin Technical High School has an articulation agreement with Capital Community College, allowing juniors and/or seniors to receive college credits for certain high school courses. Eligible students have the opportunity to earn up to 14 college credits toward a degree in one of the technical programs at the college.

Students must have an overall average of a “C” or better to apply for the program and be enrolled in an articulated trade technology. Application does not guarantee admission to the program.

Both the UCONN Early College Experience (ECE) program and the Advanced Placement (AP) programs offer students the opportunity to earn college credits in an articulated course. Students apply for the ECE program in the Spring of the junior year and must have an overall average of a “B” or better.

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

Electronic Devices and Usage

Electronic devices have become an integral part of the educational process. As a technical school, the CTECS encourages their **appropriate** use in the classroom or other school settings. Cell phones are NOT allowed in the classroom setting.

Chromebooks

All students will be issued a school chromebook for their use while a student in good standing at E.C. Goodwin. Chromebooks are State of CT property and must only be used for school purposes. CTECS uses software for schools to monitor appropriate use of Chromebooks and school accounts. ***It is the student's responsibility to secure the device, keep it safe from harm, and to charge it nightly.***

Students are responsible for:

1. Charging their chromebooks and bringing them to school every day.
2. Reporting if a chromebook has been lost or damaged to the school librarian.
3. Any damage to the chromebook as a result of negligent behavior which will result in students being charged the replacement fee.

Cell Phones

1. Use of Cell Phones or Other Electronic Devices

Now that all of our students have been issued chromebooks, the expectation is that students utilize the chromebook whenever possible. We also publish on our school website, the complete policy including specific rules in various locations of the campus, and the consequences for inappropriate use:

- a. Cell phones and other non-school issued electronic communication devices are only allowed before school, in the cafeteria during lunch, and after school during non-instructional hours. All devices, other than chromebooks, must be secured and out of site at all other times.
- b. Failure to comply will result in consequences which may include required educational tasks (such as essay), seizure of the phone/device, after school detention, removal from class for intervention, or suspension.
- c. Parents may also be required to come to school to pick up devices.
- d. In addition, posting or texting mean-spirited, threatening, or inappropriate texts during the school day or after school hours may result in severe consequences for disruption of the educational process or harassment.
- e. Students taping teachers and/or students without permission is never OK and is considered misconduct and may receive consequences. ***The general rule is that the personal use of any device must not disrupt the classroom or harm others.***

2. Use in the classroom or technology area

- a. Classroom use of electronic devices is subject to regulation by the teacher and classroom expectations. Whenever possible, the school issued chromebook will be the device utilized.
- b. If electronic devices are utilized by the instructor as part of a planned instructional design, then cooperative groupings will be supported to ensure that all students have access to the electronic device.

3. Inappropriate use

- a. **Cell phones should only be out and visible before school begins, in the cafeteria, or after school hours.**
- b. If a cell phone or chromebook is misused, it is considered to be contraband and subject to search and/or seizure. This is notice that we utilize software that allows us to monitor student use of state devices/accounts. We can and will utilize this software to determine student misuse, especially if safety concerns are raised.
- c. If a student is asked to surrender a device, failure to do so will be considered insubordination, with disciplinary consequences and possible loss of privilege to bring a cell phone to school or to retain possession of the chromebook.
- d. When necessary, a confiscated cell phone will be given to the Dean of Students/Assistant Principal/Principal and returned at the end of the day. For continual violations, parents may be required to come to school to retrieve the cell phone and the student may be prohibited from having a cell phone on campus.
- e. Safety is a number one priority in the building. Use of electronic devices, including headphones and earbuds, is prohibited in areas that pose safety concerns, such as in hallways or in close proximity to machinery or other school equipment, and other areas as determined by a classroom teacher, the Dean of Students or Administration.
- f. 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 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.

4. Consequences for Inappropriate Use of Cell Phones/Electronic Devices

Teachers are responsible for oversight of student use of cell phones and electronic devices in classrooms. Electronic devices include, but are not limited to headphones, earbuds, iPods, etc. Teachers will generally prompt the class as a whole to put devices away (out of sight) as part of the start of class procedures. If a student takes a cell phone or other electronic device out during a class without permission, the following applies:

1st Offense - Teacher warning to student to put cell phone/electronic device away; personal clarification to student regarding expectations and consequence for continued misuse. The teacher will record this information on a shared document accessible to appropriate adults in the

building. This is not a daily warning. It is a one time warning when a student fails to follow the prompt to get ready for class.

2nd Offense - If a student takes his/her cell phone/electronic device out after a teacher warning within the same class, a teacher detention will be assigned and a phone call home to the parent will be made. This will also be noted on the shared adult tracking sheet. This will be considered the first formal consequence issued.

Once the student has been issued the detention as his/her first formal consequence, all additional offenses will meet with specific action based on the degree of occurrences. If the students continue to be noncompliant it will be considered insubordination and the student will be removed from class and referred to the Dean of Students/Administration for additional consequences.

Teachers will call Security to escort any student being removed from class for behaviors that are disruptive to the learning environment. When a student is being removed due to an issue with an electronic device, the device will also be sent out with security if the teacher has taken possession of the item. (If Security is not available, the Dean of Students, a Department Head, or the Main Office will be called.) Phones may be confiscated and retained by the Dean of Students or Administration.

5. Cell phone Confiscation

The Dean of Students will review the teacher's incident report and meet with the student. The Dean will then determine the consequence based on the severity of the infraction and the student prior referrals. Discipline may include the following:

- a. Required meeting with Counselor/Dean/Interventionist regarding insubordinate behavior and strategies to change the behavior in order to be compliant with rules and therefore able to remain in class.
- b. Restorative essay required before return to class.
- c. Master detention assigned to be served after school hours.
- d. Seizure of the phone for the day or longer pending parental pick up of device.
- e. Student Achievement Intervention Lab (SAIL) for up to 90 minutes.
- f. Referral to Administration for ISS or OSS.
- g. Loss of ability to bring device into the school building for a period of time.

6. Security

- a. Security regarding electronic devices is a legitimate concern. Electronic devices are the responsibility of the owner and should never be left unattended. **The school is NOT responsible for lost or stolen items.** ***When students cannot be in direct possession of their device, they must secure devices in locked lockers.***

- b. Use of the electronic device can be denied during assessments and examinations and may be required to be visible with power off, or collected.

Detention

Students may be assigned after-school detention by teachers, faculty and/or school administration. Teacher detentions are served with issuing teachers. This is an opportunity for the teacher to discuss concerns, review expectations, and establish a relationship with the student.

Extended Detentions are assigned by school administration, the Dean of Students or Academic and CTE Department Heads.

Rules for Extended Detention

- a. Detention starts at 2:25 p.m. and ends at 2:50 p.m. An extended detention, until 4:00 p.m., may be assigned by administration.
- b. Tardiness to Master Detention Hall, Room 100, will require a student to make up the detention at another time.
- c. Absolutely no talking, sleeping or idleness will be tolerated for the duration of a detention.
- d. Students must bring to detention assignments from classes and/or reading material.

Exploratory 9th Grade Program

A key feature of the freshman year at E.C. Goodwin is the Exploratory Program. This year, the Exploratory Program has been modified to assist students in choosing a final shop choice by mid-October. All 9th grade students prepare for making initial career decisions by participating in the Exploratory Program. The following are key features of the Exploratory Program. The Exploratory Program Process is as follows:

- a. Beginning September 3, Grade 9 students spend one day of exploration in each of the 11 trade/technology areas (Phase one and Cycle One).
- b. In early October, students select 3 trades technologies to attend for 2 days each (Phase two and Cycle Three).
- c. Trade technology selection follows completion of Phase Two of the Exploratory Program (2-day rotation in three trades technologies) and will occur in early late October 2020.
- d. Placement is based on student performance in Exploratory and the number of openings in each trade/technology. It is important for grade 9 students to perform to the best of their ability in every trade technology of the Exploratory Program, as this is the basis for their trade technology selection. When it is not possible to give everyone a first choice, students may select from available trades technologies.

Fighting

When it has been determined that students have engaged in a fight they will be **arrested** and possibly referred to the **Juvenile Review Board** in their home community when appropriate. They will also receive substantial school consequences.

Food and Beverages

All students will receive free breakfast and lunch on a daily basis. Students will scan their ID badges to utilize a touch free delivery system. At the start of this year, breakfast will be delivered to students in classrooms during Period 1. Students will receive and eat lunch in either the cafeteria or Multi-Purpose Room so that social distancing is maintained. There will be no a-la-carte snack or lunch items until further notice. All food and beverages should be finished and/or disposed of before a student leaves the cafeteria and MPR areas. Students may not enter the building with food and/or beverages in the morning, as only a limited number of students will be able to be seated in the cafeteria. Students may carry water in clear plastic bottles. These bottles are subject to search if there is any reasonable suspicion.

Parents or other family members are not allowed to drop off any food purchased outside the school. Parents are encouraged to build student responsibility by requiring their child to take part in the free lunch program if they forget a bagged lunch. **Food delivery is not permitted.**

Hall Passes

- a. At appropriate times, and with teacher permission, students may be released from class to use the restroom, speak with a counselor, go to the nurse, library, etc. with a pass, and prior approval from staff members.
- b. Students must sign out of classrooms upon leaving and sign back in upon return on the classroom Sign Out Sheet.
- c. Students entering a scheduled class after the starting time without a signed pass will be admitted into the classroom, but may be assigned consequences by the classroom teacher.
- d. **Students will not be issued passes from academic classes to CTE classes and vice versa without prior approval of both instructors.**
- e. **Students will need a signed pass to be admitted to the Nurse and Guidance offices and may not go during passing time without permission.**

ID Policy

All students will receive new IDs on the first days of in-person learning. Once received, all students must consistently wear their ID card while on campus or at any school events, both at school and off school grounds. ID cards are required and will be provided to all students and staff. They must be worn around the neck on a breakaway lanyard or clipped onto the shirt. Since masks are

required this year, the ID is essential so that we can tell who students are and identify them as current E.C. Goodwin students for safety reasons.

Students who have changed for gym class are not required to be in possession of their ID during PE activities. For safety reasons, CTE teachers may require that IDs be displayed in a specific manner. Upon request, students must show their ID when requested by any faculty/staff member, substitute/student teacher or other adult in the building. Failure to comply with this request is considered insubordination and will receive consequences as such. Students who are not in possession of their IDs may be excluded or removed from school events, athletics participation, and/or extracurricular activities.

IF LOST, NEW IDs MAY BE ORDERED FROM THE MAIN OFFICE EVERY MORNING FROM 7:00-8:00 AM for \$3.00.

Leaving School Building and Grounds

Once a student has set foot on school grounds, he/she may not leave the property. This includes the time before school starts in the morning when the student arrives on a school bus or by any means of transportation. Leaving the school building or school grounds without permission at any time prior to dismissal is regarded as being 'out-of-area' and may result in disciplinary action, up to and including suspension.

Lockers

According to CTECS policy: "Each student is assigned a locker. It is the responsibility of the student to see that the locker is kept locked and in order at all times. Students should not compromise security by sharing their lockers and combinations. The school administration may conduct inspection of lockers or other school property such as desks, workbenches, and school vehicles to maintain the integrity and security of the school environment."

The school will maintain a list of all assigned lockers. Students are to use only the lockers assigned to them and are accountable for the contents of their assigned locker. All students will be assigned a locker in the academic B-Wing or D-Wing to use during the academic cycles. These lockers have built in locks. Students will be assigned trade/technology lockers by their teachers while in trade/technology cycles. If a student is assigned a locker that lacks a built in locking mechanism, for school safety purposes, students must purchase a lock from the Main Office (cost \$5.00). No other detachable locking mechanisms may be used.

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 and/or assigned lockers and other school property is permitted with or without the express permission or knowledge of the student or his/her parents.

Students must still utilize social distancing when utilizing lockers. Students should report to class if they are afraid they will be late to class if they have to wait for a peer to finish at their locker. They should communicate the situation to their teacher, and request for their agenda to be signed to return back to their locker when peers are no longer blocking their way to get to their locker to pick up or drop off materials or personal items.

Notice of Video Monitoring

E. C. Goodwin Technical High School is committed to keeping our students safe. The premises of the school – both inside and out – are monitored by **cameras** which record activity throughout the day and night. Photographic records may be used in investigations and hearings if necessary. The school resource officer may also take audio and video recordings at his/her discretion as needed in the performance of his/her duties.

Participation in Extracurricular Activities and Athletic

Students are encouraged to participate in extracurricular activities and athletics while keeping safety in mind. Extracurricular activities include, but are not limited to, student government, and National Honor Society and Skills USA VICA. Some of these club meetings will be virtual this year.

The CTECS follows all CIAC Guidelines. Interscholastic athletics usually include soccer, girls' volleyball, boys' and girls' basketball, baseball, softball, lacrosse, golf, track, swimming and football. **Participating in extracurricular activities and athletics are a privilege, not a right.** School administration or the Athletic Director may, at their discretion, remove a student from participating in extracurricular activities or athletics who does not maintain acceptable standards of behavior and/or academic progress. All school consequences must be taken care of before students are allowed to participate in extra-curricular or athletic activities. This includes all detentions. **Students may not participate in any school activities on days in which they are suspended.**

Prohibited Items

In order to minimize disruptions to the learning environment, certain items are prohibited from the school grounds. Some of these items are illegal on state property and may lead to substantial consequences. These items include, but are not limited to, the following:

1. Skateboards/roller blades
2. Recreational throwing, tossing or kicking objects such as hacky sack, etc.

3. Fireworks
4. Laser pointers
5. Water guns
6. Paintball guns and paintball accessories, or anything that fires a projectile.
7. Tobacco products of either regular or electronic versions
8. Drugs, mood altering substances, alcohol, drug paraphernalia or electronic devices used to consume such substances.

School Closings

The following Radio/TV stations will be notified to announce school closings and delays beginning at 6:00 a.m., and continuing after 8:00 a.m.

TV Stations

WFSB – Channel 3
WTNH – Channel 8
NBC30 – Channel 30
FOX 61 – Channel 61

Students and parents will also be notified via ParentSquare.

E.C. Goodwin Technical High School follows the *New Britain Public Schools on all snow closings and delays. If New Britain Public Schools release students early for a weather event, dismissal time will be at 11:00.* If no announcement is made to the contrary, school will be in session. All local television stations offer text message alerts for school closings. It is recommended that you sign up for text alerts from one of the television stations; refer to the station's website to register. Parents and students may also receive communication from the principal through ParentSquare.

Scoliosis Screening

The screening will be done only for male students that have not received the screening. Qualified students are examined by the school nurse in the fall or spring of their freshman year for scoliosis. This will occur during their Physical Education classes. *Should parents/guardians not wish to have their child checked, the school nurse must be contacted in writing prior to the exam.*

Serious Behavior Matters

According to district policy, *stealing, burglarizing or attempting to steal or burglarize school property or other public or private property or robbing or attempting to rob a person or persons, vandalism including arson and/or the intentional or reckless cause of, or attempt to cause, damage to school, private or public, plagiarism or use or copying of the academic work of another individual and presenting it as the student's own work without proper attribution and profanity including obscene or profane language or gestures* are all serious matters and may be actions leading to removal, suspension, in-school suspension, or expulsion from school.

1. Defacing of Building, School or Personal Property

Intentional or neglectful behavior that causes harm to anyone's property, including school property or the school building, has a negative impact on school climate and will not be tolerated. Substantial consequences may be issued for any behavior of this nature.

2. Bullying and Harassment

It is the policy of Goodwin Tech to provide an opportunity to all students and staff to work and study in a non-threatening, stress-free, and supportive environment. Any inappropriate and unwanted conduct which interferes with or has a negative effect on educational activities, programs or benefits will not be tolerated.

This conduct shall include, but is not limited to bullying, sexual harassment, and racial, ethnic, religious, sexual orientation and disability-based discrimination and harassment. Discrimination and bullying of any type is not acceptable behavior and will be treated as a serious offense, which may result in disciplinary action from a detention to suspension to removal or expulsion. Police involvement may also be appropriate. The seriousness or pervasive nature of the offense will determine the course of action.

The definition of "bullying" has been expanded to include "any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are committed more than once against any student during the school year."

Sexual harassment is a form of illegal sex discrimination. Sexual harassment can take many forms and may include but is not limited to the following behaviors:

Verbal: Sexual propositions or demands, sexual innuendo or insults, humor and jokes about sex, sexual threats, and comments based on gender or sexual identity stereotypes.

Non-Verbal: Whistling, leering, ogling, suggestive or insulting sounds, obscene gestures, display of obscene material.

Physical: Touching, pinching, patting, physically threatening behavior, coerced sexual conduct.

Racial, ethnic, religious, sexual orientation, and disability-based harassment can take many forms and may include, but is not limited to the following behaviors:

Verbal: Demands, innuendo or insults, humor and jokes, threats, and stereotypic comments based on race, color, ancestry, ethnicity, religious creed, sexual orientation or disability.

Non-Verbal: Gestures, mimicry, display of graphic designs alluding to hate crime materials or written or implied threats.

Physical: Physically threatening behavior.

Process:

Anyone who feels victimized by discriminatory, harassing or bullying behavior has the right to and is strongly encouraged to report the incident:

- a. Seek out a trusted adult, a school administrator, the school's Equity Coordinator, a school counselor, or any other trusted adult in the school.
- b. Once notified, the school will then investigate the allegations. **The victim may be someone at whom the behavior is directed or anyone who witnesses such behavior and feels offended, intimidated or uncomfortable as a result of it.**
- c. Parents will be notified of investigation and findings.

3. Display of Disruptive Symbols:

Extremist symbols and logos create a hostile school environment and/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.

4: Academic Dishonesty

The attempt of any student to present as his or her own work that which he or she has not produced themselves is not acceptable. Students are considered to have cheated if they copy the work of another or they turn in a paper or an assignment written, in whole or in part, by someone else. Students are responsible for plagiarism, intentional or not, if they copy material from books, magazines, the internet, or other sources without identifying and acknowledging source materials. Destroying or modifying another person's work without their permission (including electronic submissions) is considered sabotage and may also result in disciplinary consequences.

Uniform Policy

The purpose of the Goodwin Technical High School Uniform Policy is to ensure that students are identified as students for safety purposes. Safety is our number one priority! Any uniform policy violations will be overseen by the Dean of Students with the support from school administrators using progressive discipline. Determinations of violations will be at the discretion of the administrative team.

1. GENERAL INFORMATION

A. Masks: This school year, all students are required to wear masks at all times in the building with limited exceptions. This requirement is not just for their own safety, but also for the safety of others. Students are expected to bring their own mask each day as part of their school uniform. Masks will be supplied if a student forgets theirs or is unable to supply one.

Students who refuse to wear a mask and do not meet any of the allowable exceptions will be subject to discipline. This is a safety issue and will be dealt with as such. If a child refuses to comply, a parent or guardian will be required to come to the school for a meeting and possibly required to take the student home until the student is ready to comply.

The face mask must be worn correctly, completely cover the nose and mouth, and be worn even when social distancing is maintained. A written notification from a physician is required in order for the school to permit a medical exemption. Students and staff will not be required to wear face coverings/masks while eating, drinking or during physical education. Mask breaks will be provided.

B. All students will also be required to display their school ID as part of their school uniform each day since the masks make it more difficult to identify a student as a current Goodwin student. Students will be issued ID badges and lanyards.

C. All students must attend school each day in uniform. During trade/technology cycles, the freshman trade/technology uniform or trade/technology-authorized uniform will be worn. During academic cycles, the academic uniform will be worn.

D. The freshman trade/technology uniform will consist of the Exploratory T-shirt, blue jeans (appropriate for a working environment), work boots, and safety glasses.

E. All uniform clothing must be appropriately sized for the student; that is, they must be no more than one regular size larger than the student actually measures. Extra wide, extra full, extra-long, baggy or sagging pants or shorts, or uniform articles that are too tight are not acceptable.

F. All academic polo shirts must carry the approved black or orange silk-screen on the left chest featuring the E. C. Goodwin Technical High School and Gladiator logo. Uniform shirts must fit at the shoulders and be of an appropriate length or student will be required to tuck in the shirt. Shirts must be neat.

G. Academic uniform shirts, fleeces and approved "hoodies" must be purchased from E.C. Goodwin's uniform vendors. (See school website.)

- H. In cold weather, students may wear whatever outerwear they wish to school but the only clothing allowed in the classroom and during the school day is the official trade/technology or academic uniform. Outerwear should be stored in the student's locker throughout the school day. Students may neither wear nor carry any non-uniform items during the school day.
- I. No visible emblems, tags, logos, monogramming, embroidery or writing, other than as set forth above, are allowed on uniform clothing.
- J. E. C. Goodwin crewneck sweatshirts, hooded sweatshirts, fleece jacket, or a black cardigan sweater, if ordered from an E. C. Goodwin vendor, may be added to the E. C. Goodwin Academic Uniform. Students do not have to wear an academic polo or dress shirt under a sweatshirt or fleece, but students will be unable to remove a sweatshirt or fleece during the school day if they do not have a uniform shirt on under the sweatshirt or fleece. Only black crewneck sweatshirts, grey or black hooded sweatshirts, fleece jackets/vests or a black cardigan sweater with the approved logo may be worn.

The black hooded sweatshirt is permitted for seniors only. Underclassman may only wear grey "hoodies",

- K. Short sleeve or long sleeve undershirts may be worn under the academic polo shirt, but may not be visible from below the bottom hem of the academic polo. Undershirts must be solid black, gray or white and have no writing or other text or graphics that are visible.
- L. Shorts are an optional choice for wear in warm weather. Only shorts identical to those of our official supplier, with a 9" inseam, khaki or black in color, are authorized. Shorts are never permitted in trade/technology.
- M. Ladies' skirts and skorts (combination skirt/shorts) in khaki or black are an optional choice, and may be worn at any time of the year. Only skirts and skorts identical to those of our official supplier, measuring not more than 2" above the top of the kneecap, are allowed.
- N. Belts should be worn with the official uniform.
- O. All uniform items must be in good repair, with no rips, holes, or stains.

2. ACADEMIC UNIFORM:

Shirt: Gray or orange polo shirt, 3-button, with black silk- screened E. C. Goodwin Technical High School and Gladiator logo on left chest. The black academic polo is permitted for seniors only. All shirts must be purchased from E. C. Goodwin's approved vendors to ensure compliance.

Sweatshirt: Black crew neck or grey/black hooded sweatshirt with orange silk-screened E. C. Goodwin Technical High School and Gladiator logo on left chest are the only sweatshirts allowed. (The black hooded sweatshirt is permitted for seniors only. Underclassmen may only wear grey "hoodies".) The Goodwin fleece vest or jacket and black cardigan sweater (with embroidered logo)

are also acceptable. When wearing an academic polo shirt or white button-up dress shirt under the sweatshirt, the collar should be visible.

Pants: Khaki-colored or black chino-style pant with front and back pockets and belt loops. Pants do not need to be purchased from the school vendors.

Pants may not be altered to change the approved styles as stated above. Pants must fit at the waist and have loose, but not baggy, legs. Pants are always to be worn at the waist and undergarments or bellies should never be visible. Sweatpants, jeans, leggings, may not be substituted for the approved pants styles listed above.

Shorts: Khaki-colored or black, chino-style, pleated or plain-front shorts with front and back pockets and belt loop, and inseam not less than 9". Shorts must fit at the waist and have loose, but not baggy legs. Shorts are to be worn at the waist and undergarments should never be visible. Athletic shorts or compression shorts (bike shorts) are not permitted.

Skirts/Skort: Khaki-colored or black, pleated or plain-front skirt or skort, measuring not more than 2" above the top of the kneecap.

Belt: Black or brown, without spikes or studs, and not oversized. If pants cannot be maintained at the waist as specified above, a belt will be required.

Students will be asked to change if items of clothing are too tight, revealing, or otherwise inappropriate.

3. PE Uniforms

Students are required to wear Physical Education uniforms during gym class. Students need to wear a top and bottom from the chosen vendor list. All items must be purchased from E.C. Goodwin's uniform vendors. (See school website.)

4. TRADE/TECHNOLOGY UNIFORM

Each trade technology will issue in writing its required dress regulations. Masks are also required in the trade technology area, even when social distancing. The teacher will determine if the mask could present a safety hazard and will ensure appropriate distancing is taking place if the mask needs to be removed while a task is completed. These regulations take the following into consideration: safety, health, industrial standards, and the educational process.

Students must remain in their shop uniform from the beginning to the end of the school day. **Students may not change out of uniforms for pullout periods or lunch. All ninth grade students are required to wear the approved ninth grade trade technology uniform, safety**

glasses and work boots during Phase 1 and Phase 2 of Exploratory. The trade technology dress requirement for Phase 3 of Exploratory will depend on the trade/technology selected.

5. OTHER CLOTHING GUIDELINES

Students are prohibited from wearing or carrying outerwear or other items that interfere with the learning process, are disruptive, unsafe, or contrary to law. Without limitation, the following are examples of attire that is prohibited from being worn in the school buildings during the academic school day or at school-sponsored activities:

- a. Coats, jackets or other attire normally worn as outerwear.
- b. All head coverings of any kind, including but not limited to bandanas, masks, kerchiefs, athletic headbands, hats, caps or hoods, unless worn for bona fide religious reasons. Hoods on hooded sweatshirts may not be worn in the school building.
- c. Footwear that damages or marks floors or that is a safety hazard, including backless shoes, slippers, sandals, flip-flops and toeless shoes.
- d. Sunglasses, unless required by a doctor's order and verified in writing with the school nurse.
- e. Spiked or studded bracelets, oversized or multi-finger rings, belts or any attire or article with spikes or studs attached.
- f. Attire or accessories that depict logo or emblems that encourage or advertise the use of weapons, drugs, tobacco products or alcoholic beverages.
- g. 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 (overt, covert, religion, politics, etc).
- h. 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.
- i. Clothing that is overly revealing, including but not limited to shirts and/or blouses that reveal the abdomen, chest, or undergarments; tank-tops; see-through clothing; shorts, miniskirts or pants that reveal the navel, upper thigh or undergarments; ripped or torn clothing.

Uniform violation:

1. Teachers need to call first before sending a student to Room 100 to be given the opportunity to acquire appropriate clothing or footwear.
2. If student refuses or nothing is available, students will be allowed to call parent for drop off of item. Student will remain in Room 100 to await the item of clothing.
3. If parent is not available, and appropriate clothing cannot be obtained, the students may be issued a consequence and return back to class. If there is a safety concern (i.e., boots), the student will remain in Room 100 for the remainder of the day.

6. SPIRIT DAYS

Fridays are considered Spirit Days for dress in Academics only. While in academic cycles, students are permitted to wear shirts or jerseys signifying the various organizations, clubs, or sports that they participate in at E.C. Goodwin on Fridays . All attire must have some type of identification of the E.C. organization and be an approved item from advisors and administration. Trade/technology uniforms are always required while in shop cycles.

7. NON-UNIFORM DAYS

When appropriate (special occasions, etc.), students will be allowed a “non-uniform or dress down day.” Non-uniform/dress down days will only apply to those students in the current academic cycle. Students in trade/technology classes will be required to remain in the trade/technology uniform. The timing and reason for such days will be at the discretion of school administration. During non-uniform days, the student dress code will be regulated by specific posted DO’s and DON’Ts, which align with section 4 above. The DON’Ts include no outerwear, ripped jeans, open-toed shoes, clothing with inappropriate slogans, pictures or sayings that interrupt or distract from the learning environment, overly revealing attire, attire deemed as offensive, or hats/head coverings that are not religious in nature.

Dress code while virtual learning is more relaxed but students must be fully dressed in appropriate clothing. Dress may not be inappropriate, offensive, distracting, or revealing. Hats may not be worn. If a teacher asks a student to modify what they are wearing, students need to be compliant unless the clothing item is for medical or religious reasons.

8. OFF-CAMPUS ACTIVITIES

Unless otherwise directed by school administration, students leaving school to attend school-sponsored activities (field trips, recruiting visits, etc.) are required to wear the uniform representing the cycle in which they are currently assigned.

9. CONSEQUENCES FOR NON-COMPLIANCE WITH UNIFORM POLICY

Whether a student is in academics or trade technology, he or she will be directed to SAIL and offered the opportunity to call home for the appropriate uniform and/or offered loaner clothing/footwear to borrow if it is available.

If the student refuses to comply with the uniform policy or a parent cannot bring in appropriate uniform clothing, the student will be considered insubordinate and referred to the Dean of Students or Administration for discipline, up to and including in-school suspension. A parent will be notified. No student will be allowed to participate in the trade program without appropriate safety equipment including footwear and eye protection.