STUDENT/PARENT HANDBOOK
Addendum

2021-2022 SCHOOL YEAR

E. C. Goodwin Technical High School

735 Slater Road, New Britain, Connecticut 06053

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

Principal - Dr. Anabelle Diaz-Santiago
Interim Asst. Principal- Mrs. Melissa Warrek
Asst. Principal - Mr. Dariusz Zdunczyk

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

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

Our 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

<u>Our Learning Expectations</u>

GlaDiators

Every voice is valued

Foster constructive feedback to help us learn

Effort to take responsibility for my own learning

Nurture a life-long learning process

Dare to view mistakes as opportunities to learn

<u>Our Behavioral Expectations</u>

GlaDiators

Electronics are used for professional use only

Food and beverages stay in the cafe

Expected to be here and on time

Need to wear uniform every day

Demonstrate professional language and respect

Our School Climate

Vision: E. C. Goodwin Technical High School fosters a physically and emotionally safe and inclusive learning environment that embraces diversity of all its members.

Mission: E. C. Goodwin Technical High School prides itself in educating fully engaged lifelong learners who are compassionate, honest and responsible citizens who value and embrace diversity and respect for themselves and society.

Students can access the anonymous reporting form in the About section of our school website in the Safety and Climate link to report any unsafe behaviors. Our reporting system is not a crisis line. If you use our reporting system, administrators will receive your report during normal school hours and will take appropriate action as soon as possible. Providing specific information is critical to our investigation. If there is a life-threatening situation, always call 911.

Our Gladiators' Code of Conduct

All students, teachers, administrators, school nurse, support staff, maintenance, building and grounds officers, parents and all who enter our school must treat each other with respect and dignity. Respect is a mutual process. This means that students will be shown respect and students shall respect all staff members. Being respectful includes the following:

- Common courtesy.
- Using given or chosen names.
- Non-verbal and active 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 our differences.
- Recognizing that people are fallible.
- Taking time for reflection and self-accountability.
- Learning to give honest apologies.

COVID Safety

Important highlights: Our mitigation strategies to keep everyone safe at school:

- All staff is trained in COVID safety.
- PPE will be utilized by everyone in the building (i.e, hand sanitizer, masks, desk shields, gloves, etc).
- We will maintain social distancing in all areas of the school. Students are expected to follow the hallway traffic flow.
- Classrooms will be set-up to support appropriate social distancing. Teachers will use seating charts to support accuracy for contact tracing.
- All students must continue to 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 a mask. Masks will be provided for students that do not have one. Masks breaks will be provided.
- Protocols are in place for COVID-19 suspected, confirmed, or close contact cases. Any questions or concerns regarding COVID, please reach out to our Nurse Aimee, aimee.ballard@cttech.org, and/or our COVID Liaison, Ms. Feldman, elizabeth.feldman@cttech.org
- It is recommended for visitors and parents to schedule meetings to access the building.
- Water fountains are shut off. Students will be able to utilize water bottle filling stations. Students are encouraged to bring a clear water bottle or one will be provided.
- The facility will be sanitized and disinfected daily by our maintenance staff. Special attention is being placed to disinfect high-touch points daily, including; doorknobs, countertops, handrails, light switches, restroom fixtures, desks, phones, keyboards, etc. Enhanced areas of focus include restrooms, communal spaces, front desk and lobby areas.

Acceptable Face Masks: At this time, we ask you to wear masks that meet the guidelines below:

- Mask covering should fit snug around nose and cheeks to avoid gaps.
- No neck gaiters, bandanas, exhalation valves or vents.

Entering the Building in the AM: All students are encouraged to start the school day with breakfast in the cafeteria, Multipurpose Room (MPR), or the courtyard (weather permitting). After breakfast each cohort of students need to report to their designated area:

- Freshmen and Sophomore students report to the gymnasium and outside lobby.
- Juniors and Seniors report to the main office lobby and courtyard area.
- All students will report to their designated homeroom at the 7:21 am bell.

Cafeteria Expectations: Students are expected to clean-up after themselves to make sure that the cafeteria and MPR is maintained and cleaned. Students will attend their scheduled lunch wave in the cafeteria. We will stagger the dismissal time from the cafeteria and MPR during each lunch wave. Our security team, along with teachers, will help monitor both spaces. Below are the expectations for each lunch wave:

- Assigned cafe duty staff will help monitor both spaces.
- Upon entering and exiting the cafeteria students must utilize both entrance ways.
- Students will sit at designated tables, two students per table on opposite sides.
- Once the cafeteria has reached capacity, students will be directed to the MPR.
- Students are seated until their row has been dismissed by staff.
- Students are not allowed to leave the cafeteria on their own without permission.

Protocols for Students in Quarantine: We are committed to ensure all students will receive access to their education during quarantine. Vaccinated students do not need to quarantine if considered a close contact, but will need to monitor for symptoms. However, non-vaccinated students considered close contact will need to quarantine. Students in quarantine will be able to access their education through the Google Classroom platform in the following ways:

- Log-in to Google Classroom daily to access content and assignments.
- Teachers will communicate Google Meet days for direct instruction (theory for trades) only, and provide academic support during office hours.
- Email teachers with direct questions or concerns.
- The SAIL instructor will connect with students once a day to check-in on student engagement and understanding.
- During the duration of the quarantine period, students will receive a check-in from their grade-level counselor.

Academic and Career Technology Education (CTE) Programs

At E.C. Goodwin, we focus on learning and the mastery of essential skills, as well as the application of those skills. To support our mission, students alternate between academic and CTE classes in what we refer to as cycles. Academic classes are made up of English, Social Studies, Mathematics, Science, Art, Computer Application, Physical Education, and Health. Students are required to take formative and summative assessments throughout the school year to assess learning acquisition and growth.

All teachers are required to have a Google Classroom for all courses. Students will receive a course syllabus, grading policy, classroom behavior and learning norms. It is important to connect with your teachers to understand course expectations and requirements.

A distinctive feature of the academic program of CTECS is our math and literacy lab classes. Grade 9 and 10 students attend these classes to provide students with learning strategies proven to aid in academic achievement.

CTE Programs

Automotive Technology

Reuben Charles, Automotive Department Head, charles.reuben@cttech.org

Kristopher Fluckiger, Automotive Instructor, kristopher.fluckiger@cttech.org

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, peter.mcdevitt@cttech.org

Keith LeBouthillier, Carpentry Instructor, keith.lebouthillier@cttech.org

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

Melinda Kelleher, Culinary Department Head, melinda.kelleher@cttech.org

Brian Malota, Culinary Instructor, brian.malota@cttech.org

George LaBody, Substitute Culinary Instructor, george.labody@cttech.org

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, christopher.hart@cttech.org

Ronald Murray, Electrical Instructor, ronald.murray@cttech.org

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 continue higher education.

Mechatronics/Electronics Technology

Steve Orie, Mechatronics Department Head, steve.orie@cttech.org

Mark Zapp, Electronics Instructor, mark.zapp@cttech.org

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 Norris, Hairdressing Department Head, yolanda.norris@cttech.org

Lisa Carloto, Hairdressing Instructor, lisa.carloto@cttech.org

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

Jason Hinners, HVAC Department Head, jason.hinners@cttech.org

Frank Delgado, Substitute HVAC Instructor, francisco.delgado@cttech.org

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 (IST)

Robert Mitchell, IST Department Head, robert.mitchell@cttech.org
Matthew Stroop, IST Instructor, matthew.stroop@cttech.org

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 (MDET)

Joseph Granja, MDET, Department Head, joseph.granja@cttech.org

Christina Stisser, MDET, Instructor, christina.stisser@cttech.org

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

Mark, Avery, Precision Machining Department Head, mark.avery@cttech.org

Fred Hernandez, Precision Machining Instructor, fernando.hernandez@cttech.org

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 Computer Numerical Controlled (CNC) machines, along with programming fundamentals using MasterCam support system software. After mastering the basic operation of precision machine tooling, through a sequence of National Institute of Metalworking Skills (NIMS) based projects and a variety of production work, students are prepared for employment as advanced apprentice machinists, toolmakers, precision machine operators and CNC programmers.

Plumbing and Heating

Michael Scott, Plumbing Department Head, michael.scott@cttech.org

James D'Amato, Plumbing Technology Instructor, james.damato@cttech.org

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

CTECS expects from students what employers will expect, and provides a smooth transition from the school environment to the workforce. CTECS attendance policy is designed to develop a sense of responsibility for students to become career, college, and work ready. Regular attendance by students is a critical aspect of the educational process to receive the benefits of an enriched learning environment. Students are expected to follow the bell schedule and attend all their classes everyday, as indicated on their Powerschool schedule.

If a student is absent from class, the student is responsible for making up missed assignments. Students have 2 days to make-up the work due to an absence. For further information related to attendance, please contact the Dean of Students (elizabeth.feldman@cttech.org) or CTECS Student/Parent Handbook CTECS Parent & Student Handbook.

Disciplinary Absence: Absences due to out-of-school suspension and expulsion are neither excused or unexcused absences, but are designated as disciplinary absences and will be reflected as such on a student's attendance history.

Early Dismissal: Parents are asked to schedule medical, dental, and other appointments after school hours. Any request for early dismissal must be presented to the Dean of Students the morning of the dismissal. Please send your child in with a note with your phone number so a school official can contact you to confirm the request. Students receiving early dismissal privileges must sign out at the security desk before leaving. All students must leave school grounds promptly after signing out. 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."

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.

Excused Absence: First nine absences with parental documentation submitted to the Dean of Students. Absences will be excused if they meet the following criteria:

- Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence).

- Student mental health wellness day (only two days per year, may not be taken consecutively).
- Student's observance of a religious holiday.
- Death in the student's family or other emergency beyond the control of the student's family.
- Mandated court appearances (additional documentation required).
- The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason).
- Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
- Parents on active duty: A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty.

Unexcused Absence: A student's absence from school shall be considered unexcused unless they meet one of the following criteria:
- The absence meets the definition for an excused absence (including documentation requirements).
- The absence meets the definition of a disciplinary absence.

Senior Early Release: Seniors eligible for the Early Release Program meet all program requirements as stated in the Early Release Program Permission Form. Eligible students can obtain a permission form from the Dean of Students. Seniors participating in the Early Release Program must leave school grounds promptly after signing out and may not return to the building. Seniors signing-out are not eligible for district-provided bus transportation.

Automobile Regulations

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

- All students must see the security team to receive permits.
- Parking permits will be issued only when students have met the following criteria:
    - Produced a valid Connecticut Driver's License.
    - Produced proof of insurance and registration.
- Students must fill out and return the School Automobile Registration Form to the security team.
- Students must park only in the designated student parking areas on Osgood St.
- Loitering is not allowed in the student parking area before or after school.
- Student drivers must follow the school speed limit. School driveway is 15 MPH, and in the parking lot it is 10 MPH.
- Students who use their vehicles in a dangerous or irresponsible manner are subject to school discipline (i.e. parking revoked, search and seizure).

College Career Pathways

The College Career Pathways program allows students to earn college credits while attending E.C. Goodwin Technical High School.

- An articulation agreement with Capital Community College, allows juniors and/or seniors to receive college credits for certain high school courses. 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 enroll in an articulated trade technology. Application does not guarantee admission to the program.

- UCONN Early College Experience (ECE) program and the Advanced Placement (AP) programs offer students the opportunity to earn college credits in an articulated course. Recommended students apply to the ECE program in the spring of their junior year. Students must have an overall average of a "B" or better. For underclassmen, Pre AP courses are offered to prepare students for success in credit bearing college classes.

For additional information please contact the School Counseling Office.

<u>Detentions</u>

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

<u>Discipline</u>

Our discipline approach focuses on restorative practices. Restorative practice is a unique, student-centered framework. It is a way for all staff members to connect with students on a personal level, while growing academically in the classroom. When we look at restorative discipline, it provides staff an opportunity to have a conversation with the student. Restorative discipline enables students to see the "why" and allows them to take ownership for their actions. The goal is for students to understand the "harm done, rather than rely on rule breaking." Through the restorative discipline approach, students have a voice, are able to explain their actions, while taking responsibility for their behavior. Our outcome is to relate to the student by empowering change and growth.

- Restorative discipline: A reflective and inclusive approach with the student to proactively change the behavior.
    - Counsel.
    - Parent contact or meeting.
    - Restorative circles/peer mediation.
    - Educational tasks.
    - Community service.
    - Academic/behavior contracts.
    - Safety plans.
    - Student Assistance Team (SAT) referral.

- Progressive discipline: An incremental intervention approach to address inappropriate and recurring behaviors.
    - Verbal and written warning.
    - Removal from classroom.
    - Lunch or after school detention.
    - Student Academic Intervention Lab (SAIL).
    - In school and out of school suspension.
    - Search and seizure.
    - Expulsion and possible arrest.

Electronic Devices and Usage

Electronic devices have become an integral part of the educational process. CTECS encourages appropriate and professional use of electronic devices in the classroom and other school settings.

Chromebook: All students will be issued a school chromebook. Chromebooks must only be used for school purposes. CTECS uses a software for schools to monitor appropriate use of chromebooks and school accounts. Students are responsible for:

- Securing the device, charging the chromebook, and bringing it to school every day.
- Reporting lost or damaged chromebooks to the school librarian.
    - Subject to a possible replacement fee.

Cell Phones: Cell phones are used in the classroom to enhance the educational experience with teacher discretion. To protect the integrity of an assessment, teachers may ask students to power-off or collect their devices. Students are responsible for their personal electronic devices (cell phones, earbuds, etc.). The school is not responsible for any lost or stolen electronic devices. Students are responsible for the safe and appropriate use of cell phones.

Exploratory 9th Grade Program

A key feature of the freshman year at E.C. Goodwin is our Exploratory Program. All 9th grade students prepare to make career decisions after exploring all eleven CTEs. The Exploratory Program is divided into three phases:

- Phase 1: Students attend all CTEs for two-days.
- Phase 2: Students select three CTEs they want to learn more about, and are considering as their permanent choice. They will spend four days in each CTE.
- Phase 3: Students select their permanent CTE, and will remain until graduation.

Placement is based on student performance throughout the Exploratory Program, and the number of openings in each CTE. It is important for grade 9 students to perform to the best of their ability in every CTE. When it is not possible to give everyone a first choice, students may select from available CTEs.

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. All food and beverages should be finished and/or disposed of before a student leaves the cafeteria and MPR areas. Students not participating in the free breakfast and lunch program may enter the building with their bagged lunch. Students may carry water in clear plastic bottles. A clear plastic water bottle will be provided if needed. ***Parents or other family members are not allowed to drop off any food.*** **Food delivery is not permitted.**

Hall Passes

- With permission from a staff member, students will use a hall pass to utilize the restroom, speak with a counselor, go to the nurse, or the library, etc.
- Students must sign out of classrooms upon leaving and sign back in upon return on the classroom Sign Out Sheet.
- Students entering a scheduled class after the starting time without a signed pass will be admitted into the classroom. Classroom teacher will address the tardiness.
- Students will not be issued passes from academic classes to CTE classes and vice versa without prior approval of both instructors.

ID Policy

All students will receive new IDs on the first days of school. Once received, all students must consistently wear their ID while on campus or at any school events. Masks are required this year, the ID is essential to identify students as current E.C. Goodwin students for safety reasons. They must be worn around the neck on a breakaway lanyard or clipped onto the shirt. Students must show their ID when requested by any staff member. IDs are required to attend school events, athletics participation, and/or extracurricular activities. For the replacement of a lost or stolen ID, please obtain a new ID in the main office.

Leaving School Building and Grounds

Students need permission from the nurse, Dean of Students, and/or administration to leave school grounds. This includes the time before school starts in the morning when the student arrives. Leaving school grounds without permission is a safety concern. This unsafe behavior will be addressed immediately by the grade-level administrator.

Lockers

Each student is assigned an academic and CTE locker. It is the responsibility of the student to see that the locker is maintained and locked. Students are accountable for the contents of their assigned locker. Students are encouraged not to share lockers and combinations.

All academic lockers have a built-in locking mechanism. CTE and PE lockers do not have built-in locking mechanism. For school safety purposes, students must purchase a lock for these lockers. Students have the option to purchase a lock from the Main Office (cost $5.00).

If there is reasonable suspicion that a CTECS student has violated a safety rule, the school administration may conduct inspection of lockers or other school property to maintain the integrity and security of the school environment.

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 during an investigation involving probable cause.

Participation in Extracurricular Activities and Athletic

Students are encouraged to participate in extracurricular activities and athletics. Extracurricular activities include student council, peer mentors, Gay Straight Alliance (GSA), National Honor Society (NHS) and Skills USA.

For athletics, CTECS follows all CIAC Guidelines. Interscholastic athletics include soccer, volleyball, basketball, baseball, softball, lacrosse, golf, track, swimming, and football. Students are expected to demonstrate acceptable standards of behavior and maintain high academic achievement.

Behaviors that do not demonstrate our core values will be addressed by the Athletic Director with school administration support. If consequences are sanctioned for inappropriate behavior, the student is not able to participate in any extracurricular activities or athletics.

Physicals and Medical Documentation

Incoming freshmen students must submit physicals to the nurse. Any student interested in participating in sports will need to provide the most current physical. It is also important to communicate with our nurse of any medical conditions, and provide supporting documentation.

Prohibited Items

To maintain the safety of our learning environment, the following items are not allowed on school grounds:

- Fireworks.
- Laser pointers.
- Water guns.
- Paintball guns and accessories, or anything that fires a projectile.
- Tobacco and alcohol products.
- Drugs, drug paraphernalia.
- Mood altering substances, or electronic devices used to consume substances.
- Knives, guns, or any item identified as a weapon.

Responsible Behavior Matters

At E. C. Goodwin Technical High School we pride ourselves to lead with compassion, empathy, and respect. We expect these behaviors from all stakeholders in our learning community to support. We hold each other to these standards to foster a positive and inclusive school culture. The following behaviors are not a representation of our core values:

Academic Dishonesty: Students are held accountable for plagiarism, intentional or not, if they copy material from books, magazines, the internet, or other sources without identifying and acknowledging source materials.

Bullying, Discrimination, and Harassment: Any inappropriate and unwanted conduct that causes a disruption to the educational process, interferes with, or has a negative effect on other person(s). This conduct shall include, but is not limited to displays of disruptive symbols and or logos, meanspirited behavior, sexual harassment, and racial, ethnic, religious, sexual orientation and disability-based discrimination and harassment.

Anyone who feels victimized by bullying, discriminatory, and harassing behavior is strongly encouraged to report the incident. Students can take the following steps to report an incident:

- Seek out a trusted adult in the school.
  - Connect with a school counselor.
  - Email a staff member.
- Utilize the school website to anonymously report the behavior.

Once notified, the school will then investigate the allegations. Parents of all involved parties will be notified that an equity investigation will take place. The Equity Team has 10 school days to conduct the investigation. Findings and outcomes of the investigation are discussed with parents regarding their child's involvement, as we aim to protect all students involved.

Bullying, discrimination, and harrassment of any type is not acceptable behavior. The seriousness or pervasive nature of the offense will determine the course of action. Disciplinary action can result in a detention, suspension, and/or expulsion. Police involvement will be determined by the severity of the incident.

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.

School Closings, Delays, and Early Dismissals

E.C. Goodwin Technical High School in collaboration with the Consolidated School District of New Britain follow the same schedule for snow closings, delays, and early

dismissals. Parents and students will be notified of a school closing, delays, and early dismissals from the principal via ParentSquare. In addition the following TV stations are notified to announce school closings and delays: WFSB – Channel 3, WTNH – Channel 8, NBC30 – Channel 30, FOX 61 – Channel 61. It is recommended that you sign up for text alerts from one of the television stations, please refer to the station's website to register.

Uniform Policy

The purpose of the E. C. Goodwin Technical High School's Uniform Policy is to promote school unity, spirit, pride, and safety. Academic, CTE, and PE uniforms are available to our students. Students are expected to be appropriately dressed with their uniforms and IDs to school every day. Uniforms must be purchased from the uniform vendors.

See school website: https://goodwin.cttech.org/ (Click on the Quick Links tab and School Uniforms to access the forms).

Academic Uniform: Academic uniform shirts, fleeces, and hoodies with gladiator emblems.

- Gray hoodies for 9-11th grade students
- Black hoodies for 12th grade students

Pants, shorts, skirts/skorts: Do not need to be purchased from the school vendors. They must be khaki or black-colored.
- Overly ripped jeans or pants showing excessive skin, sweatpants, and leggings are not approved attire.
- Shorts, skirts, and skorts need to be appropriate length measuring no more than 2" above the kneecap.

CTE Uniform: Each CTE program will require a uniform dress code, safety glasses, and work boots. Students must remain in their shop uniforms throughout the day.
- During the 9th grade Exploratory Program, students are required to wear the approved CTE exploratory t-shirt, safety glasses, and work boots.

Dress Down Days: During special school events, students in the academic cycle will be able to participate in a dress down day. Dress down day attire needs to be appropriate as determined by our dress code.

Head coverings: Worn for bona fide religious reasons, or protective hairstyles. The following items are not part of our uniform dress code:

- Sunglasses, unless required by a doctor's written order.
- Oversized spiked or studded bracelets, collars, rings, and belts.
- Logos depicting the use of weapons, drugs, tobacco, alcohol, or harassing/vulgar symbols, pictures that are vulgar, illegal, racial, sexist, and discriminate diverse viewpoints (overt, covert, religion, politics, etc).
- Clothing that is overly revealing that exposes the abdomen, chest, or undergarments.

Off Campus Activities: Students leaving school to attend school-sponsored activities such as field trips, recruiting visits, etc. are required to wear the uniform representing the cycle in which they are currently assigned.

Outerwear: Coats, jackets, and other attire normally worn as outerwear must be stowed in students' lockers in the morning.

PE Uniforms: Physical Education uniforms are required during PE class. During PE class, students need to wear appropriate sneakers. Any open toe shoes including, Crocks, sandals, and boots are not approved footwear.

Spirit Days: Fridays are considered School Spirit Days in academics only. Students are permitted to wear shirts or jerseys signifying the various organizations, clubs, or sports that they participate at E.C. Goodwin.

Uniform Process: Students not following our dress code policy will be addressed in the following manner:

- Students are sent to Student Academic Intervention Lab (SAIL) in room 100.
- Students will be given the opportunity to contact their parent/guardian to drop off clothing item(s). Student will remain in room 100 to await the item of clothing.
- If parent/guardian is not available, uniforms will be provided to the student.
- If there is a uniform safety concern (i.e., boots), the student will remain in room 100 for the remainder of the day. Assignments will be provided to engage the students in their learning.
- Students will be asked to change if items of clothing are too tight, revealing, or considered inappropriate.

Parent - School Partnership Agreement

E. C. Goodwin Technical High School is a community of learners committed to the success of your child. To best serve your child, we must work in partnership and share the same educational values and expectations. Parents can support our partnership by:

- Communicating with your child's teacher, grade-level counselor and/or assistant principal.
- Monitoring your child's progress in PowerSchool.
- Engaging your child at home by making them part of monitoring their own progress in PowerSchool.
- Monitor their online use on the Chromebook.
- Participate in our PFO committee, and attend school events.