



Bristol Technical Education Center & Extension Campuses

CT Aerotech & Stratford School for Aviation Maintenance Technicians



2023-2024 Adult Student Handbook & Program Guide

Connecticut State Department of Education
The Connecticut Technical Education and Career System (CTECS)



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Introduction

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

Our Work-Based Learning Program (WBL) is designed to expand and enhance student learning with actual job-site experiences and to facilitate the transition from school to work. For many students, participation in WBL supports placement in the workforce upon graduation. Or, if students choose to, they can continue their education at an institution of higher education.

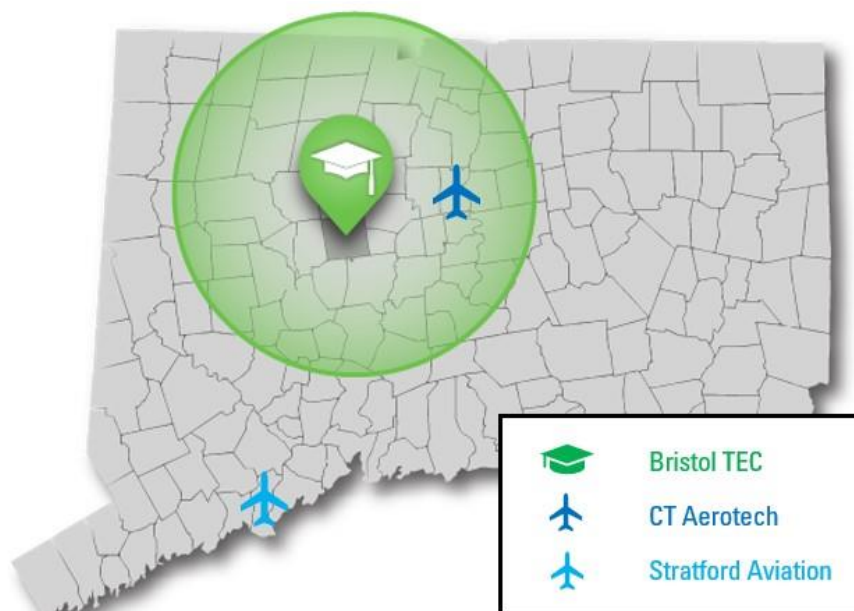
In addition, Bristol TEC offers evening apprenticeship and extension courses for adult learners. Our apprenticeship-related instruction program is approved by the Connecticut Department of Labor Office of Apprenticeship Training in the Licensed Occupational Construction trades.

On behalf of our dedicated team of instructors and staff, we thank you for choosing Bristol Technical Education Center.

Extension Centers

CT Aerotech	Stratford School for Aviation Maintenance Technicians
500 Lindbergh Dr, Hartford, CT 06114 (860) 566-1234 ctaero.cttech.org	200 Great Meadow Rd, Stratford, CT 06615 (203) 381-9250 ssamt.cttech.org

Main Campus and Extension Locations



Connecticut Technical Education and Career System (CTECS)

The Connecticut Technical Education and Career System (CTECS) is established and maintained by the Connecticut State Board of Education and advised by the CTECS Board whole chairperson in appointed by the Governor. Such board shall consist of eleven members as follows: (1) Four executives of Connecticut-based employers who shall be nominated by the state-wide industry advisory committees and appointed by the Governor, (2) five members appointed by the State Board of Education, (3) the Commissioner of Economic and Community Development and (4) the Labor Commissioner. The Governor shall appoint the chairperson. The chairperson of the CTECS board shall serve as a non-voting ex-officio member of the State Board of Education.

Connecticut Technical Education and Career Center Board Membership

Mr. Robert J. Trefry, Chairperson, Former Chief Executive Officer Bridgeport Hospital	Mrs. Patricia Keavney-Maruca Vice Chairperson
Mr. Todd Berch State Apprenticeship Director, OAT/CTDOL Designee of Department of Labor Commissioner	Ms. Lindy Lee Gold Community Development Specialist, Department of Economic and Community Development, Designee of DECD Commissioner
Dr. Christine Benz Training and Development Manager TRUMPF Inc.	Dr. Jeff Aucker Head Associate Vice President – Head of Innovation and Delivery at Infosys
Dr. G. Duncan Harris Chief Executive Officer Capital Community College	Dr. Kelli-Marie Vallieres Executive Director Workforce Development Unit Vice Chair, Governor’s Workforce Council
Dr. George Anderson SVP, Chief Learning Officer at Synchrony Financial	Mr. Fitz Walker President and Chief Executive Officer Bartron Medical Imaging
Dr. Karen Wosczyzna Birch Executive Director – Regional Center for Next Generation Manufacturing State Director, Connecticut College of Technology	

Charlene M. Russell-Tucker, Commissioner of Education
Dr. Ellen Solek, Interim Superintendent of Schools
Nikitoula Menounos, Assistant Superintendent of Schools
Richard Cavallaro, Assistant Superintendent of Schools

Accreditation



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



NEW ENGLAND ASSOCIATION
OF SCHOOLS AND COLLEGES

The New England Association of Schools and Colleges accredits the Bristol Technical Education Center high school program.

Prohibition of Discrimination

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

Inquiries regarding Connecticut Technical Education and Career System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
Title IX /ADA/Section 504 Coordinator
State of Connecticut Department of Education
450 Columbus Blvd., Hartford, CT 06103-1841
Mailing Address: P.O. Box 2219, Hartford, CT 06145-2219
Telephone: 860-807-2071

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

Our Vision

The Bristol Technical Education Center will be a trusted learning institution promoting career and technical education to further the economic development, sustainability, and opportunities for the community we serve.

Our Mission

The Bristol Technical Education Center believes all students can enhance their trajectory in life. We provide a safe and structured learning environment where students obtain confidence, employment, and trade and professional skills through learning and support. In this way, we equip students with the necessary tools to respond to the economic needs of the community.



Bristol Technical Education Center staff works to prepare every student for a job or further education in their trade. We collaborate with employers to determine the skills every successful employee needs.

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

Our Core Values

- Professionalism
- Attitude
- Integrity
- Accountability
- Safety

A Message to Students

BTEC is committed to consistent, meaningful, two-way communication between students, staff, business and industry, and the community. We encourage all members of our school community to remain actively engaged with each other and our industry partners, with the goal of increasing student achievement and developing positive attitudes about self and school.

Communication with the School

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

District Website

All pertinent information about the district is located at cttech.org. The district website has information about CTECS advisory board, curriculum, staff directories, handbooks, and policies.

School-based Website

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

- Bristol TEC's website address is bristol.cttech.org,
- Stratford School for Aviation Maintenance Technicians' website address is: ssamt.cttech.org
- CT Aerotech's website address is: ctaero.cttech.org

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

PowerSchool Student Portal

CTECS utilizes PowerSchool as our student information system. This system is equipped with a student portal. The PowerSchool Portal allows everyone to stay connected: Students stay on top of assignments and teachers use their grade book to make decisions on what information they want to share with students. Current assignments are listed as well as attendance and discipline information. Under the Email Notification option students can set up notification alerts. These alerts are automated, however, at any time the students can login to the portal for more detailed information. The school's main office will disseminate the usernames and passwords for the accounts. [Students access the PowerSchool portal using this link](#). This PowerSchool URL can also be found on the BTEC website homepage.

Attendance/Tardy information Notification

CTECS utilizes a notification system for attendance/tardy information, as well as regular communication. This system uses both phone and email notifications. Through the student portal of PowerSchool, you can enter/modify the phone number and email address these notifications are sent. This number/email is the one that is used for student absent or tardy messages, and other notifications sent out by the school (PFO Meeting, event cancellation). Please be aware that this is also the number/email used during inclement weather times to notify

you of school closing or early dismissals.

The Use of Cell Phones or Other Electronic Devices

CTECS considers the use of digital resources central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the policy of the CTECS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the student. Students who utilize devices from the school will be asked to acknowledge receipt. [A FAQ section can be found on this Google site.](#)

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

At BTEC the policy is as follows:

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

Equity Coordinator/504 Coordinator

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

Any person may file a complaint of illegal discrimination or harassment at the same time (s) he files a grievance, during or after use of the Grievance Procedure or without using the Grievance Procedure at all with, but not limited to, the following entities. If a complaint is filed with the

Office of Civil Rights, United States Department of Education (“OCR”), or the State of Connecticut Commission on Human Rights and Opportunities, it must be filed in writing no later than 180 days after the occurrence to the possible discrimination or harassment. OCR may waive its 180-day time limit based on OCR policies and procedures.

- a. **Office of Civil Rights, U.S. Department of Education**, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921; Telephone number: (617) 289-0111; fax number: (617) 289-0150; TTY/TDD: (877) 521-2172. Email: OCR.Boston@ed.gov
- b. **State of Connecticut Commission on Human Rights and Opportunities**, 21 Grand Street, Hartford, CT 06106; Telephone number: (860) 541-3400 or Toll free: (800) 477-5737.
Notwithstanding any other remedy, any person may also contact the police or pursue criminal prosecution.
- c. **Additional complaints can be mailed to the Council on Education** 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350

Family and Community Engagement

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

Foreign Nationals

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

Highly Communicable Disease Plan

Students and staff who appear to have an influenza-like illness or other highly communicable illness upon arrival to school or who become ill during the day will be promptly moved to an area in the health office where they are separated from other students and staff. CTECS’ policy on [Immunizations](#) can be found in the Health Office Policies and Safety Procedures section Student/Parent Handbook

Student Complaints

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

Recruitment

CTECS is required to allow access to military recruiters. In addition to access to campus, military recruiters have the right to request student directory information which includes students’ names, addresses and telephone listings. Please note that schools must provide military recruiters the same access to students as they provide to postsecondary institutions or to

prospective employers. Students can opt-out of allowing their personal information to be passed on to military recruiters. An Opt-Out Provision is provided at the bottom of the Handbook Acknowledgement Form in the Appendix of this handbook. If you do not grant permission for the school to release contact information to military recruiters this option must be signed.

School-Based Health Centers

CTECS works with several different community health providers to offer School-Based Health Centers (SBHCs) in many of our schools. SBHCs provide services, such as, physical exams (sports exams and yearly physical exams), immunizations, preventative care, reproductive health care, sick care and more. Services provided vary from school to school. Some SBHCs also provide behavioral health care services (counseling) and dental services. SBHCs do not replace the care that the student receives from his/her regular health care providers and goes beyond the services that the school nurse and other student support staff can provide. The SBHC staff will communicate with and coordinate the student's care with the student's regular health care provider.

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

Bullying

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

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

Recent Legislation

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

BTEC Admissions, Tuition and Refunds

Admissions

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

Adult students can obtain an application from the BTEC office or from the school's website: <https://bristol.cttech.org/admissions/>. All Postgraduates must be at least 17 years old, have a high school diploma or GED, and clear a criminal arrest history.

Applicants will rate the programs they are interested in on their application form as their first and second choice. All efforts will be made to give each student their first choice, however, students should prepare for the possibility of earning admission to their second choice. Once the student has signed and returned the confirmation form, along with a \$50.00 non-refundable admission test fee made out to Treasurer State of CT, the student is considered enrolled.

Criminal Arrest History

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

Orientation

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

Tuition for Postgraduates

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

2023-2024 tuition is as follows:

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

Fall 2023 (due by 8/30) - \$2,000

Spring 2024 (Due by 1/25) - \$2,000

One Year Total = \$4,000 (plus \$50 admission test fee, or \$4,050)

In addition, all students must purchase uniforms and tools. See bristol.cttech.org/admissions for current tool lists and uniform ordering information with costs.

Fiscal Responsibility

Students are required to adhere to all payment deadlines and will be dismissed from their program of study if these deadlines are not met. The Workforce Investment Act and Veterans Affairs have approved all six trade programs at Bristol TEC and both Aviation Programs. Please direct any questions you may have regarding financial assistance to our business manager and/or school counselor.

Methods of payment

- Bank check or money order - payable to "Treasurer, State of Connecticut" for the exact amount due.
- Cash will be accepted only during regular business hours (7:30 a.m. – 3:00 p.m.)
- No personal checks or partial payment plans will be accepted.
- Interest-free, payment plan options are available to students only through the school business office.

Alternate methods of payment:

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

Tuition Waiver – Documentation must be submitted no later than four weeks prior to first class session to the business manager. Tuition waiver does not cover the admission test fee and is only available for the following qualified students:

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

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

Refunds

- If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
- If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than the admission test fee (\$50.)
- Students who have not visited the school prior to enrollment can withdraw without penalty within three days following either attendance at orientation or a tour of the school.
- Students who qualify will receive refunds based on the percentages below within 45 days of notification of non-attendance or withdrawal through the school counseling office.

Amounts:

100% of tuition – notification of non-attendance made prior to 1st class session.

60% of tuition – notification of withdrawal within 14 calendar days of the 1st class session.

Withdrawal due to military action or serious illness:

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

If a student is dismissed from his/her program for attendance, grades, or disciplinary reasons then no refund will be made.

Adult Student Complaint Process (Grievance Procedure)

Adult students or applicants of BTEC, and its extension campuses CT Aerotech and Stratford School for Aviation Maintenance Technicians, who feel they received unfair treatment or wish to appeal any of the policies or procedures may do so by taking the following steps:

1. Report the complaint to your immediate contact ([admissions, financial aid administrator, teacher, department head, business manager, school counselor, or any staff member](#)).
2. If the complaint is not resolved with your immediate contact, you may discuss the matter with the principal, David.Batch@cttech.org or 860 584-8433 ext. 304.
3. If not resolved by discussing the matter with the principal, you may submit a written complaint to the principal and copy the Assistant Superintendent of CTECS responsible for the oversight of the adult program you attend or are seeking enrollment, [please see the CTECS Staff Directory for current contact information](#). 860-807-2215.
4. If your written complaint to the principal is not resolved, you may file a written appeal to the CTECS Superintendent's Office by sending an email with the subject "Adult Student Complaint Appeal" to Superintendent@cttech.org. Your email should clearly state the nature of your complaint, the steps that you have taken to resolve it at the school level, and the remedy you are seeking. The Superintendent's Office will respond promptly (within five (5) business days) in writing with notification of the status of your appeal, which may include (but is not limited to): provision of remedial measures, a request for additional information, further investigation, or denial of the appeal based upon the information provided. The Superintendent or designee shall provide notice of the appeal decision in writing to the complainant within thirty (30) days of the receipt of the student's written appeal.
5. If the response to your appeal by the Superintendent or designee is unsatisfactory, you may request a review in writing by CTECS' Executive Director. The Executive Director or designee will issue a decision within thirty (30) days of receipt of the request for review. The decision of the Executive Director shall be final.

Timelines for response may be temporarily delayed or extended for good cause.

If the complaint cannot be resolved at the school or CTECS level, students and prospective students may submit complaints with the following accreditor and/or state approval or licensing entity or other relevant state official or agency that may appropriately handle a student's complaint:

Council on Occupational Education (COE)

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Office: 800-917-2081 or 770-396-3898
www.council.org

Connecticut Department of Education (CSDE)

Office of Higher Education
450 Columbus Boulevard, Suite 707, Hartford, CT 06103-1841
Phone: 860-947-1800
[Contact the Office of Higher Education](#)

State of Connecticut

[To access the complaint form for the State of Connecticut at the Connecticut Attorney General's website.](#)

[To file a claim against CTECS regarding a personal injury: Office of the Claims Commissioner.](#) 450 Columbus Blvd, Suite 203, Hartford, CT 06103 Phone: 860-713-5501 Fax: 860-706-2483 Email: Claims.Commissioner@ct.gov.

Federal Student Aid, U.S. Department of Education

Do you have information about a school or person you think violated federal laws regarding federal student aid? You may submit a case to the [FSA Feedback Center](#) or call 1-800-433-3243

Supersedence

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

BTEC General Information

Age of Majority

Any student eighteen years of age or over is considered an adult and has the same rights, privileges, duties, and responsibilities as any adult while in attendance at CTECS. CTECS recognizes its responsibility to secondary students regardless of the age of the student in its charge. **Students wishing to provide access of information, records, or communication to parents, guardians, or eligible persons can request a waiver form from the main office.**

Arriving and Leaving School Grounds

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

Whenever a student enters or leaves the building after the start of the school day, they must check in at the Main Office. Students exiting during school hours must use the main entrance.

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

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

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

Calendar

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

Change of Address

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

Electronic Communication

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

Sharing of student information across e-mail

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

All the above information can be e-mailed to administration, teachers and CTECS staff. Any audience outside of the ones mentioned should be discussed. This is not public information and cannot be distributed to the general public. In addition, student information (names, school, e-mail/telephone numbers, etc.) can be stored on outside contractors' servers for use for electronic message systems which alert in case of delays/closings/emergencies if there is a proper confidentiality agreement in place.

Sharing of Staff/Teacher Information across e-mail

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

Field Trips

Field trips may be scheduled for educational reasons. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. Every effort shall be made to provide resources for all interested and eligible students to participate in a school-sponsored trip.

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

Homework Policy

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

Incomplete Grades

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

Lost or Damaged Textbooks, Technology Devices, or School Materials

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

Lockers

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

When there is reasonable cause to believe that a student may be in possession of weapons, contraband, the fruits of crime, or other materials in violation of school policy or state law, the school administrator and other staff designated by the school administrator, are authorized to conduct reasonable searches of the student, including his/her person or personal property, or school property, such as lockers, assigned to the student. ([See Search and Seizure](#))

Military Service

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

Pledge of Allegiance

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

Sale of Items, Raffle Tickets

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

School Closing and Delay Information

Inclement Weather

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

When a delayed start of school is required in order to ensure the roads are safe for travel, **all Bristol TEC students begin at 9:30 a.m.** This decision will often be communicated as a “two-hour delay” to local TV and radio stations.

Transfers

Transfers between programs within BTEC must be requested by October 1 of the school year. Requests can be made by contacting School Counseling staff and will be considered using, but not limited to, the following criteria: current program standing, potential program enrollment, discipline records, admissions test scoring, and the recommendation of school administration.

Students wishing to apply to BTEC who are currently enrolled in an institution other than BTEC should complete the Application Process as posted on the BTEC Admissions Website. Students must be accepted using the Application process and Admissions Policy at the beginning of a school year; students cannot transfer into BTEC programming from another institutions programming.

Transfer of credits from other institutions will not be accepted by BTEC.

Visitors

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

Volunteer Program

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

The program of volunteers in CTECS is designed to meet the following objectives:

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

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

Withdrawal from School

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

Work Based Learning Program (WBL)

Work Based Learning (WBL) is offered as an extension of technical training. The experience may legally extend beyond the school hours. The student's grade reflects input from the employer and the release time from school replaces the credit bearing time in the shop or at a production site. In order to be eligible to participate in the WBL program students must meet at a minimum the following criteria:

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

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

The student may be withdrawn from the program at the request of the student, the school, or the employer.

Post-Secondary Programs

Bristol Technical Education Center's career technical education programs are aligned to the National Association of State Directors of Career Technical Education Consortium's Common Core Career Technical Clusters. BTEC's career technical education programs are grouped into four career clusters as follows:

Architecture and Construction Cluster

Architecture and Construction cluster provides students with the theoretical knowledge and skills for entry-level employment in the residential, commercial, and industrial construction areas or in postsecondary institutions. Students concentrate their studies and receive a career and technical certificate in the following program: **Heating Ventilation and Air Conditioning (HVAC)**

Hospitality and Tourism Cluster

The Hospitality and Tourism cluster provides students with theoretical knowledge and skills for entry-level employment in the management, marketing and operation of restaurants, bakeries or lodging and travel-related services. Students concentrate their studies and receive a career and technical certification in the following program: **Culinary Arts**

Manufacturing Cluster

The Manufacturing cluster provides students with the theoretical knowledge and skills for careers in planning, managing, and performing the processing of materials into intermediate or final products, and related professional and technical support activities. Students concentrate their studies and earn a career and technical certificate in one (1) of the following programs: **Mechatronics, Robotics and Automated Engineering Technology; Precision Machining Technology; or Welding and Metal Fabrication**

Transportation, Distribution and Logistics Cluster

The Transportation, Distribution and Logistics cluster provides students with the theoretical knowledge and skills for careers in the diagnostics, repair, and maintenance of automotive or aviation equipment. Students also have the opportunity to continue their studies at postsecondary institutions. Students concentrate their studies and earn a career and technical certificate in one (1) of the following programs: **Airframe Mechanics and Aircraft Maintenance Technology/Technician; or Automotive Technology**

Architecture and Construction Cluster



Heating, Ventilation and Air Conditioning (HVAC) Program Sequence (2 Year Program)

5.0 credits per year for High School students / 7.0 credits per year for Post-Graduate students

HVAC Staff

Steven Donaghy
Department Head, Heating, Ventilation, and Air Conditioning
Steven.Donaghy@cttech.org
860-584-8433 ext.28311

Steven Donaghy currently holds an S-1 and a SM-1 unlimited contractor's license in HVAC/R and Sheet metal. He is EPA universally certified and an OSHA Authorized Construction Trainer. He has 39 years' experience in field; for 20 of those years he ran an active apprenticeship program through his business.

Joseph Santangelo
Heating, Ventilation, and Air Conditioning Instructor
Joseph.santangelo@cttech.org
860-584-8433 ex.28339

Joseph Santangelo holds an S-1 Heating, Piping and Cooling Unlimited Contractor, is an OSHA Authorized Construction Trainer, and an EPA Universal/Proctor. He has 15 years of experience in the field, holding roles such as Lead Install Technician, Service Technician, Production Supervisor, and Installation Manager

Program Descriptions

Introduction to Heating, Ventilation and Air Conditioning

Students deciding to enter the field of Heating, Ventilation and Air Conditioning (HVAC) will be introduced to the basics of safety and sanitation, as well as the use and care of hand tools, power tools, electrical, storage cylinders and stationary equipment. They are provided with information on entry-level employment opportunities in the HVAC trade. The students will demonstrate their skill in basic copper tubing practices like cut, swage, bend, flare, and solder. Students will be introduced to the safe use of sheet metal tools and will construct basic sheet metal fittings commonly needed to install HVAC duct

systems. Technology-related reading, writing, vocabulary, mathematics, blueprint reading and science are integrated throughout the curriculum.

Basic Refrigeration/Sheet Metal

The HVAC program is designed to provide students with an understanding of theoretical information covering the sciences of matter, heat, fluids, and pressure. Theory information also includes the components of a basic refrigeration system and how they operate to move heat from where it is not wanted to where it is desirable. The students will demonstrate electrical fundamentals including electrical circuits, Ohm's law, and meter use. Laboratory skills practiced include servicing and testing refrigeration equipment and basic electrical circuits including identifying electrical motors. Skills needed for installation of HVAC systems including piping materials, threading of black pipe and duct installation are also practiced. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Technology-related reading, writing, vocabulary, mathematics, blueprint reading and science are integrated throughout the curriculum.

Introduction to Heating and Cooling

Students will demonstrate theoretical competency in HVAC electrical controls, refrigeration systems, such as air conditioning and refrigeration, both domestic and commercial. The students will understand Environmental Protection Agency (EPA) certification requirements with refrigeration systems and will be able to calculate building heating and cooling loads. Skills practiced in lab and on in-school and outside work projects for customers include installation and service of refrigeration and heating systems and startup and checkout procedures. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Technology-related reading, writing, vocabulary, mathematics, blueprint reading and science are integrated throughout the curriculum.

Advanced Heating and Cooling

Students will explain and identify heating fuels (natural gas, propane, and heating oil); how they burn and how to safely control the burn; and EPA certification requirements in order to pass certification exams. Instruction in different types of air conditioning systems, heat pumps, unitary, central station and split systems is provided in dividing needs and troubleshooting service. Students will demonstrate their ability to use code books and apply code requirements at apprentice entry-level. Skills practiced in lab and on in-school and outside production work for customers include installation of the different systems and testing operation and airflow. The proper handling of refrigerants, including recovery, recycling, and reclaiming, are studied, and practiced. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students will demonstrate the ability to complete a job application and interview and to perform entry-level job readiness and trade skills. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Each student will take the North American Technician Excellence (NATE) in HVAC, which is a competency-based test. Technology-related reading, writing, vocabulary, mathematics, blueprint reading and science are integrated throughout the curriculum.

Students successfully completing this course of study will be able to pursue a two-year or a four-year engineering degree at a college or university. Students can obtain immediate employment in the heating, ventilation, and air conditioning field, which includes: residential and commercial heating, ventilation and air conditioning apprenticeship in installation and service; refrigeration mechanic; sheet metal apprentice; sheet metal design; gas system technician; oil burner technician; heating, ventilation, and air conditioning sales representative; wholesale supply representative, and appliance repair technician.

Hospitality and Tourism Cluster



Culinary Arts Program Sequence (1 Year Program)

5.0 credits High School students / 7.0 credits Post-Graduate students

Culinary Staff

Francine Martinez-Bove

Department Head, Culinary Arts

Francine.Bove@cttech.org

860-584-8433 x28313

Patricia Queen

Culinary Arts Instructor

patricia.queen@cttech.org

860-584-8433 x28329

Patricia Queen attended Johnson & Wales University and received an associate degree in occupational science. She was the chef and owner of the Cottage Restaurant and Café for 25 years.

Program Descriptions

Introduction to Culinary Arts

Students deciding to enter the field of culinary arts will be introduced to the basics of safety, sanitation, and personal hygiene, as well as equipment identification and use. Students will assist in the daily production of the National School Lunch (NSL). All students will make hot foods and learn basic garnishing and portion control. Cold sandwiches and basic desserts will be taught. Students will learn about kitchen utensils, small equipment, knife skills and basic hot and cold food preparations. In addition, they learn about weights and measures and simple recipe conversions. Technology-related mathematics, reading, writing, vocabulary, and science are integrated throughout the curriculum.

Basic Food Service

Students learn the basics of food preparation using the school lunch as their main food lab. All students

will rotate through different stations preparing, organizing, and producing various food items to be served in the school's cafeteria. Basic theory will include a range of equipment identification, fruit and vegetable identification, basic cooking methods, storage and receiving of products, as well as a la carte and convenience foods. All students will be taught the proper procedure for serving institutional foods. Students will continue to receive instruction in nutrition, safety, sanitation, and personal hygiene. Technology-related mathematics, reading, writing, vocabulary, and science are integrated throughout the curriculum.

Operating a Restaurant

Students are introduced to "front of the house" and "back of the house" restaurant operation through the daily operation of the school restaurant open to faculty and the public. In the dining room they learn customer service and formal dining room service skills which include setting tables, taking reservations, working the cash register while providing a la carte and buffet service menus. In the kitchen students learn and practice; soups, stocks and sauce-making, fruit and vegetable identification and cookery, dairy, eggs and cheese identification and cookery, salad and salad dressings, nutritional menu development and starches and grain cookery. The curriculum also includes meat, poultry and seafood identification, fabrication, and cookery. Students will also develop basic baking skills through the production of fruit Danish, yeast and quick breads, layer cakes, pies, and kitchen plated desserts. Students will demonstrate the highest standard of food safety training by completing ServSafe Certification through the National Restaurant Association. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Technology-related mathematics, reading, writing, vocabulary, and science are integrated throughout the curriculum.

Advanced Restaurant Operations

Students continue to operate the school dining room restaurant. They have constant opportunities to advance their culinary skills and knowledge while creating seasonal, ethnic, global, and local menus. Students will have an opportunity to visit a local farm, taking the classroom into the community while developing an understanding for sustainable foods. They will learn the art of garde manger in buffet and cold food service. Students continue to develop their supervisory skills in Restaurant Management. Baking and pastries continue to be part of daily restaurant production. Students rotate throughout all stations of the dining room and kitchen until proficiency is obtained. Students will demonstrate the ability to complete a job application and interview. All students will participate in the Culinary Arts Project (SCAP) where students are required to research and develop a theme global menu with recipes and costing. Students will then produce their individual menus in the restaurant where family members and faculty will have the opportunity to sample a student's culinary skills. The project is completed with an oral presentation where the students reflect on the yearlong project while practicing their oral communication skills needed for job interview. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Technology-related mathematics reading, writing, vocabulary, and science are integrated throughout the curriculum.

Successful students completing this program will be able to pursue a postsecondary two-year or four-year degree in Culinary Arts, Hospitality or Foodservice Management. Upon graduation, students are eligible for immediate employment in an accelerated entry-level culinary position in any foodservice establishment; Restaurants, Casinos, Commercial Kitchens, Catering Facilities, Retail or Commercial Bakeries, Corporate Dining, or an Institutional Foodservice Company.

Manufacturing Cluster



Mechatronics, Robotics and Automated Engineering Technology Program Sequence (1 year program)

5.0 credits High School students / 7.0 credits Post-Graduate students

Mechatronics, Robotics and Automation Engineering Technology Staff

Chris Reilly

Department Head, Mechatronics, Robotics and Automation Engineering Technology

brian.kelleher@cttech.org

860-584-8433 Ext. 28315

Program Descriptions

Introduction to Mechatronics

Students deciding to enter the Mechatronics field will be introduced to the basics of safety as well as equipment identification and use. Students are introduced to mechanisms and a wide variety of electromechanical principles and practices. Safety, hand tool and digital multi-meter use are demonstrated and practiced. Career opportunities are explored. Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Basics of Electrical and Electronic Circuitry, Motors, Generators, Motor Controls and Power Supplies

Students learn circuit interpretation, design, and construction through the use of computer assisted training and simulators. Principles of direct current (DC), alternating current (AC), magnetism, semiconductors and electronic devices are taught and practiced. Students demonstrate the ability to use test equipment to measure electrical and mechanical variables. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Technology-related mathematics, reading,

writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Semiconductor Devices, Pneumatics, Robotics and Programmable Logic Controllers, Hydraulics and National Electrical Code

Students are instructed and demonstrate skills in construction and diagnostic repair of direct current (DC) motors, alternating current (AC) motors, motor controls, hydraulic and pneumatic devices, and equipment. Motor control design use and troubleshooting are taught and practiced with simulators and motor controls. Electronic circuitry is instructed and practiced. The National Electrical Code (NEC) is presented through basic projects and students demonstrate analytical skills needed to verify or troubleshoot residential and commercial low- and high-voltage wiring, including commercial and residential alarm and automation systems. Students will perform in-school electromechanical projects for customers. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Technology-related mathematics, reading, writing, vocabulary, and science are integrated throughout the curriculum.

Digital Electronics, Robotics, Programmed Logic Controllers, Variable Speed Drives, and Industrial Machine Maintenance Practices

Robotics, programmable logic controllers (PLC) and variable speed drives are taught. Motor controls, hydraulics, pneumatics, and electrical theories are applied to the field of major appliance repair. Digital electronics are instructed and practiced. Service documentation is developed and tested. Students are instructed in preventative maintenance schedules, and proper maintenance procedures are practiced. Troubleshooting, part nomenclature, interpretation and application of schematics and proper service techniques are refined. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students will demonstrate the ability to complete a job application and interview and have entry-level job readiness and trade skills. Students will perform in-school electromechanical projects for customers. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Each student will take the SkillsUSA® - Skills Connect assessment, which is a performance-based test. Technology-related mathematics, reading, writing, vocabulary, and science are integrated throughout the curriculum.

Students successfully completing this course of study will be able to enter the workforce and acquire positions as production development technicians in manufacturing facilities and robotics technicians in assembly applications. Additionally, repair technicians for all phases of high- and low-voltage electricity, hydraulic and pneumatic mechanical controls. Students that elect to further their education will be able to pursue a two-year or a four-year degree in the areas of mechanical, electrical, or electronic engineering.



Precision Machining Technology Program Sequence (1 year program)

5.0 credits High School students / 7.0 credits Post-Graduate students

Precision Machining Technology Staff

Mark Jurczyk

Department Head, Precision Machining Technology

mark.jurczyk@cttech.org

860-584-8433 Ext. 28312

Mark Jurczyk earned a bachelor of arts from UCONN and attended Central Connecticut State University. He has over 20 years' experience as a machinist/cutter and grinder.

Christopher Heun

Precision Machining Technology Instructor

christopher.heun@cttech.org

584-8433 x28321

Christopher Heun holds Advanced Manufacturing Certificates 1 and 2 from Housatonic Community College. He has been working in the field of Precision Machining for over 15 years.

Program Descriptions

Precision Machining Technology

Students deciding to enter the Precision Machining Technology field will be introduced to the basics of safety, as well as the use and care of hand tools, power tools and stationary equipment. Manufacturing methods are initiated with an introduction to machinery and material types, along with their basic applications. Students start with small metalworking projects, which lead to projects that are more complicated. Technology-related mathematics, reading, writing, vocabulary, machine trade print reading and science are integrated throughout the curriculum.

Precision Machining Technology Practices and Principles

Students are instructed in and demonstrate skills and knowledge in machine safety, measuring tools, speeds and feeds, lathe operation, mill operation, pedestal grinder, various types of cutting tools and drill press operation. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Technology-related mathematics, reading, writing, vocabulary, machine trade print reading and science are integrated throughout the curriculum.

Precision Machining and Introduction to Computer Numerical Control (CNC)

Students continue to refine skills introduced and move on to CNC machining. Students receive advanced instruction and training in the use of measuring tools, material types, advanced lathe operation, advanced mill operation, layout, and inspection. Introduction to MasterCAM®, computerized numerical control (CNC) machining and programming are introduced. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students will perform in-school manufacturing projects. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Technology-related mathematics, reading, writing, vocabulary, machine trade print reading and science are integrated throughout the curriculum. Students receive instruction and demonstrate skills in more advanced areas of manufacturing technology, such as lay-out and turning irregular shapes, turning eccentric, CNC programming, specialized vertical mill attachments. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students will continue to perform in-school machining projects. Students will demonstrate the ability to complete a job application and interview and to perform entry-level job readiness and trade skills.

Students' will be assessed against industry-recognized national standards. The National Institute for Metalworking Skills (NIMS) is the nations' only American National Standards Institute accredited developer for the precision manufacturing industry. NIMS competency-based assessments are used to demonstrate mastery of program goals and earn students industry-recognized credentials. Students reaching an acceptable level of proficiency may be eligible for Work -Based Learning (WBL). Technology-related mathematics, reading, writing, vocabulary, machine trade print reading and science are integrated throughout the curriculum.

Students successfully completing this course of study will be able to pursue a two-year or a four-year degree in the area of manufacturing or mechanical engineering, or other related fields. Graduates electing to enter the workforce typically acquire positions as CNC operators or programmers, toolmakers, mold-makers, or engineering technicians.



Welding and Metal Fabrication Program Sequence (1 year program)

5.0 credits High School students / 7.0 credits Post-Graduate students

Welding and Metal Fabrication Staff

Joseph Hanlon

Department Head, Welding and Metal Fabrication

joseph.hanlon@cttech.org

860-584-8433 x28314

Joseph Hanlon is an AWS Certified Welding Inspector with over 30 years of experience in the metal fabrication and teaching field.

Amy Howroyd

Welding and Metal Fabrication Instructor

amy.howroyd@cttech.org

(860) 584-8433 x28345

Amy Howroyd is Bristol TEC Welding alum, earned a bachelors in fine arts, and is a certified welding inspector. She has spent 12 years in the welding industry.

Program Descriptions

Introduction to Welding and Metal Fabrication

Students deciding to enter the field of Welding and Metal Fabrication will be introduced to the basics of safety and sanitation, as well as equipment identification and use. Students learn about the variety of careers available in the welding and metal fabrication industry, hand tools and shop equipment. Different modes of welding are demonstrated and practiced. Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Basics of Welding, Metal Cutting and Preparation

Arc welding is demonstrated and practiced. Students prepare sections for joints, fillets, and grooves and then test-weld. Proper use of machine cutting tools is demonstrated and then practiced by students. Oxy-fuel cutting and joining processes are taught and practiced, and quality is examined and diagnosed. Gas Metal Arc Welding (GMAW) applications, parameters, gases, wire types and sizes are studied demonstrated and practiced. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Metal Fabrication and Advanced Welding Techniques

Industry weld symbols are defined and applied to blueprint interpretation. Metal identification, properties and applications are taught and practiced. Destructive and nondestructive welding inspection are

demonstrated and practiced. Pipe welding is introduced and demonstrated. Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), Plasma Arc Welding (PAW), and Gas Tungsten Arc Welding (GTAW) are introduced with discussion and exercises on procedures and applications. Students begin preparation for certification assessments. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students will perform in-school welding projects for customers. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Ferrous and Non-Ferrous Material Welding, Pipe Welding and Welding Qualifications

On-site flat, horizontal, vertical, and overhead application welding skills are demonstrated and practiced by students. Characteristics of stainless steel and aluminum are taught and specific welding techniques are demonstrated and practiced. Pipe and tube welding is demonstrated and practiced. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students will demonstrate the ability to complete a job application, a practice interview and have entry-level job readiness and trade skills. Students will perform in-school welding projects for customers. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). All students are required to complete summative assessments that adhere to AWS standards. Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

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



Transportation, Distribution and Logistics Cluster

Airframe Mechanics and Aircraft Maintenance Technology/Technician Program Sequence (2-year program)

Airframe Mechanics and Aircraft Maintenance Technology/Technician Staff

Timothy Graham
Department Head
Stratford School for Aviation Maintenance Technicians
timothy.graham@cttech.org
 203-381-9250

Timothy Graham's educational experience includes East Coast Aero Tech, FAA Airframe and Powerplant License; Platt School for Aviation Avionics Program, FCC Radiotelephone License; Unites State Marine Corp Aviation Fundamentals and Aircraft Maintenance Hydraulic/Mechanic. He is also trained on CH53d, UH1N, K-1200 helicopters; and T53 turbine. Mr. Graham is a FAA certified Inspector, spent 40 years as an aircraft mechanic, and 20 years teaching mechanics and pilots.

Dawn Graham
Department Head
CT Aerotech
dawn.graham@cttech.org
 860-566-1234 Ext. 304

Dawn Graham received an East Coast Aero Tech Airframe and Powerplant Certificate. She has 40 years of aviation experience at companies such as Sikorsky aircraft and Lockheed Martin, and 10 years of teaching experience.

Michael Matuh
CT Aerotech
Instructor
michael.matuh@cttech.org
 860-566-1234 ext.306

Michael Matuh is a FAA Certified Airframe and Powerplant Mechanic and NCATT Certified Aircraft Electronics Technician. He has over eight years of aviation experience at Bombardier Aerospace, Exxel Avionics, American Airlines, US Airways, SAE Ukraine, and has been teaching at CT Aerotech for nearly 3 years.

The Airframe Mechanics and Aircraft Maintenance Technology/Technician curriculum provides training that enables the student to develop operative skills that prepare them to test for the Federal Aviation Administration (FAA) exams. Our schools are approved Aircraft Maintenance Technician Schools by FAA under CFR 14 part 147 (CT Aerotech # EM9T117R, Stratford Schools for Aviation Maintenance Technicians # TF5T221N).

BTEC’s minimum academic requirement for applicants is a high school diploma or GED. Mathematical and mechanical aptitude are essential, as well as reading, writing and language skills. Please check the school websites for up-to-date enrollment information.

Upon completion of the individual curriculum blocks students are eligible to take the FAA national certification written, oral and practical examinations (additional exam cost not included in tuition) in General, Air Frame, and Powerplant.

Graduates from this program may obtain jobs as airport mechanics or aircraft mechanics and technicians for aircraft and power plant companies. **The program is composed of three curricula:**

<i>General</i>	<i>Airframe</i>	<i>Power Plant</i>
Basic Electricity	Wood Structures	Reciprocating Engines
Aircraft Drawings	Aircraft Covering	Turbine Engines
Aircraft Weight and Balance	Aircraft Finishes	Engine Inspection
Fluid Lines and Fittings	Sheet Metal and Non-Metallic Structures	Engine Instrument Systems
Materials and Processes	Welding	Engine Fire Protection Systems
Ground Operation and Servicing	Assembling and Rigging	Engine Electrical Systems
Cleaning and Corrosion Control	Airframe Inspections	Lubrication Systems
Mathematics	Aircraft Landing Gear Systems	Ignition and Starting Systems
Maintenance Forms and Records	Hydraulic and Pneumatic Power Systems	Fuel Metering Systems
Basic Physics	Cabin Atmosphere Control Systems	Engine Fuel Systems
Maintenance Publications	Aircraft Instrument Systems	Induction and Engine Airflow Systems
Mechanic Privileges and Limitations	Communication and Navigation Systems	Engine Cooling Systems
	Aircraft Fuel Systems	Engine Exhaust and Reverser Systems
	Aircraft Electrical Systems	Propellers
	Position and Warning Systems	Unducted Fans
	Ice and Rain Control	Auxiliary Power plants
	Fire Protection Systems	



Automotive Technology Program Sequence (2-year program)

10 credits for High School students / 14 credits for Post-Graduate students

Automotive Technology Staff

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Rob Ellis graduated from Baran Institute of Technology where he earned an ASE Master Certification. His 10 years' experience spans independent repair shops to automotive dealerships.

Program Descriptions

Introduction to Automotive Technology

Students deciding to enter the Automotive Technology field will be introduced to the basics of safety, equipment identification and use, engine operation, construction and components, vehicle maintenance, and shop operation. This course allows students to experience a variety of automotive practices through demonstrations and instruction. Students learn of the varied careers available within the automotive industry. Engine design and construction are discussed and studied. Students will receive experience with engine mechanical repairs and diagnosis. All eight areas of Automotive Service Excellence (ASE) Master Technician Service certification are covered in the of study. Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Principles and Applications of Automotive Systems

Students start with a refresher on shop safety and hand-tool use. Major areas covered include engine mechanical systems, vehicle electrical and electronic systems, and brake systems. Students receive

instruction in operation and then practice diagnosis and repair with general electrical, battery, starting and charging systems. The hydraulic system, Drum and Disc Brakes systems design, power assist units, and Anti-lock Brakes systems (ABS) and traction control systems are covered. Specific applications and repairs are discussed, explored, and practiced. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Diagnosis and Service of Automotive Systems

Students diagnose and repair electrical components, lighting systems, instrumentation, wiper systems, chassis wiring and vehicle accessories. Students will also diagnose and repair suspension and steering systems. Two- and four-wheel alignment is taught with wheel and tire service and diagnosis. Expanded diagnostics and repair training in engine performance based on fuel, ignition and computerized engine management systems are performed. Students will perform in-school automotive projects for customers. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Advanced Diagnostics and Repair of Automotive Systems and Emissions Control Systems

Students continue to build upon knowledge with in-depth training in engine management systems affecting vehicle emissions and performance. Air conditioning service, diagnosis and repair is introduced and practiced. Principles of the HVAC distribution systems are covered. Students are introduced to diagnostic and repair procedures for automatic transmissions and transaxles, as well as manual drivetrains, clutches, and drive axles. Shop operation and customer satisfaction are introduced and discussed. Students continue to receive instruction in safety requirements and demonstrate sound safety practices. Students will perform in-school automotive projects for customers. Students will demonstrate the ability to complete a job application and interview and to perform entry-level job readiness and trade skills. Students reaching an acceptable level of proficiency may be eligible for Work-Based Learning (WBL). Each will take several Automotive Service Excellence (ASE) Student Certification exams, an industry recognized credential. Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Students' will be exposed to automotive curriculum which is completely aligned with standards issued by the ASE Foundation, the industry recognized certification association for professional automotive technicians.

Students successfully completing this course of study will be able to pursue a two-year or a four-year degree in the area of automotive or mechanical engineering, or other related fields. Students electing to immediately enter the workforce typically acquire positions as repair technicians in independent repair facilities or new/used vehicle dealerships. Additionally, employment as a service advisor, service writer or automotive parts counterperson is common.

BTEC Health Office Policies and Safety Procedures

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

Health Room Procedures

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

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

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

Emergency Contact Numbers and Medical Information

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

Release from School Due to Illness/Injury

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

Cell Phone Use in the School Health Office

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

Medication on School Property

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

Health Counseling

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

Tobacco Use

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

Communicable Diseases

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

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

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

Crutches in School and Shop

Due to safety concerns any student who is required to use crutches or a wheelchair or is unable to wear work boots due to injury or surgery (on a short-term basis) may be reassigned from shop. During this time, the student will be given work that may be completed while sitting, or with limited standing in a safe location. The student may participate in all theory classes. The student will provide the school nurse with documentation from a physician stating anticipated duration of crutch/wheelchair use, medical orders, activity restrictions including necessary accommodations (i.e. assistance to and from classes).

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

Injuries/Accidents

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

Immunizations

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

Physical Examinations

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

Medical Management Plans

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

Insurance Available for Students

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

Pesticide Applications (All Students)

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

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

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

Safety

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

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

Student Transportation

CTECS Student Transportation Vehicles (STV) are utilized and scheduled for educational reasons. While on any trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the trip’s activity. The same policies that are in effect while on the CTECS campus, are to be upheld while on a school-sponsored activity.

Guidelines have been established for the use of the STV. Each student is to be assigned a seat while on a STV. Students are responsible for the seating area of the STV assigned to them. The school administration and staff may conduct an inspection of an STV to maintain the integrity and security of the STV. Students may be assessed damage to equipment or materials. In accordance with the state law, the school reserves the right to withhold grades, transcripts or report cards until the student pays for the damaged content on the STV. However, the school district will not withhold a transcript from a college or other secondary school to which the student has applied. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. All students must sign an acceptable use policy which indicates that a student agrees to use the STV in a safe and compliant manner as instructed by the driver. This form must also include a signature from the student. All accidents, injuries and unusual incidents must be reported to the school administrator, who shall make a report to the Superintendent.

Safety Drills

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

Asbestos Management Plan

Date: 07/11/2016

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

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

Bristol TEC maintains a complete updated copy of the AMP in the main office. It is available during business hours for inspection. The designated person for the asbestos program is John Woodmansee. He can be reached at 860-807-2233.

School Climate

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

Respect includes . . .

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

School Climate

School climate means the quality and character of school life with a particular focus on the quality of the relationships within the school community. For teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. CTECS policies seek to afford students a safe and healthy learning environment by prohibiting misconduct, establishing a system for reporting, and investigating allegations of misconduct.

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

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

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

Teachers, other school staff and CTECS employees who become aware of, witness acts of, or

receive a student report relating to a student experiencing bullying, harassment or discrimination are required to promptly notify the school administrator in writing.

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

If a student wishes to use the CTECS Student Grievance Procedure for Alleged Discrimination and Harassment or Bullying then [more information can be found on the district Handbooks and Policies webpage.](#)

Definitions:

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

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

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

Bullying: (1) "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same school district that: (A) Causes physical or emotional harm to such student or damage to such student's property, (B) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student, (D) infringes on the rights of such student at school, or (E) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics; "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

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

Disciplinary Sanctions for Bullying, Harassment, Discrimination & Retaliation

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

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

Protection Against Retaliation

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

False Charges

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

BTEC Academic Expectations

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

Certificate Requirements

Post Graduates: Students must pass their program of study (60 or better) and complete 900 hours for a one-year and 1800 hours for a two-year of related instruction to receive a Certificate.

Grading

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

A	90-100
B	80-89
C	70-79
D	60-69
F	50-59
Withdrawn or refusal	0-49

Report Cards

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

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

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

- All Student Council officers must have a grade average of 70 or higher. If averages fall below 70 they will be temporarily removed from their position and given a quarter to improve. If after a quarter their grade average is still below the requirement, their position will be deemed open for re-election.
- All Students who wish to participate in the Work Based Learning Program must maintain an overall average of 70 or above (with no failures).

Students can check grades at any time using the [PowerSchool Student Portal](#) from any computer with internet access. Log-in information is distributed during the first week of school.

Faculty Assistance

Our team of highly qualified and dedicated instructors and staff are committed to ensuring that every student successfully completes their program of study. Members of the faculty are available after school hours to assist students who need extra help, need to make-up work, or make-up missed time. In addition, students can utilize the support offered in the Study Center before school and during school hours (with prior approval from trade instructor). Please refer to the school counselor and/or school administrator if additional support is needed.

Incomplete Grades

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

Make-Up Work

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

School Year: Academic Calendar

Bristol Technical Education Center aligns with the calendars of the local, sending school districts. The Academic Calendar runs from late August to June each year and is subject to change due to weather or other closings.

BTEC Attendance for Post-Graduates

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

Attendance as a Course Requirement for Post-Graduate Students

At the post-graduate level, the number of related instruction hours that a student must complete in order to be eligible to earn a technology certificate is 900 for one year or 1800 for two-year programs.

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

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

Make-Up Sessions

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

Attendance Letters/Plan of Support

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

An "at-risk" letter shall be sent to any students that reach the 10-day maximum. In addition to the warning letter, the school administrator will arrange to confer with the student to discuss attendance concerns.

The school administrator will schedule a meeting to develop and implement a plan of support for a student whose absences exceed the 10-day maximum. The plan will outline how the student will make up missed time (beyond the 10 days). A copy of the plan will be shared with the school counselor and instructor.

Tardiness/Early Dismissal

Bristol TEC's school day for post-graduate students is from 8:20 a.m. to 1:50 p.m. and 8:20 a.m.

to 12:20 p.m. for the early dismissal days listed on the school calendar. Students are expected to be present when school is in session.

Students have daily assignments, projects, and other commitments that are an essential part of their technical education. Students are asked to schedule medical, dental, and other appointments after school hours. Early dismissal for medical or dental appointments should be accompanied by an appointment card. A request for early dismissal must be presented to the instructor and the school administrator, or designee prior to leaving the school grounds. The school administrator may deny an early dismissal request if he/she deems it is not in the educational interest of the student, even if the student has reached the age of 18 years. Bristol TEC has the responsibility to track each student's number of related instruction hours to ensure they remain on track to complete the number of hours required to earn a technical certificate. To that end, any student who is tardy or leaves early will have their missed time recorded in minutes and deducted from their school day. In some cases, a student who is chronically tardy may be required to make up for some of their missed time after school.

Habitual tardiness may prevent students from participating in Work-Based Learning.

Student Dismissal Due to Attendance Violation

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

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

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

Review & Appeal Process for Student Dismissal Due to Attendance Violations

Any student who is dismissed from BTEC may submit a written request for a review within three school days following the receipt of their dismissal letter. All requests for reviews must be forwarded to the state trade consultant's office. The trade consultant will share with the assistant superintendent. The review allows for a third-party examination of the events leading up to the dismissal to ensure that all procedures were followed correctly. During the review meeting the student will be allowed to explain their situation, present supporting documentation, and express any concerns they may have regarding their dismissal from BTEC. The review outcome will be communicated to the student in writing, within five school days. **Please note that there is no refund of tuition paid if a student is dismissed for absences.**

The decision of the assistant superintendent will be final.

Leave of Absence

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

Leave of absence approvals must be obtained prior to the student departure.

BTEC Student Assistance

Behavioral Health Clinic

In cooperation with the Community Health Centers, Inc., Bristol TEC offers behavioral/mental health services for students. A licensed clinician meets with students weekly at school. Most insurance plans, including HUSKY, are accepted by CHC and there is no co-pay at the time of the visit. You may also enroll if you do not have insurance. Completion of the one-time enrollment form allows students to use the service all year, if needed. Enrollment forms can be attained in the school counseling or nurse office.

Faculty Support

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

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

Health Counseling

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

Homeless Education

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

School Counseling

A professionally qualified member of our school staff renders counseling services. The responsibilities of the school counselors include helping the student function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational, or occupational. Counselors will listen and be open and honest with students. School counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by stopping by the school counselor's office. We recommend that you stop by before school, during lunch, or towards the end of the school day.

Education and career planning guidance is available along with information to develop a plan for the student's future. All counselors adhere to confidentiality. This applies to the information

gathered from student discussions as well as to student records. This confidentiality will be maintained unless the counselee's condition indicates a clear and imminent danger to the counselee or others.

Student Assistance Team (SAT) “Performance Review”

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

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

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

Student Education Records

Student Records

Bristol Technical Education Center maintains student records that include a listing of subjects taken, levels of achievement, attendance, and other data including standardized test scores. School records also include name, address, birth date and any information recorded in any way that is directly related to a student and maintained by the school. The Family Educational Rights and Privacy Act (FERPA) affords students over 18 years of age certain rights with respect to the student's education records.

Inspection and Review

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

Amending Education Records

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

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

Disclosure of Personally Identifiable Information

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

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

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

- performing appropriate tasks that are specified in her/his position description or by a contract agreement

- performing a task related to a student's education;
- performing a task related to the discipline of a student;
- providing services for the student, such as health care, counseling, job placement, or financial aid.

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

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

Directory Information

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

Copies of Education Records

CTECS provides eligible students with a copy of the student's education record whenever failure to do so would effectively prevent eligible students the right to inspect and review such records.

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

Filing a Complaint

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

Types, Locations and Custodians of Education Records

Types of Records	Location	Custodian
Current Year School Records	Main Office Safe	School Counselor
Discipline Records (Current Year)	BTEC Administrator Office	BTEC Administrator
Health Records	BTEC School Nurse Office	BTEC School Nurse

Student Conduct and Discipline

Code of Respect

Respect is a mutual process. This means that students will be shown respect and students shall respect the authority of teachers, administrators, and all staff members. Respectful behavior is a matter of common sense, doing what you know is right and treating others as you expect to be treated.

Detention Procedures

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

Display of Disruptive Symbols

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

Dress Code and Grooming

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

Students are prohibited from wearing clothing or other items that interfere with the learning process, are disruptive, are unsafe, or that are contrary to law.

Without limitation, the following are examples of attire that is prohibited during the school day or at school-sponsored activities:

1. Coats, jackets, or other attire normally worn as outerwear, including hoodies. (Students may wear a long sleeve shirt or crew neck sweatshirt UNDER their uniform shirt in the building if they are cold.)
2. All head coverings of any kind, including, but not limited to scarves, bandanas, masks, kerchiefs, athletic headbands, hats, caps, or hoods, unless it is worn for bona fide religious reasons or a part of a uniform.
3. Footwear that damages or marks floors or that is a safety hazard, including backless shoes, flip-flops and toeless shoes or slippers.
4. Sunglasses, unless required by a doctor's order.

5. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached.
6. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products or alcoholic beverages.
7. Attire that can create a hostile school environment or disrupt the educational process such as clothing with harassing symbols, pictures or vulgar, illegal, racial, sexist, or other discriminatory viewpoints which denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual preference or disability.
8. Gang-related attire, including, but not limited to gang colors, jewelry, emblems, badges, symbols, signs, or other insignia which are evidence of membership in or affiliation with a gang.
9. Clothing that is overly revealing, including, but not limited to shirts and/or blouses that reveal the abdomen, chest, or undergarments; or pants that reveal the navel, upper thigh, or undergarments. Cleavage must be covered. Underwear must be covered.

Electronic Use Agreement

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

By signing the student acknowledgment signature page of this handbook (**Appendix C**), users of CTECS electronic information resources and computer networks, acknowledge that they have read, accept, and agree to abide by the Electronic Information Resources Policy of CTECS and with the following preconditions of my use of CTECS electronic information resources:

1. Will use electronic information resources only for educational and research purposes — and only as those purposes are consistent with the educational objectives of the CTECS;
2. Will use the electronic information resources in a responsible, ethical, and legal manner at all times;
3. Will use electronic information resources only with the permission of the responsible teacher or staff member;
4. Will be considerate of other electronic information users and their privacy, and will use polite and appropriate language at all times while accessing and using these resources;
5. Will not give out any personal information about themselves or anyone else while using these resources;
6. Will make responsible decisions while accessing and using these resources;
7. Will not knowingly degrade or disrupt electronic information resources, services, or equipment, and understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services or violating copyright laws;
8. Will not use any device that can connect with school computers without permission as they may contain malware or viruses that can cause network problems.
9. Will immediately report any problems or breaches of these responsibilities to a teacher or to the school personnel who is monitoring my use of these resources;
10. Will report all security problems identified while using these resources to a teacher or to the school staff who is monitoring my use of these resources;
11. Will act responsibly at all times and will avoid other activities that are considered to be inappropriate in the non-electronic school environment;
12. If they do not follow these rules, they may lose the privilege to use the computers at school, and may be disciplined for not following the rules and may have to pay for any damage they may cause by misuse of these resources;
13. Are aware that the inappropriate use of these resources can be a violation of local, state, and

federal laws and that they may be prosecuted for violating those laws.

14. As with any personal property it is their responsibility to safeguard their own electronic devices.
15. In addition, posting or texting mean-spirited, threatening, or inappropriate texts during the school day or after school hours may result in consequences for disruption of the educational process.

Fraternization

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

In-School Suspension and Out-of-School Suspension

A student who is assigned to In-School Suspension (ISS) or Out-of-School Suspension (OSS) is not permitted to attend or participate in any school-sponsored activities. During OSS students may not be on campus without prior school administrator approval.

Inspection of Lockers and Other School Property

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

A periodic inspection of lockers is different from a search and seizure conducted due to reasonable suspicion that a CTECS student is in violation of any laws or school rules (See [Search and Seizure](#) on next page).

Motor Vehicles on Campus – Student Use

The student use of automobiles on school grounds is a privilege. Students who are properly licensed drivers may be allowed parking privileges at no cost in a designated area of the school parking lot with the approval of the administrator. This privilege may be revoked for improper use of a motor vehicle or disregard for safety.

1. All requests for student parking privileges must be accompanied by proof of proper licensing.
2. If a student's licensing status changes the student must inform the school administrator.
3. The only automobiles that will be allowed to park on the school grounds, in the area designated for students, must have permits.
4. A permit will be valid only for the car that it is assigned to.
5. A student who requests a permit to park on school property must agree to allow the vehicle to be searched if deemed necessary by a school administrator.
6. If a student brings any motor vehicle upon school premises school officials may presume consent by the student, or owner of the vehicle to a search of that motor vehicle.
7. The school administrator may request a law enforcement officer to search a motor vehicle on school premises.
8. Student drivers who accumulate unexcused absences or tardiness may have their parking permit

suspended or revoked dependent upon severity.

9. Any car found on the school parking lot without a permit will be towed away at the owner's expense.

10. Any student abusing the permit privilege will have the permit revoked.

11. Grounds for Revocation of Permits include but are not limited to the following:

- Driving at an excessive speed on school grounds.
- Reckless or dangerous driving on school grounds.
- Leaving school grounds without permission.
- Failure to park in the area designated for students.
- Loitering of students in cars.
- Failure to maintain a satisfactory level of scholastic achievement, attendance, punctuality, and general attitude.
- Refusal by a student, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle.
- Possession of alcohol or drugs on campus.

Public Display of Affection

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

Removal from Class

The teacher has the responsibility and authority to maintain a classroom environment which is safe and conducive to learning. The teacher may temporarily remove a student from class if he/she determines a student's behavior is unsafe and/or disruptive to the learning environment and the student has not heeded prior requests to comply with classroom rules. The student will be expected to complete an Incident/Reflection Form explaining the removal. Depending on the situation, the teacher may seek assistance from the school counselor and/or notify the school administrator as soon as possible as to the reason for removal. The teacher will determine if the removal will be treated as the student's 1st offense. If it is a 1st offense the teacher will meet with the student as soon as possible, and before the next class to discuss the removal and how to improve behavior. If it is the 2nd or 3rd offense, more serious consequences may follow (please refer to the [Progressive Discipline Policy](#)).

Search and Seizure

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

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

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

1. There shall be a minimum of two staff persons present whenever a search is conducted.
2. Each year, at the beginning of the school year, the school administrator will identify staff that is authorized to search students or their personal property or assigned property and a list of such persons will be maintained in each school.
3. Such persons may search students or their property, when they have reasonable suspicion that a student is carrying some form of dangerous weapon, drugs or anything that may be perceived as illegal, or in violation of school rules.
4. Searches shall be limited to a student's locker, desk, workbench, toolbox, purse, book bag, backpack, pockets, or outerwear.
5. If a school administrator concludes that a more intrusive search such as that described above is necessary and suspicions should be reported to the police who shall be responsible for any such search.
6. Teachers in the normal function of their responsibilities may retrieve visible items and materials from students that are in violation of school rules.
7. If a reasonable search has been conducted and items or materials that are illegal or violation of school rules are discovered, the items or materials may be seized.
8. A log shall be maintained in each school indicating whenever a search has been conducted, who conducted the search, who was searched, the basis for the search and the outcome.

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

CTECS Conduct Leading to Disciplinary Action

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

1. **Drugs / Alcohol / Tobacco.** Unauthorized possession, use, sale, distribution, manufacture, or consumption of alcohol, tobacco, drugs, narcotics, or any item represented to be tobacco or drugs (or any facsimile of alcohol, tobacco, drugs, narcotics, or any item represented to be tobacco or drugs). The term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use, or consumption is illegal under state and/or federal law. The term drugs also include any substance that impairs an individual such as K2. Use includes ‘vaping.’
2. **Possession of any paraphernalia** used or designed to be used in the consumption, sale or distribution of drugs, alcohol, tobacco, as described in paragraph above.
3. **Fighting / Altercations / Physical Attack.** Verbal Altercation including participation in an incident involving a verbal confrontation. Physical Attack on or assault of a student, a member of the school staff, or other person, including willful or reckless acts, or attempt to attack, or willful or reckless endangerment or exposure to harm, homicide, battery, or stabbing.
4. **Threatening/bullying/hazing** is defined as the expression by word, act, or gesture of the intention to inflict pain, injury, or loss, and may include intimidation and hazing. Such conduct may include, but is not limited to, making false bomb threats or other threats to the safety of students, staff members, and/or other persons. Bullying is an overt act by a student directed against another student with the intent to ridicule, harass, humiliate, or intimidate, which acts are **committed more than once against any student during the school year.**
5. **Harassment** including attempt to tease, irritate, annoy, pester, embarrass, or torment based on an individual’s sex, sexual orientation, race, color, religion, disability, national origin, or ancestry, or racial slurs or hate crimes. **Dating violence is included in school rules prohibiting bullying, harassment, and intimidation.**
6. **Sexual Harassment / Sexual Battery / Other Sexual Offense including Consensual Sex on Campus.**
7. **Weapons.** Weapon possession or use or possession or transport of any weapon, weapon facsimile, deadly weapon, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or other dangerous object. This definition may include a tool that is in the possession of the student in an inappropriate area of the campus or a tool that is used inappropriately anywhere. Tasers and pepper spray are included.
8. **Possession or ignition** of any fireworks or other explosive materials, or ignition of any material causing a fire.
9. **Other.** Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school- sponsored activity including, but not limited to,

trespassing on school grounds while on out-of-school suspension.

10. **Misuse of Electronic Devices.** Students who bring cellphones on campus are subject to rules regarding their use. If a cell phone is misused it is considered to be contraband and subject to search and/or seizure. If a student is asked to surrender such device, failure to do so will be considered insubordination, with disciplinary consequences and possible loss of privilege to bring the cellphone to school.

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

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

11. **Unauthorized Use of Computers.** Inappropriate use or disruption of electronic information services or equipment including unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property for unauthorized purposes.
12. **Misuse of user id's and passwords** by students with regards to giving them out to others (sharing) or in some cases stealing of username's or passwords, and on a larger scale, identity theft.
13. Pornography possession, observation, or participation in creation of pornography.
14. **Other School Policy Violations.**
 - a. Cheating
 - b. Counterfeiting
 - c. Forgery
 - d. Gambling
 - e. Plagiarism or use or copying of the academic work of another individual and presenting it as the student's own work without proper attribution.
 - f. Profanity including obscene or profane language or gestures.
 - g. Stealing, burglarizing, or attempting to steal or burglarize school property or other public or private property or robbing or attempting to rob a person or persons.
 - h. Vandalism including arson and or the intentional or reckless cause of, or attempt to cause, damage to school, private or public property.
15. **Insubordination** including defiance of school rules and refusal to comply with a reasonable directive from school staff, law enforcement authorities, or school volunteers, or any disruptive classroom behavior. Refusal to comply with a referral to the school nurse is considered insubordination.
16. **Participating in a demonstration** that disrupts the educational process including any other violation of school rules, policy, or regulation or a series of violations, which makes the presence

of the student in school seriously disruptive of the educational process and/or a danger to persons or property. Participating in a joint or cooperative venture to commit conduct that violates school rules, including participation in a fight or riot.

17. **Any act prohibited by federal or state law**, which would indicate that the student presents a danger to any person in the school community or to school property.
18. **Violating school smoking regulations.** Use of e-cigarettes or other facsimiles (such as vaping) is included as a violation.
19. **Tardiness or Unexcused Absences** including an accumulation of offenses such as school and class tardiness; cutting class, or shop activity; failure to attend detention; or leaving school grounds without permission, failing to report to or remain in an assigned area, or participating in an unauthorized “skip day.”
20. **Kidnapping or abduction** including seizing, transporting, or detaining a person or minor without the consent of his/her parent or guardian against their will by force or fraud.
21. **Blackmail** including the extortion of money or other valuables from a threat of exposing a criminal act or other discreditable behavior.

Post-Graduate Student: Progressive Discipline Policy

Students are expected to follow all rules as stated in this handbook along with all applicable rules pertaining to each school site, classroom rules, and standards of professional conduct. The following guidelines will be followed for minor offenses that do not pose an immediate threat to the student, other individuals, or property.

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

Second offense –The department head will counsel the student, review the rules of conduct, cite the specific infraction(s) outlined in the student handbook or technology standards of professional conduct. The department head will fill out 2nd Offense form with the student indicating that the meeting took place and an outline of expected behaviors was developed. Form is kept by department head with a copy to school administrator.

Third offense – The department head will notify the student of the infraction and contact the school administrator. The administrator will review the student’s record to assure that due process has taken place. Depending on individual circumstances, the administrator may decide to dismiss the student from the program. If the student is dismissed, the protocol outlined below will be followed.

Dismissal Procedure

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

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

Review & Appeal Process for Student Dismissals Due to Discipline

Any student that is dismissed from the Bristol TEC or one of the Aviation Programs may submit a written request for a review within three (3) school days following the receipt of a dismissal letter. All requests for reviews must be forwarded to David Batch at David.Batch@cttech.org. The review process allows for a third-party examination of the events leading up to the dismissal to ensure that all procedures were followed correctly.

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

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

The decision of the Assistant Superintendent will be final.

Substance Abuse Rules and Guidelines

Substance Abuse Rules and Regulations

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

School Guidelines

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

Definition of Terms

- a. **Drug/ Mood Altering Substance/Alcohol** shall include any alcohol or malt beverage, a drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under law, and/or any substance which is intended to alter mood. Examples include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the nurse, annotated within the student's health record, and given in accordance with the district policy for the administration of medication to students in school.
- b. **Student Assistant Team (Performance Review Team)** is a multi-discipline team composed of school personnel (teachers, staff, administration, nurses, and counselors). This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.
- c. **Referral Agency/Facility** is any agency/facility licensed by the State of Connecticut to provide drug and alcohol assessment.
- d. **Drug/Alcohol Assessment** is an evaluation to determine a student's condition relative to the use of drugs/alcohol and recommendations for corrective action.
- e. **Distributing** is to deliver, sell, pass, share or give any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.
- f. **Drug Paraphernalia** includes any utensil or item that in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.
- g. **A student** is any individual enrolled as a full-time student in the Connecticut Technical Education and Career System.

- h. Part-Time Student** is any individual enrolled as a part-time student in a Connecticut Technical Education and Career System.
- i. Post-Secondary Student** is any individual not in grades 9-12 enrolled as either a full-time or part-time student in a Connecticut Technical Education and Career System.
- j. Non-Student** is any individual not enrolled in grades 9-12 or a post-secondary program in a Connecticut Technical Education and Career System.

Substance Abuse

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

Situation	Immediate Action	Investigation	Notification of Police	Deposition of Substance *	Discipline	Rehabilitation
7. A student is caught distributing drugs.	Staff member will escort student to the administrator's office or summon the administrator who will confiscate the drug.	Administrator will request student to empty pockets and/or purse. The student's person, locker, desk, and personal property will be searched.	Required	See #4	Immediate exclusion and consideration of expulsion.	Refer to SAT. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendation
8. A student is caught again in possession, use, or under the influence of drugs or alcohol.	Staff member will escort student to the administrator's office or summon the administrator	Administrator will confiscate the drug and request that the student empty pockets and/or purse. The student's person, locker, desk, and all personal property will be searched	Required	See #4	Immediate exclusion and consideration of expulsion.	Refer to SAT. Request student be assessed by a licensed drug and alcohol facility and comply with their recommendation
9. A part-time student is caught distributing drugs, or possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Follow #3 or #4	Follow #4	Required	Follow # 4	Informal hearing. If informal hearing substantiates allegation student is terminated.	Does not apply
10. A post-secondary full or part-time student is caught distributing drugs, or possesses, uses, or is under the influence of drugs or alcohol at a school- related activity on or off school property.	Follow #4	Follow #4	Required	Follow #4	Informal hearing. If informal hearing substantiates allegation student is terminated.	Does not apply
11. A non-student is caught distributing drugs, or possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off college property.	Follow #4	By police	Required	By police	Does not apply	Does not apply

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

BTEC Organizations and Extracurricular Activities

Participation in School Activities/Absence

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

SkillsUSA

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

Participation in SkillsUSA provides a student with these opportunities:

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

Student Council

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

All students are encouraged to take part in Bristol TEC's student council by either volunteering to be a CTECS representative, donating items for our food drives, volunteering at school events, or helping with PFO fundraisers. Shared participation directly supports programs for all students. There shall also be at least one faculty advisor, appointed by the school administrator, assigned to oversee the Student Council. There shall be a minimum of four elected officers: a president, a vice president, a secretary, and a treasurer.

Eligibility requirements to be a Student Council Officer

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

Form and Acknowledgement Appendix

Appendix A: Post-Graduate Photo/Media Release Form

Student Last Name: Click or tap here to enter text.

Trade: Click or tap here to enter text.

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

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

I do hereby waive any claim for compensation for the use of my photographic/video image. I do hereby agree that this release is valid until expressly revoked by me in writing.

Name (Please Print): _____ **Signature:** _____

Appendix B: Adult Student Physical Examination Form

Return Completed Form to School Nurse

Part 1: Personal Information

To be completed by Student

Student's Name: _____
Last First M.I.

Address: _____
Street City State Zip

Phone: _____
Cell Home Work

Emergency Contact

Emergency Number: _____ Contact Person: _____

Date of Birth: _____ Trade Program: _____

.....

Part 2: Immunization Record

To be completed by Medical Professional

Vaccine Type	Disease	Date	Immunization	Date
*DPT (DT)				
TB (Adult)				
Oral Polio				
*Measles (Rubeola)				
*German Measles (Rubella)				
Mumps				
Chicken Pox				
Hepatitis				

Immunization contra-indicated for: _____ Medical _____ Religious Reason.

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

Signature: _____ Date: _____

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

Part 3: Examination Findings

To Be Completed by Physician

_____ has had a complete history and physical examination on _____.
Student Name _____ **Date** _____

Findings are indicated as follows:

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

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

- Visual
- Emotional or Social
- Hearing
- Other
- Physical Illness/Impairment

Comments and/or Recommendations:

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

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

Physician's Name (Printed): _____ **Phone:** _____

Signature: _____ **Date:** _____

Accepted signature: Physician, Physician's Assistant or APRN

Appendix C: BTEC Post Graduate Handbook Acknowledgement/Agreement

Student Last Name: Click or tap here to enter text.

Trade: Click or tap here to enter text.

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

Student Name (Printed): _____ **Program Area:** _____

Attendance Policy

I understand that regular attendance is the responsibility of the student and is a critical aspect of the educational process and that post graduates may not be absent due to inexcusable causes beyond 5 days per semester. I also understand the credit denial policy. I further understand that I may make a written request for review within three school days following receipt of notification of denial of credit. (Pages 46-49)

Criminal Arrest History

I understand that I must clear a criminal arrest history as a condition of acceptance into Bristol TEC. If I fail to be clear of this requirement I can be dismissed from BTEC and will not be eligible for tuition reimbursement. (Page 13)

Discipline Policy and Substance Abuse Policy

I understand the responsibilities outlined in the Discipline Policy (pages 53-61) and Substance Abuse policy (pages 62-64). I also understand that should I violate either policy I will be subject to disciplinary action, up to or including dismissal from the program with possible referral to law enforcement officials, for violation of the law. I also understand that if I am dismissed for a violation of the discipline and/or substance abuse policy I would not be eligible for any refund of tuition paid.

Electronic Use Agreement

I acknowledge and agree to abide by the Electronic Use Agreement of CTEC as written on page 54 of this handbook.

Education Records

I understand that certain personally identifiable information is considered directory information and does not require a signed release for disclosure. I understand that unless I deny the release of any or all of this information within 10 school days of the date this student handbook was issued, directory information may be released. (See bottom of page for denial of release sign-off.) I also understand that I have a right to inspect and review all my student records. (Page 51)

Health and Safety Policies

I acknowledge that I have read the Health and Safety section (pages 36-39) of this handbook.

Tuition and Refunds

I acknowledge that Post Graduates must pay a one-time/non-refundable \$50 registration fee.

Each semester tuition costs \$2000.00, therefore a one-year program costs: \$4000.00. I have also read and understand the refund policy. (Pages 13-15)

I have read, understand, and will comply with the rules and regulations as stated in this handbook:

Student Signature: _____ **Date:** _____



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

Student Signature: _____ **Date:** _____

Appendix D: Tuition Information and Payment Acknowledgement

Acceptable Methods of Payment:

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

Unacceptable Methods of Payment:

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

Other Financing Options:

(It is the responsibility of the student to initiate and follow-up on the methods listed below)

The CTECS offers financing options including:

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

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

Applying for a Tuition Waiver:

Eligible students wishing to apply for a tuition waiver must complete a Tuition Waiver Request form available [on the district Adult Education webpage](#) no later than four weeks prior to the first-class session.

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

Procedures for Withdrawal:

In order to officially withdraw from an adult education program in the CTECS and be considered for a tuition refund, candidates must complete and submit to the school's Guidance Office, the following two documents, which can also be obtained from the School Counselor:

1. [Student Withdrawal Form \(Appendix F\)](#)
2. [Request for Tuition Refund Form \(Appendix D\)](#)

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

Eligibility for Tuition Refunds:

- Except for withdrawal due to military action or serious illness, if the Student Withdrawal Form is received from the student prior to the first scheduled class session, the student is eligible for a 100% tuition refund minus the \$50 registration fee;
- Except for withdrawal due to military action or serious illness. If the Student Withdrawal Form is received from the student after the first scheduled class session, but prior to the fourteenth (14th) calendar day from the first scheduled class session, the student is eligible for a 60% tuition refund;
- Except for withdrawal due to military action or serious illness, if a Student Withdrawal Form is received after the fourteenth (14th) calendar day from the first scheduled class session, the student is not eligible for a tuition refund;
- All requests for tuition refunds due to military action and supported by written documentation from the military are eligible for 100% tuition reimbursement;
- All requests for tuition refunds due to serious illness and supported by written documentation from a medical professional are also eligible for 100% tuition reimbursement;
- Except for military action or serious illness, no refunds will be provided to students who are dismissed from their program of study due to issues with attendance, unsatisfactory educational performance, or violation of the district's discipline policy as detailed in the Full-time Adult Student Handbook.

Processing of Tuition Refunds:

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

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

I have read and understand the above:

Student Signature

Print Name

Date

Appendix E: Aviation Programs Attendance Policy Form

2022-23

Aircraft Maintenance Technician

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

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

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

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

Transfer Policy

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

Aircraft Shop Attendance Policy

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

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

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

Excused Absences/Tardy/Early Dismissal

Excused absences, which are accepted by CTECS are limited to the following:

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

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

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

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

Required Attendance

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

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

Tardies/Early Dismissals

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

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

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

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

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

Airframe Mechanics and Aircraft Maintenance Technology/Technician Program

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

Print Name: _____ **Signature:** _____ **Date:** _____

Appendix F: Adult Education Student Withdrawal Form

Last Name: _____ First Name: _____ M. I.: _____

Street Address: _____ Apt. No.: _____ P. O. Box: _____

Town: _____ State: _____ Zip Code: _____

School Name: _____ Shop: _____

Reason for Withdrawal:

Student Signature: _____ Date: _____



To Be Completed by Guidance Staff

Official Withdrawal Code: _____

Official Withdrawal Date: _____

Guidance Staff Signature: _____ Date: _____

Official Grade at Time of Withdrawal: _____

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

Withdrawal can be rescinded within a reasonable time.

Appendix G: Aviation Programs Student Acknowledgement/Agreement

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

Student Name (Printed): Click or tap here to enter text.

Program Area: Click or tap here to enter text.

I have read, understand, and will comply with the rules and regulations as stated in this handbook:

Student Signature: _____ **Date:** _____

Discipline Policy and Substance Abuse Policy

I understand the responsibilities outlined in the Discipline Policy and Substance Abuse policy. I also understand that should I violate either policy I shall be subject to disciplinary action, up to or including expulsion from school and/or referral to law enforcement officials, for violation of the law.

Attendance Policy

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

Education Records

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

I acknowledge that I have reviewed the above.

Student Signature: _____ **Date:** _____

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

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

Student Signature: _____ **Date:** _____

Appendix H: Aviation Programs Progressive Discipline Form

1st Offense "Cite Handbook"

Student Name: [Click or tap here to enter text.](#)

Student's Statement of Incident (includes date, place)

Instructor's Statement of Incident

Interventions

Student Signature _____ Instructor Signature _____

2nd Offense "Cite Handbook"

Student Name: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

Referring Instructor: [Click or tap here to enter text.](#)

Student's Statement of Incident (includes date, place)

Instructor's Statement of Incident

Interventions

Student Signature _____ Department Head Signature _____

3rd Offense "Cite Handbook"

Student Name: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

Department Head: Click or tap here to enter text.

Student's Statement of Incident (includes date, place)

Instructor's Statement of Incident

Interventions

Student Signature _____ Department Head Signature _____

AP Signature _____

Outcome

Student File

Bristol TEC Contact Information

Locations

Bristol Technical Education Center
431 Minor Street,
Bristol, CT 06010
860-584-8433

CT Aerotech
Brainard Airport
500 Lindbergh Drive,
Hartford, CT 06114
860-566-1234

**Stratford School for Aviation
Maintenance Technicians**
Sikorsky Memorial Airport
200 Great Meadow Road,
Stratford, CT 06615
203-381-9250

Bristol Technical Education Contact List

<p>David Batch Principal david.batch@cttech.org 860-584-8433</p>	<p>Darlene Aresta Education Assistant darlene.aresta@cttech.org 860-584-8433 x344</p>	<p>David Benoff Stratford School for Aviation Maintenance Technicians Instructor david.benoff@cttech.org 860-566-1234</p>	<p>Mary Boisvert School Nurse mary.boisvert@cttech.org 860-584-8433</p>
<p>Steven Donaghy Department Head, Heating, Ventilation, and Air Conditioning Steven.Donaghy@cttech.org 860-584-8433 x311</p>	<p>Ignacio Vega Department Head, Automotive Technology Ignacio.Vega@cttech.org 860-584-8433 x316</p>	<p>Rob Ellis Automotive Instructor rob.ellis@cttech.org 860-584-8433 x333</p>	<p>Francine Bove Department Head, Culinary Arts francine.bove@cttech.org 860-584-8433 x313</p>
<p>Christine Gould Business Manager, Fiscal Administrative Officer Christy.gould@cttech.org 860-584-8433 x306</p>	<p>Dawn Graham Department Head CT Aerotech dawn.graham@cttech.org 860-566-1234 x304</p>	<p>Timothy Graham Stratford School for Aviation Maintenance Technicians Instructor timothy.graham@cttech.org 203-381-9250</p>	<p>Joseph Hanlon Department Head, Welding and Metal Fabrication joseph.hanlon@cttech.org 860-584-8433 x314</p>
<p>Christopher Heun Precision Machining Technology Instructor christopher.heun@cttech.org 584-8433 x321</p>	<p>Domenica Holman School Counselor domenica.holman@cttech.org 860-584-8433 x335</p>	<p>Amy Howroyd Welding and Metal Fabrication Instructor amy.howroyd@cttech.org (860) 584-8433 x345</p>	<p>Miranda Hoxha Clerk Typist miranda.hoxha@cttech.org (860) 584-8433 x323</p>
<p>Hoxha, Zenel Custodian Zenel.Hoxha@cttech.org 860-584-8433 x310</p>	<p>Mark Jurczyk Department Head, Precision Machining Technology mark.jurczyk@cttech.org 860-584-8433 x312</p>	<p>Chris Reilly Department Head, Mechatronics, Robotics and Automation Engineering Technology chris.reilly@cttech.org 860-584-8433 x315</p>	<p>David Meehl Building Supervisor David.meehl@cttech.org 860-827-7736 x325</p>
<p>Michael Matuh CT Aerotech Instructor michael.matuh@cttech.org 860-566-1234 x306</p>	<p>Patricia Queen Culinary Arts Instructor patricia.queen@cttech.org 860-584-8433 x329</p>	<p>Joseph Santangelo Heating, Ventilation, and Air Conditioning Instructor Joseph.santangelo@cttech.org 860-584-8433 x339</p>	

Bristol TEC School Calendar

Bristol TEC - Calendar 2023-24									
AUGUST-SEPTEMBER (25)(22)					FEBRUARY (19)				
M	T	W	TH	F	M	T	W	TH	F
14	15	16	17	18				1	2
21	22 NTO	23 NTO	24	25 SPD	5	6	7 PD	8	9
28 DPD	29 SPD	30 SFD	31	1	12 H	13	14	15	16 ED
4 H	5	6	7	8	19 H	20	21	22	23
11	12	13	14	15	26	27	28	29	
18	19	20	21	22					
25	26	27 PD	28	29					
OCTOBER (21)(20)					MARCH (19)				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5-EE	6					1
9 H	10	11 PSAT	12	13	4	5	6	7-OH	8
16	17	18	19	20	11	12	13 PD	14	15
23	24	25 SPD	26	27	18	19	20 SAT	21 SAT	22 Skills
30	31				25	26	27	28 ED	29 H
NOVEMBER (19)(18)					APRIL (17)(16)				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3	1	2	3	4	5
6	7 DPD	8	9	10 H	8 V*	9 V*	10 V*	11 V*	12 V*
13	14	15	16	17	15	16	17	18	19
20	21	22 ED	23 H	24 V	22	23	24 DPD	25	26
27	28	29	30		29	30			
DECEMBER (16)					MAY (22)				
M	T	W	TH	F	M	T	W	TH	F
				1			1	2	3
4	5	6	7-OH	8	6	7	8	9	10
11	12	13	14	15	13	14	15	16	17
18	19	20	21	22 ED	20	21	22	23	24 ED
25 H	26 V	27 V	28 V	29 V	27 H	28	29	30	31
JANUARY (21)					JUNE (9)				
M	T	W	TH	F	M	T	W	TH	F
1 H	2	3	4	5	3	4	5	6	7
8	9	10	11	12	10	11	12	13 TLD	14
15 H	16	17	18 PD	19	17	18 (185)	19 H	20	21
22	23	24 S-2	25	26	24	25	26	27	28
29	30	31							

LEGEND
Student's First Day (SFD)
District Professional Development - Full Day (DPD)
School Professional Development - Full Day (SPD)
School Professional Development - Half Day (pd)
Holiday (H)
Vacation (V)
Early Dismissal (ED)
Early Dismissal (ED)(Give-back Day)
Semester 2 (S-2)
Skills USA
Tentative Last Day (TLD) - Day 182/188 (Half Day - Students / Full Day - Staff)
Original 185th day - June 18

EE- Evening Event TBA (5-7 pm)

School Closure Make-Ups - The first five school closures will be added to the end of the year. After the initial five, closures will be made up during the April Vacation, starting at the beginning. Further closure will be made up at the end of the year.

REPORTING QUARTERS		
#	Dates	Days
1st	8/30 - 11/3	45
2nd	11/6 - 1/23	46
3rd	1/24 - 4/5	49
4th	4/8 - 6/13	42
		182



Rev 08/07/2023