

Vinal Technical High School

Student/Parent Handbook Addendum

2026-2027



Have **PRIDE** in yourself.

Have **PRIDE** in Vinal.

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Vinal Technical High School

The **mission** of Vinal Technical High School is to prepare students for career and college by mastering trade and academic skills, demonstrating professionalism, and developing a plan for future success beyond high school.



Vinal Technical High School's Equity Statement:

Vinal Technical High School is committed to creating an inclusive, responsive, and respectful learning environment for students of all races, genders, cultures, sexualities, abilities, economic backgrounds, and identities. This inclusive environment will provide all students access, opportunity, and support for high academic & trade achievement and socio-emotional wellbeing. It is the right of every Vinal student to have an equitable educational experience.

PRIDE in Vinal:

Our core values reflect what it means to have PRIDE as a **"HAWK"**—both in yourself and our school community:

- **Professionalism:** Strive for excellence in everything you do—your work, your attitude, and your actions.
- **Respect:** Value others by showing kindness, empathy, and appreciation for different viewpoints.
- **Integrity:** Be honest and take responsibility for your words and actions.
- **Diversity:** Embrace the strength that comes from different backgrounds, ideas, and experiences.
- **Excellence:** Always strive to put forth your best effort, aiming to grow, improve, and achieve success.

Habits of Work Rubrics

Vinal Technical High School believes there is a clear connection between students' "Habits of Work" and academic and career success. Our Habits of Work rubric assesses how a student demonstrates professionalism, approaches learning challenges, engages in learning, and represents Vinal. These skills directly relate to Vinal's core **PRIDE** values for all students, staff, families, and community.

-  Vinal Habits of Work/VOG Rubric
-  PRIDE Habits of Work Rubric Educator/Student Feedback

Habits of work are grounded in the Vinal Technical High School Mission and Vision Statements, and more specifically, embody our Student Learning Expectations. Vinal Technical High School Habits of Work (**HOW**) Categories evaluate students on the P.R.I.D.E core values. These scores are not reported as part of a student's grade and do not influence their GPA in any way, although the categories directly impact student success. Student's Habits of Work feedback will be shared with parents and guardians.

VINAL SCHOOL PRIDE HABITS OF WORK RUBRIC <i>Aligned with the CTECS Vision of the Graduate</i> Vinal graduates are career ready, responsible citizens who communicate effectively, think critically, solve problems, collaborate, embrace diversity, act with integrity, and commit to lifelong learning.				
PRIDE	4 – EXCEEDS Consistently	3 – MEETS Most of the time	2 – EMERGING Sometimes	1 – BELOW Rarely
P PROFESSIONALISM Vision Alignment: Professionalism, Responsibility, Career Readiness	- Always on time and prepared - Wears uniform/PPE correctly - Follows classroom, shop, and workplace expectations without reminders - Uses appropriate language and technology - Completes assignments and responsibilities independently	- Usually on time and prepared - Wears uniform/PPE correctly with few reminders - Follows expectations with minimal reminders - Uses appropriate language and technology - Completes assignments and responsibilities with minimal reminders	- Occasionally late or unprepared - Requires reminders to follow expectations - Occasionally uses inappropriate language or technology - Assignments or responsibilities are sometimes incomplete or late	- Frequently late or unprepared - Does not follow expectations despite reminders - Frequently uses inappropriate language or technology - Assignments or responsibilities are rarely completed
R RESPECT Vision Alignment: Collaboration, Communication, Citizenship	- Treats others with respect - Communicates clearly and politely - Actively listens without interrupting - Follows directions the first time given - Works cooperatively and includes others - Accepts responsibility and makes things right	- Usually treats others respectfully - Communicates respectfully with few reminders - Listens during instruction and discussions - Follows directions with minimal reminders - Works well with others most of the time - Accepts responsibility when prompted	- Inconsistent in using respectful language or listening - Requires repeated reminders to follow directions - Sometimes works cooperatively - May deny responsibility or need support to correct behavior	- Frequently uses disrespectful language or behavior - Interrupts instruction or others - Does not follow directions despite reminders - Refuses to accept responsibility for actions
I INTEGRITY Vision Alignment: Ethical Decision-Making, Accountability, Responsibility	- Completes work honestly - Reports information truthfully - Follows rules and expectations even when unsupervised - Uses equipment and materials responsibly - Makes ethical decisions and considers the impact of actions	- Usually completes work honestly - Follows rules and expectations with minimal supervision - Uses equipment and materials responsibly - Reports information accurately	- Requires reminders to complete work honestly - Occasionally makes poor choices when unsupervised - Information reported may be inaccurate or incomplete	- Engages in cheating, plagiarism, or dishonesty - Misuses equipment, tools, or materials - Does not follow rules when unsupervised - Information reported is often inaccurate
D DIVERSITY Vision Alignment: Global Citizenship, Collaboration, Inclusive Leadership	- Treats all individuals respectfully - Works effectively with diverse peers - Listens respectfully to different ideas and perspectives - Includes others in activities - Demonstrates awareness and respect for diverse cultures and backgrounds	- Usually treats others respectfully - Works cooperatively with peers - Listens to different perspectives with minimal reminders - Includes others with minimal reminders	- Inconsistent in working respectfully with others - Requires reminders to include others or listen to different viewpoints - May show limited awareness of diverse perspectives	- Frequently excludes others or shows disrespect toward differences - Refuses to work appropriately with peers - Shows little respect for different perspectives or backgrounds
E EXCELLENCE Vision Alignment: Critical Thinking, Innovation, Lifelong Learning, Problem Solving	- Completes high-quality work on time - Applies feedback to improve - Solves problems using effective strategies - Uses resources and technology to extend learning - Sets goals and demonstrates continuous improvement	- Completes most work on time and accurately - Applies feedback with minimal support - Solves problems using appropriate strategies - Uses resources appropriately	- Completes work with errors or late - Needs support to apply feedback or solve problems - Does not consistently use available resources - Shows limited effort toward improvement	- Frequently does not complete work - Does not apply feedback - Does not attempt to solve problems independently - Does not use available resources to learn or improve
 Professionalism & Career Readiness Dependable, prepared, and ready for the workplace. Aligned: P, E  Communication & Collaboration Communicates clearly and works effectively with others. Aligned: R, D  Ethical Leadership & Responsibility Acts with integrity, makes ethical decisions, and accepts accountability. Aligned: I  Global Citizenship & Inclusion Respects diversity and contributes to a positive community. Aligned: D, R  Critical Thinking, Problem Solving & Lifelong Learning Thinks critically, solves problems, and commits to growth. Aligned: E OUR VISION When we live PRIDE, we achieve our vision. Prepared for College. Ready for Career. Committed to Community.				

Directory of Services: **Important Contacts: Whom Should I Contact About a Concern?**

If You Have a Question or Concern/Area About...	The Person or Department to contact or Get Help From...
504	School Counselors: Katilyn Demas , Dr. Darlene Bernier , Darbie Simon , Christopher Cartnick
Academic/Trade Grades Subject/Course Difficulties Extra Help Everyday Routines	All Academic Teachers & Trade Instructors (Consult before or end of the period. Use your unassigned time period for help.) Your Homeroom Teacher
Academic Transcript	School Counseling Secretary: Lisa Carr

Lost Schedule	
Academic Credits Course, Subjects or Diploma Related Questions College Preparation or Scholarship Questions Information on Career Occupations Social Emotional or Well-Being Supports Potential Career Pathways and Job Opportunities Information about the Armed Forces	School Counselors: Katilyn Demas , Dr. Darlene Bernier , Darbie Simon , Christopher Cartnick
Athletics (including eligibility, coaches, schedules, transportation, etc.)	Athletic Director: Matthew Noonan
Attendance (including tardies, dismissals, credit denials, etc.) Early Dismissal	Dean of Students: Nicholas Ogorzalek
Bullying/Sexual Harassment	Equity/Title IX Coordinator: Jennifer Sharpe
Chromebooks Help, Report Lost, Stolen, or Needs Repair	Library Media Specialist: Elizabeth Keith
Class Advisors Class Fees or Class Related Questions	12th - Senior Class - Erica Corso 11th - Junior Class - Rebecca Harrison 10th - Sophomore Class - TBD 9th - Freshman Class - TBD
HAWKS Detentions & Classroom Discipline	1. The Teacher Who Issued Detention/Classroom Discipline ↓ 2. Department Head/Dean of Students ↓ 3. Supervising Assistant Principal
Expulsions	Principal: Dr. Nelson Rivera
Faculty/Staff Member	Assistant Principals: Mr. Tim Viens & Mrs. Aimee Correa
Medical Issues, including Sports Physicals Health Problems & Student Insurance	School Nurse: Dawn Davis
Parking on Campus Information about an Illegal Activity Reporting a Theft or Damage to Vehicle	Security: Jason Coleman or Andrew Wamester School Resource Officer (SRO): Trooper Rennie
Special Education	Special Education Case Managers: Alysia Caffrey , Erica Corso , Lauren DiFazio , Travis Hood , Jennifer Keeney , Meredith Kundraht
Student Discipline/ Suspensions (In School (ISS) or Out of School (OSS) Information about Illegal Activity	Assistant Principals: Mr. Tim Viens (9th & 11th Grades) Mrs. Aimee Correa (10th & 12th Grades)
Student ID (Dean of Students	Dean of Students (DOS) Nicholas Ogorzalek

Dress Code (SAIL)	SAIL/ISS Instructor: Jennifer Sharpe
Work-Based Learning (WBL) Jobs After Graduation	Dean of Students (DOS): Nicholas Ogorzalek
Transportation (bus routes, inappropriate behaviors)	Local School District/Town Providing Transportation (<i>Vinal Tech does not provide or coordinate buses</i>) In-house School Support: Apyrl Warren & Lisa Carr
Settling for a Lost Book Lost & Found Items Early Dismissal	Main Office: Apyrl Warren

School-Wide Expectations - Our priority is to maintain a safe, respectful, and productive learning environment. The following expectations apply to all students and are organized by category for easy reference. By following these expectations, we can maintain a safe, respectful, and productive learning environment. For questions or clarification, please contact the school administration.

Daily Expectations:

Students must arrive each day in the whole approved dress code. The guidelines below are designed to help students meet this requirement. While not every clothing style or situation can be anticipated, the school administration will make the final decision on what is considered appropriate attire. This includes blankets, such items should remain home. Blankets are not appropriate for school.

Staff Responsibilities: **Vinal Teacher & Sub Daily Checklist 26-27**

- Faculty and substitute teachers are responsible for ensuring students follow all school-wide policies and procedures, including taking period-to-period attendance, dress code, cellphone/electronic device plan, and visible ID's checks. Students refer to the checklist to ensure you are arriving to class each prepared and on time..
- Teachers are expected to monitor students' adherence to the dress code and address any instances of non-compliance.
- If a student is not in dress code, staff are instructed to direct the student to SAIL to acquire a school dress code apparel item, regardless of the time or class period. Parents/Guardians, multiple dress code offenses will result in the school calling home and asking a family member to bring in the dress code items.
- **STUDENT IDS** - According to the Connecticut Technical High School System Board of Education policy, all students are provided with picture identification cards. Such cards shall be visible and while on school property or at school-sponsored events. (ID Cards must be tucked into shirts while in shop areas.)

By adhering to these expectations, we can foster a positive and productive school environment. Thank you for your ongoing cooperation and support.

For Students

1. **Assigned Areas:** Be in your assigned area at all times, from arrival until dismissal. During class or shop time, if you need to leave, obtaining teacher permission is necessary before leaving the classroom. Students must have a signed hallway pass and sign in and out on the class or shop sign-out sheet. Failure to comply will result in discipline, up to and including in-school suspension.
2. **Leaving School Grounds:** Once you arrive at school, you are not permitted to leave until the end of the school day, **VINAL IS NOT AN OPEN CAMPUS**. After dismissal, you must leave the building and grounds unless you have permission to stay for a sanctioned activity that is supervised by a staff member. Students hanging around unsupervised are subject to campus removal and/or appropriate disciplinary actions determined by the school. This may include removal from attending the organized program or activity.

3. **Bathroom Procedures:** Only one student is allowed in the restroom at a time. Students must sign in and out using their issued student ID using the SWIPE system. A staff member will be assigned to monitor the area. Students that arrive without a pass, permission from their period classroom teacher will be sent back to class.
4. **Eating Areas/Food Deliveries:** Food is not permitted in classrooms, shops, or hallways. Food purchased outside the cafeteria (such as fast food, take-out, or deliveries are not permitted on campus). Food must remain in the designated cafeteria area. This includes from any part of the school building regardless of the door location or entry point. Students are only permitted to eat in the designated cafeteria area. Food is not allowed in classrooms, shops, or hallways. Outside food deliveries, such as those from Uber Eats, DoorDash, or similar services, are not permitted. Additionally, students are not permitted to leave campus during lunch to purchase food, regardless of whether they have parental permission. **Vinal is NOT an Open Campus.** Any food deliveries will be kept at the main office. Food can be picked up by a parent at the end of the day or will be discarded at the end of the school.

No Food Delivery During the School Day: To maintain a safe and orderly learning environment, food deliveries to students during the school day are not permitted. Students who choose not to participate in the school breakfast or lunch program must bring their own meal or snack from home. Food deliveries from parents, family members, friends, or commercial delivery services (including, but not limited to, DoorDash, Grubhub, Uber Eats, Instacart, or similar services) will not be accepted or distributed to students during the school day. Any attempted delivery will be refused, and the school is not responsible for refunds or reimbursement for refused or undelivered orders.

- **Exceptions** are limited to students with documented behavior, educational, or support plans that specifically identify an alternate setting or designated location. Access to these accommodations requires prior approval and must be implemented in accordance with the student's established plan.

5. **Medications:** Personal possession of prescription or including over-the-counter medications is not allowed. All medications must be stored with the school nurse. Students are not allowed to possess medications; all must be stored with the school nurse. Any medication found in a student's possession will be verified by the nurse for approval. Medications without appropriate approval will be confiscated and released to an adult of the students. Pick up of the medications must be arranged.
6. **Personal Property:** The school is not responsible for personal property that is damaged, lost, or stolen. The school does not recommend leaving personal valuables unattended. The student is responsible for ensuring that valuables are secured in an assigned shop locker with a school lock and gym lockers with your own lock during gym period, or an assigned locker during the academic cycle. Extra locks are available for purchase, visit the main office. The school is not responsible for any damage, loss, or theft of personal property. Each student will be provided with lockers. The school encourages students to ensure personal belongings should be secured with appropriate locks during both academic and trade cycles.
7. **Prohibited Substances:** Vinal Tech is a **DRUG FREE** school. Vape, tobacco, and nicotine, or any forms of vaping/electronic device products, as well as smoking or carrying of any drug-related paraphernalia (includes, lighters, chargers, attachments etc.) is prohibited on campus, including in cars that are parked on school grounds, while riding a bus or van to or from school or attending a school-sponsored activities. Possession of identified drug-related products will result in referral to law enforcement, participation in community outreach programs, and issued a school level consequence. Vape, tobacco, and nicotine products, as well as smoking, are banned on school grounds and at school events. Violations could result in referral to the State Police.
8. **Dress Code:** Appropriate attire is required at all times. Please refer to the Vinal dress code for details.
9. **Discrimination, Harassment, Sexual Harassment, and Bullying:** These behaviors are **NOT** tolerated and are subject to criminal sanctions. Educators are mandated reporters. In Connecticut, mandated reporters are legally required to report suspected child abuse, neglect, or imminent risk of serious harm. Our school is committed to providing a safe, respectful, and inclusive learning environment. Students and families are encouraged to report any incident that may fall under Connecticut [Title IX Policy](#) or otherwise affect a student's ability to learn so that the school can provide appropriate support and respond in accordance with district policy and applicable law. To report or discuss any related concerns, incidents, or behaviors, please follow up with the School Equity Coordinator, Mrs. Jennifer Sharpe.
10. **Privacy and Searches:** Lockers, personal belongings, including student cars parked on the school property may be searched at any time. Refer to the "Student Search & Seizure" section for more details. In summary, in



Connecticut, high school student searches do not require a warrant or probable cause. Instead, school officials (Administrators and Building Ground Patrol Officers) under the “reasonable suspicion.”

11. **Repair Items Disclaimer:** If you bring items to school for repair, you must have a written production order completed by the Department Head and signed by an administrator. This is a reminder that students are learning trade-related skills, the school will not be held liable under the liability and shop safety notice.
12. **Liability and Shop Safety Notice:** Students in this program engage in hands-on, trade-related training that involves the operation of industrial machinery, tools, and equipment. In accordance with Connecticut Technical Education and Career System (CTECS) regulations and safety protocols, students must strictly adhere to all safety instructions and wear required Personal Protective Equipment (PPE). The school and district assume no liability for property damage or personal injuries resulting from a student's non-compliance with established shop safety regulations, unauthorized tool usage, or the inherent risks associated with career and technical education training.
13. **Sales of Goods/Fundraising:** Sales and fundraising activities are not permitted unless approved in advance by the Student Council and school administration. Independent sales including selling baked, food goods or marketing of personal sales are **NOT** allowed on campus. All sales and fundraising activities must be pre-approved by the Student Council and school administration.
14. **Guests at School-Sponsored Dances/Events:** **Guests are not permitted at school-sponsored dances without prior** written permission from the administration school team. No guest aged 21 or over will be permitted.
15. **Educational Production Work:** Accepted on the basis of instructional value, must supplement or enhance the curriculum, and conform to industry standards. Vehicles should not be left on campus overnight and must not be left near the auto shop unless work is scheduled for that day. You must have a CT driver's license and parental permission to drive vehicles. Any vehicle left on campus without following appropriate channels of approval will be subjected to towing at the owners expense.
16. **School Events, production, Field Trips or Work-Based Learning partnerships:** You are subject to follow all rules, expectations, and procedures provided in the CTECS Parent/Student Handbook, along with this addendum, when attending any school-sponsored event, field trip, production job, or affiliated event or assignment with the school. Students are responsible for ALL missing work. Students must adhere to all school rules and expectations during any school-sponsored events or field trips.

By adhering to these expectations, we can maintain a safe and productive school environment. Thank you for your cooperation and commitment to our school community. For any questions or clarifications, please contact any school administrator.

For Parents/Guardians

1. **Contacting Your Child:** If you need to speak with your child during school hours, families are invited to call the main office (860) 344-7100. Any message or phone call intended for your child will be delivered promptly. Our school-wide cell phone/electronic agreement accountability device plan prohibits the use of cell phones during class to minimize distractions and promote student engagement in learning.
2. **Support School Policies:** Ensure your child understands and follows the school's safety and conduct rules and procedures. The safety protocols may vary between interdisciplinary programs, this includes the Science Labs. Each teacher or instructor will tailor the classroom expectations according to the programmatic requirements to maintain a safe and learning environment for all students.
3. **Monitor Medications:** Ensure any medications your child needs are stored with the school nurse. Please refer to medications under students on pg. 5.
4. **Discuss Prohibited Substances:** Talk to your child about the dangers of vaping, tobacco, and nicotine products. Please refer to prohibited substances on pg. 5.
5. **Support Extracurricular Activities:** Encourage your child to participate in approved extracurricular activities. Participating in school extracurricular activities requires adherence to the school rules, including transportation arrangements.
6. **Approve Fundraising:** Ensure any fundraising activities are approved by the school administration. A reminder, students are not allowed to engage in any personal independent sales of any goods or services of any kind. Please reference the sale of goods section on page 6.
7. **Reinforce Expectations:** Ensure your child understands and follows all school-wide expectations, including those during school events and field trips. Refer to School Events, production, Field Trips or Work-Based Learning partnerships section on page 6.

8. **Register to Receive Notifications:** from ParentSquare and PowerSchool electronic portals. Stay connected and updated with the notifications about your student's academic status.
- StudentSquare: <https://www.mystudentsquare.com/signin>
 - Parentsquare: <https://www.parentsquare.com/signin>
 - PowerSchool Login: <https://ctecs.powerschool.com/public/home.html>

By adhering to these expectations, we can maintain a safe and productive school environment. Thank you for your cooperation and commitment to our school community. For any questions or clarifications, please contact any school administrator.

SCHOOL SECURITY and VISITOR PROCEDURES

Vinal Tech takes many measures to be sure our schools are secure. We understand that increased security may mean inconvenience and extra planning, and we thank everyone for their cooperation and understanding. Please become familiar with all of our security procedures:

School Entrance: Our school entrances will be locked once the school day begins. Security personnel and custodians will check these several times each school day.

Visitors to our School: We carefully monitor community traffic entering our school during school hours. Pre-arranged visits to school such as PPTs, conferences with teachers, pre-arranged volunteer visits, attendance at school-wide events, professional meetings, and picking up a sick child are all valid reasons to visit our schools.

If you have a planned visit, you must be prepared to show a photo ID to be let into school, sign in, and wear a visitor's badge (if moving beyond the main office). You also need to sign out upon leaving. We do not allow "drop in" visits or unnecessary visits. This would include having lunch with a student, unannounced visits to classrooms, or walking a student to a classroom. At all grade levels, dropping off forgotten items is highly discouraged. Please continue to work with your child so that they are prepared for school the night before with their homework, sneakers, gym clothes, boots, uniform, tools, chromebook, etc. packed for the day. If you need to bring in items, they will be left at the item drop-off table outside the entrance and later picked up by your child.

BUS BEHAVIOR

Students are expected to adhere to the same positive behavioral standards on school buses as are required of them in school. Disruptive or inappropriate behavior on a school bus will result in disciplinary action up to and including suspension and removal of bus transportation privileges. The outcome is decided upon by the sending district and in collaboration with the school.

Program Technology Requirements for Eligibility to be a Student Council, Skills USA, Class Officer, National Honor Society member, including WBL partnerships or athlete:

1. Any student failing their trade technology or academic/elective class is ineligible.
2. A student must maintain a GPA of C to maintain eligibility for certain clubs or officer appointments.
3. When a student is academically ineligible at the end of the first or second marking period, a review can be conducted at the midpoint of the next marking period. They can obtain a form from their advisor and have it signed by all their teachers to demonstrate that they are passing all courses for the year (not just the marking period); then they can be classified as eligible once again. See the advisor for more information as members for various clubs vary.
4. Each student must maintain at the least satisfactory level of scholastic achievement, attendance, punctuality (include late or early dismissals), behavior, and evidence of P.R.I.D.E character.

Work-Based Learning (WBL) is offered during the trade/technology cycle as an extension of the technical training provided in the trade/technology component of the school year. Students are allowed specific hours of release from school time based on their academic standing as juniors or seniors. The experience may extend beyond school hours legally. The

student's shop 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.

The final decision on eligibility rests with the principal, 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's parent/guardian, the school, the employer, or the student.

In order to be eligible to participate in the WBL program, students must, at a minimum, meet the following criteria:

- Successfully complete their sophomore year at a technical high school
- Be at least 16 years old
- Maintain an overall GPA of C each marking period grade, an average of 70 or above with no failures and a minimum grade of 70 or above in trade/technology areas.
- Meeting Attendance expectations
- Demonstrate trade/academic technology proficiency based on performance criteria established in the curriculum
- Any student failing their trade technology or academic/elective class is ineligible.
- Each student must maintain at the least satisfactory level of scholastic achievement, attendance, punctuality (include late or early dismissals), behavior, and evidence of P.R.I.D.E character attributes. Teacher feedback will be taken into consideration and will be factored in on the decision outcome. **This includes students on WBL who are serving In School (ISS) or Out of School Suspension (OSS) are not eligible to participate in WBL while serving a school issued consequence.**

Attendance

As outlined in the CTECS handbook, attendance policies are crucial for academic success and adherence to district guidelines:

- **Excused Absences:** Absences one through nine require parent/guardian approval and appropriate documentation. Tenth and subsequent absences must meet the criteria specified in the CTECS handbook.
- Period class attendance will be taken. Attendance is a course requirement and critical for student learning.
- Students must be present for at least half of the regular school day or in a school-sponsored activity to be considered "in attendance." Excused absences require documentation within **ten days**, verified by medical professionals for illness, mental health wellness days, religious observances, emergencies, or other approved reasons. Tardiness and early dismissals require parental approval and may result in disciplinary action.
- PowerSchool notifies parents of absences and tardiness. Truancy, defined as four unexcused absences in a month or ten in a school year, triggers interventions.
- Documentation for excused absences must be submitted to the Dean of Students within 30 days.

Early Arrivals - Our **school doors will open at 6:45 am** to accommodate early arrivals. All students **MUST** enter the building through the Main Entrance. Upon entrance to the building, students must report either to the café or the gym. Until the homeroom bell, students are **NOT** permitted in any other areas of the building. Food may only be consumed in the café **ONLY**. At the homeroom bell, students may proceed to their lockers and then to their assigned homeroom. Once students arrive at school, they must enter the school building directly. Once students enter the building, students must remain in the school buildings and require adult supervision at all times.

Tardy Arrival to School - Any student arriving after 7:15 A.M. is considered tardy and must report to the Attendance Office or Main Office to sign in using the Swipe K-12 System. All instances of tardiness will be recorded, and an automatic pass will be printed. This will serve as the student's pass to class. The Dean of Students will implement progressive interventions for continued tardiness (determined **at the end of each marking period**) that may incorporate counseling, after-school time, parent-student conferences, and loss of privileges, such as suspension from parking or participation in work-based learning partnerships. *A student who is a passenger in a vehicle and arrives late will be subject to the appropriate consequences outlined above.*

Early Dismissals from School - It is not the school's policy to dismiss students during school hours. Parents are asked to schedule medical, dental, and other appointments after school hours. Students have daily assignments and commitments that are an essential part of the school's total educational program. Students will be closely monitored to ensure that early

dismissals are not a regular practice. Any student that is flagged for repeatedly leaving school early through the Swipe K-12 System will be spoken to by the Dean of Students or an administrator. The student will be subjected to an intervention plan that may incorporate counseling, after-school time, parent-student conferences, and loss of privileges, such as suspension from parking or participation in work-based learning partnerships. This includes *a student who is a passenger in a vehicle and leaves early from school with or without parental permission will be subject to the appropriate consequences outlined by the school. Repeated early dismissals have an impact on the students academic progress and performance.*

Forgery/Impersonation

A student may not attempt to present themselves as a parent/guardian by forging an early dismissal or excuse note or impersonating a parent on the attendance line or other call to the school. Should this occur, parents/guardians will be notified, and the student(s) and appropriate consequence will be issued.

Tardy to Class - Students arriving to class or technology without a proper pass from a teacher, staff, or administrator issued, or paper/digital pass" will be admitted to class **but assigned a penalty by the teacher of that class or technology.**

When it is absolutely necessary for a student to be excused, the parent must submit a note explaining the reason for the dismissal/late arrival or student absence. A contact number for the parent/guardian must be on the note for verification purposes. Students will not be dismissed without written or electronic notification from the parent/guardian. **Sending, receiving, and showing a text to a student granting permission is not permitted.** Regardless of the student's age (18 or older), parental permission must be obtained, and approval for dismissal must be obtained from a designated school staff member. However, any early dismissal that is not supported by documentation from the appointment will be considered an unexcused absence from class and will be applied to the limit of nine (9) absences/loss of credit as outlined above.

Any request for early dismissal must be submitted to the attendance office prior to 8:00 A.M. Early dismissal requests may be denied if they are not in the educational interest of the student. Students are not permitted to sign out for study halls, academic access, lunch periods, or other absences, and may face disciplinary action for doing so. Activity periods and advisory periods are considered part of the regular student day. Student attendance at these activities is not optional or voluntary. The above guidelines apply to days when activity and advisory periods are scheduled.

The attendance requirements at Vinal Tech are based on three beliefs:

1. That time lost is essentially irretrievable in terms of opportunity for instructional exchange.
2. That excessive absences are a drain on the resources of the teacher, resources that can and should be diverted to programs and activities for the educational benefit of all students.
3. That a student has an obligation to give as well as receive in the context of the classroom setting. Excessive absences from any class can result in a loss of credit.

Classroom Attendance & Course Credit Policy

Regular classroom attendance is an essential component of student success. Consistent attendance promotes responsibility, self-discipline, collaboration with peers, and active participation in classroom learning. Because instruction is designed as a sequential process, each class builds upon previous lessons. While assessments are an important measure of learning, the goals of this course extend beyond test scores to include participation, collaboration, critical thinking, and the development of workplace and lifelong learning skills.

To earn credit for this course, students are expected to:

- Attend class regularly and participate actively in all learning activities.
- Complete all course requirements as established by the instructor.
- Earn a minimum passing grade of **60%**.
- Meet the school's attendance requirements for course credit.

Appeal Process

Students who lose credit due to excessive absences may appeal through the **School Attendance Appeals Committee**.

The committee consists of:

- One administrator
- The student's school counselor
- Three staff members

Appeal procedures include:

- The student must attend the appeal hearing.
- A parent or guardian may attend the hearing.
- Credit may be reinstated if the committee determines that extenuating circumstances justify the absences.
- In cases of long-term illness, a letter may be submitted to an administrator, who will make a recommendation to the Appeals Committee.
- Parents/guardians will be notified of the committee's decision within five school days of the hearing.

Attendance Communication:

Parents and guardians will receive attendance updates through:

- Quarterly report cards, which include attendance information.
- The school's online parent portal, where attendance records can be accessed at any time.

Student Responsibility:

Students are responsible for monitoring their attendance and communicating with their teacher regarding missed work. While opportunities may be provided to make up assignments in accordance with school policy, excessive absences may still result in loss of course credit. Students are encouraged to maintain consistent attendance and communicate proactively with their teacher, counselor, or administrator if circumstances arise that may impact their attendance.

Cafeteria - All students will eat their lunches in the cafeteria. Students must report directly to the cafeteria area during the lunch periods. Students are not permitted in areas other than the cafeteria during these periods. Hot lunches are available daily. For those who prefer to bring their own lunches. Students and parents are not allowed to order food from outside restaurants during the school day (7:00 am to 2:10 pm).

Cafeteria Rules of Conduct

The following code of conduct will be observed in the cafeteria:

1. Do not crowd in lines or attempt to cut in line.
2. Avoid boisterous behavior. Eat in a quiet, orderly manner. Remain seated during the lunch period.
3. Leave no waste on the tables or the floor.
4. Students are expected to be in the cafeteria during lunch. Food is not to be consumed in areas other than the cafeteria and must not be taken out of the designated area. No students will be allowed to leave lunch without a written pass.
5. Throwing of any objects will not be allowed or tolerated.
6. Failure to abide by and adhere to cafeteria regulations will result in community service or an appropriate aligned consequence.
7. All students in the cafeteria must be seated at a table. To avoid injury, students may not sit on tabletops and may not share chairs (one person per chair).
8. No food or drink may be taken from the cafeteria. Students carrying their own lunches must consume them in the cafeteria. Wrapped food items and bottled drinks may be taken from the cafeteria with the prior written permission of a teacher and only in those cases when a student does not have a lunch or snack period on his/her schedule.
9. Students will pick up and properly dispose of their own refuse. When a number of students are seated at a table where trash has been left, all will be responsible for picking up and properly disposing of what is left.
10. Disruptive behavior in the cafeteria is not permitted and will result in a loss of cafeteria privileges.

11. While in the cafeteria, it is expected that everyone will contribute to a socially acceptable atmosphere by engaging in conversations that are held in a normal tone of voice.

Cellphone Agreement & Accountability Plan/Misuse of Electronic Devices

Updated: 26-27 Vinal's School-Wide Phone/Electronic Device(s) Community Agreements & Accountability Plan



Students who use cellphones or other electronic devices such as iPads, tablets etc. on campus will be subject to rules regarding their use:

- Cell phones/electronic device(s) are **ONLY** allowed to be used in the hallways and cafeteria.
- Students should not charge their personal cell phones or other devices at school. Students are encouraged to arrive at school with fully charged electronics. **Staff are instructed to not lend out cell phone/electronic device(s) chargers to charge personal items.**
- Students are responsible for locking their electronic devices and keeping them in a safe place, valuables are not recommended to bring to school. The school is not responsible for any lost or stolen electronic devices. The administrative team will not investigate lost, stolen, or damaged devices.

If a cell phone/electronic device is misused, it is considered contraband and will be subject to search and/or seizure. If a student is asked to surrender such a device, failure to do so will be considered insubordination, with disciplinary consequences that will follow and may also result in creating a compliance management plan in collaboration with families. Incidents involving the possibility of law enforcement can result in the school's confiscation of a device for up to 2 weeks while the investigation is ongoing (or longer if the device is in the possession of law enforcement).

Students who bring cell phones or other electronic devices to campus are expected to follow all school rules governing their use. Any cell phone or electronic device that is used in violation of school plan may be considered contraband and is subject to search and/or confiscation.

Misuse of a cell phone or electronic device includes, but is not limited to:

- Using the device in violation of the school's cell phone/electronic device plan.
- Using the device to harass, intimidate, bully, embarrass, or invade another person's privacy or personal identity.
- Using the device in any manner that creates unwanted conduct, discrimination, harassment, or other behavior that may violate the school's equity policies or Title IX protections.
- Using the device in a way that disrupts teaching, learning, school activities, or the overall educational environment.

Under no circumstances may cell phones or other electronic devices, except for Chromebooks and calculators, be used in classrooms, bathrooms, lavatories, science labs, and the SAIL/ISS room. Headphones of any kind, including AirPods, cannot be used or visible during classes unless permission is given by staff as part of an educational activity. Cell phones/electronic devices including headphones and earbuds can only be used in common areas such as hallways and the cafeteria.

Every teacher will review the cell phone/electronic device agreement and accountability plan in their learning spaces posted in a visible area where all students can be reminded of what the expectations and adherence is at the school.

Violations of the posted cell phone/electronic plan will result in confiscation of the device, loss of privileges, and/or other student disciplinary consequences.

Safety Policies

- When the school administration determines that a serious disruption to the educational process is occurring or is expected to occur, all electronic communications, including cell phone/electronic device use, may be shut down.
- A device may be searched by school authorities if there is reasonable suspicion of a violation of school policy or a criminal offense.



- Criminal violations will be shared with law enforcement and collaborative partnership with the school will occur as needed to resolve the matter.
- Cell phones/electronic devices should not be used during a school lockdown/safety hold or any other emergency response. Devices should remain in the placeholders at all times.
- There is to be absolutely no photographic, video, or voice recording of any kind without permission from the classroom teacher, and/or an administrator. **Violations of the posted cell phone/electronic plan will result in confiscation of the device, loss of privileges, and/or other student disciplinary consequences.** *Absolutely NO RECORDING on school grounds is allowed without the consent of the person(s) involved must provide consent and are aware that they are being recorded. This includes the use of AI generated images/apps.*
- Administration is NOT responsible for investigating or recovering any loss or theft of cell phones or other electronic devices.

Privacy and Consent for Recording, Photography, and Use of Electronic Devices

I DO NOT Consent to be Recorded Sign

All members of the school community have the right to privacy, dignity, and respect. Students/or families will not photograph, video record, audio record, livestream, or otherwise capture the image or voice of another student, staff member, or school visitors without that person's knowledge and consent, except when authorized by school personnel for educational or school-related purposes.

The use of electronic devices to record, photograph, post, share, or transmit images, audio, or video without consent is prohibited. This includes recording or photographing individuals in classrooms, hallways, restrooms, locker rooms, offices, or any other school setting where privacy is expected or where the recording may interfere with the educational environment.

Any unauthorized recording, photography, or distribution of images or recordings that invades another person's privacy, causes harm, contributes to bullying, harassment, intimidation, discrimination, or violates district policies, including Title IX, will result in disciplinary action, confiscation of the device, loss of electronic device privileges, and/or referral to law enforcement when appropriate.



Chromebook Policy - Vinal Technical High School uses Google Apps for Education to enhance student collaboration and learning. Students are expected to follow the Chromebook policy, refer to the Chromebook policy.

In addition, here are some of the additional things students and parents need to know about our Chromebook program:

Chromebook Usage

- **Assignment:** Each student will be assigned a Chromebook for the duration of the school year. Students may take the Chromebook home but are required to use the device's responsibility at all times. The use of the devices are monitored at all times and misuse is flagged and notifications are sent to the school through Go Guardian.
- **Google Accounts:** Students will receive login and password information to access their Google accounts. These accounts facilitate safe and structured communication and collaboration with teachers and classmates and are to be utilized for academic learning purposes.
- **Digital Citizenship:** Teachers will instruct students on accessing their accounts and discuss digital citizenship and online safety. Students are encouraged to use AI tools and responsibility as a resource. Academic Dishonesty will be strictly monitored and addressed. Parents and guardians are encouraged to reinforce safe online practices at home. This includes academic dishonesty and the use of AI to complete course related assignments in replacement of learning. For your review, here is the district's policy on the use of AI: [5006-Student-Use-AI-Policy](#)
- **Online Conduct:** Students should treat their school Google accounts as extensions of the classroom. All activities conducted on these accounts must adhere to the same rules of respect and courtesy expected in school.

- **Storage and Accessibility:** All student work will be stored online and accessible from anywhere with an internet connection, including home and school.

Student Dress Code

☰ Updated School-Wide Dress Code Expectations 26-27

☰ Vinal Dress Code Flyer 2026-2027

To maintain a safe, respectful, and professional learning environment, all students are expected to adhere to the school's dress code in both academic and trade programs. Wearing the proper dress code promotes school pride, fosters student identity, and ensures safety.



Academic Dress Code: Students are expected to wear:

- Vinal-issued shirts, athletic shirts, sweatshirts, or fleece. Authorized Vinal T-shirts, such as those for athletics or class events, are also acceptable, provided they display the Vinal logo..
- Acceptable bottoms include pants or shorts in solid colors, such as khaki, cargo, or denim (jeans).
- Clothing must be clean, intact, and free of rips, tears, frays, or defacing, even if such damage is part of the original design.
- Approved footwear includes sneakers, work boots, closed-toe flat shoes, and Crocs in Sport Mode.
- Slippers, open-toe or backless shoes, heels, and shoes **without rubber soles are not allowed.**

Trades & Technologies Dress Code:

Each trade or technology program has a specific dress code that includes a designated top and bottom, determined by the trade's required color and material.

- Work boots are mandatory in all shop areas that are required, and safety glasses must be worn as directed in designated zones.
- Jewelry is allowed but must meet the safety requirements of each trade area.
- Some career pathways may have additional dress or safety guidelines, which will be communicated to students at the start of the school year.

Dress Code Summary: For academics, students must wear Vinal-logo tops and solid-color khaki, cargo, or denim bottoms, along with approved footwear. For trade programs, students must wear their assigned shop dress code and work boots and follow all safety gear requirements. Jewelry is permitted in both areas, provided it complies with shop safety protocols.

Additional Reminders:

- Non-Vinal jackets and outerwear must be stored in lockers during the school day.
- Earbuds, cell phones and other electronic devices must be put away when students enter the classroom.

9th Grade Exploratory Requirement - All 9th-grade students must wear the following during **Phase I and Phase II of the Exploratory cycle**, regardless of the trade area being visited:

- Navy blue Vinal Exploratory T-shirt
- Safety glasses
- Work boots

Physical Education (PE) Dress Code

- **Footwear:** All students are required to wear sneakers.
- **Clothing:** Official and approved Vinal physical education t-shirt and shorts, or Vinal athletic team shirts and shorts.
- **Gym Clothing:** May only be worn in gym class, not in academic classes.

Special Activities - Throughout the school year, there will be activities in which other clothing may be worn, such as “dress down” days. These activities are sanctioned class activities/events communicated by the school. Despite the relaxed dress code during these times, the following policies still apply:

- **Prohibited Items:** Torn pants, half shirts, halters, cut off shirts, outerwear, slippers, open-toed shoes, flip-flops, furry/fuzzy material on the outside of the shoes, etc.

PROHIBITED ITEMS - The following items below are not allowed in school buildings during the school day or at school-sponsored activities. By following these guidelines, we can maintain a safe, respectful, and productive learning environment. Thank you for your cooperation and commitment to our school community.

- **Outerwear:** Coats, jackets, or other outerwear are not permitted in the classroom.
- **Footwear:** Shoes that damage floors or pose a safety hazard, including backless shoes, flip-flops, toeless shoes, Heelys, slippers, or any shoes with furry/fuzzy material outside.
- **Sunglasses:** Unless required by a doctor’s order, a medical note will be needed.
- **Accessories:** Spiked or studded bracelets, oversized or multi-finger rings, belts, or any other article with spikes or studs attached.
- **Logos/Emblems:** Attire or accessories that encourage the use of drugs, tobacco products, or alcoholic beverages.
- **Hostile/Disruptive Attire:** Clothing with harassing symbols, pictures, or vulgar, illegal, racist, sexist, or other discriminatory viewpoints, included is language that interpretation is inappropriate for a school setting, such as “What?! What?!”
- **Gang-Related Attire:** Including gang colors, jewelry, emblems, badges, symbols, signs, or other insignia indicating gang membership or affiliation.
- **Fit:** All pants must fit properly and be fastened.

The above are designed to help students adhere to the dress code. It is not possible to list every scenario or predict the evolution of clothing styles. In all cases, the school administration will make the final decision about what is appropriate clothing for school.

Tools/Knives Out of Shop Area - Knives/tools needed for technology work will be kept in toolboxes or on tool belts while working within the school or on a production job. There is no exception to this expectation! Students are NOT allowed to carry any tools/knives etc outside of the shop under no circumstances. The tools/knives MUST be on the approved trade grade-level tool list. Bringing optional items is not allowed unless the trade approval has been provided. These knives/tools must be kept in the technology at all times, this includes when students are attending an academic class, lunch waves, or even during passing/transition times. Possession of knives/tools in *any area other than the trade/technology areas or production area* will lead to suspensions and/or a request for expulsion. Confiscated tools/knives will not be returned. Consult the “weapons” section of the Discipline Policy for additional information.

Emergency School Closing/Delayed Opening/Cancellation - School will be in session every day as specified on the school calendar. On occasion, it may be necessary to delay the school opening, close the school for the day, or dismiss early due to mechanical failure or a weather emergency. In this event, announcements will be made through ParentSquare and local news channels. Generally, but not always, Vinal Tech follows **Middletown Public Schools'** guidelines regarding weather-related delays, early dismissals, and cancellations. However, local news channels will list Vinal Tech's status separately.

- **ParentSquare** – Our primary communication platform.
Sign up at: <https://www.parentsquare.com/signin>
- **Local News Stations**
 - Fox 61 (WTIC-TV)
 - WFSB
 - NBC
 - News Channel 8

Parent/Guardian Student Communication/Messages - Parents/Guardians needing to contact students during the school day should call the main office. Messages to students will be relayed promptly. Families, the focus for the educational staff is to facilitate instruction, the continued calling and messaging students while they are in class cause extreme amounts of distractions for your learner and others. learners. This is NOT acceptable, therefore, avoid interrupting the classroom by calling students' cell phones or other electronic devices. The school's plan and district's policies permit limited cell phone or electronic device use in support of helping students fulfill their academic responsibilities. However, the language in the plan and policies aim to prohibit calling or texting in the classroom environment. Students needing to contact a parent/guardian may use the main office or guidance area phone, if taking or making a phone call throughout the school day is required. Thereby, taking personal calls or being on FaceTime disrupts the focus and learning structure of students and staff.

Lockers

Students are assigned a locker in the academic and technology areas. The school cannot be responsible for articles removed from unsecured lockers. Students should be in the practice of using a lock to secure their possessions inside the locker. During gym classes, students will be provided a locker for their possessions. Students should use a second lock to secure their belongings during gym class. Students should not compromise security by sharing lockers and lock combinations. **YOU ARE RESPONSIBLE FOR THE CONTENTS OF YOUR ASSIGNED LOCKER. DO NOT share lockers. The security or Administration team will NOT be responsible for investigating any lost or stolen items. Students are responsible for securing their personal belongings or NOT bringing them to school.**

Lockers are school property use only, and the school administration may inspect them or other areas, such as desks, workbenches, and school vehicles, etc. without notice to ensure safety and compliance with school policies.

Passes - When students need to leave a classroom during a class period, they must obtain a teacher/staff issued pass and follow the sign-in/out system in all classroom spaces. Additional procedures may be required; students are encouraged to follow the classroom's established procedures.

The following rules apply when using a pass:

1. Sign "in" and "out" on the classroom pass log when leaving the room during class.
2. Take the shortest route while using a pass.
3. Use the restroom designated for your room or area.
4. Tardy students without a pass will receive an appropriate level of consequence.
5. Stay in assigned areas only.
6. Do not visit technology areas, **staff have been instructed not to provide permission to visit classrooms during off cycles.**
7. Repeated misuse of passes may result in restricted access to passes.

Pass Restriction Plan – What Students and Families Need to Know

At Vinal Technical High School, we use a **two-level pass restriction system** to support students who are having difficulty staying on schedule or following school routines. It's essential that both students and their families understand how this system operates.

Why This System Exists

The purpose of this system is to help students stay focused, remain where they are expected to be during class, and develop positive daily habits. When a student is placed on a pass restriction, it indicates that there have been concerns regarding their movement throughout the school during instructional time. The school's priority is to maximize learning opportunities for every student.

Consider the impact of frequent classroom departures. If a student leaves class for approximately **10 minutes during each of the seven class periods**, they miss a minimum of **70 minutes of instruction each day**—the equivalent of **one and a half class periods**. In practical terms, this means the student is effectively attending only **5.5 of their 7 scheduled classes** each day.

Over the course of a **180-day school year**, this amounts to approximately **12,600 minutes** of lost instructional time, or about **252 class periods**. This is equivalent to nearly **39 full school days of instruction** missed simply from repeatedly leaving class for reasons such as using the restroom, getting water, or visiting another teacher.

Our goal is not to deny students access to necessary breaks, but to ensure that time outside the classroom is limited to genuine needs so students can fully benefit from the instruction and learning opportunities provided each day.

How Families Can Help

Student success is strongest when families and the school work together. We ask for your partnership in reinforcing the importance of remaining in class, arriving prepared, and using passing time appropriately. Conversations at home about making responsible choices, planning ahead by using the restroom between classes when possible, and understanding the value of every minute of instruction can make a meaningful difference.

By working together, we can help your child develop positive habits, increase classroom engagement, and maximize learning opportunities. Thank you for partnering with us to support your child's academic success and personal growth.

If students are placed on pass restriction? Students and families can expect, school communication from:

- **SAIL/ISS instructor**
- **School Administrator**

The SAIL/ISS Instructor shares weekly updates about students on pass restriction through email using a Google Doc. Teachers and staff review these updates on a regular basis. By working together, students, families, and staff, we can ensure that every student gets the support they need to stay on track and succeed in school. If you have any questions about the pass restriction system, please contact the school administration.

Level 1: Limited Pass Access

- Students on Level 1 will be given an orange hallway pass with specific approved locations written on it.
- Before leaving class, students must:
 - Show their pass to the teacher/staff.
 - Only go to approved locations listed on the pass.
 - Return promptly to class.

Students issued a hallway pass will be allowed a morning, during lunch and afternoon break. **Important:** If a student does not return on time, staff will notify security for follow-up. It is the students responsibility to carry with the pass each school day. Continued issuing of passes will not be provided.

Level 2: Escort Required

- Students on Level 2 must be escorted by school security whenever they need to leave the classroom, except during regular passing times.
- If security is not available, the teacher/staff will call the main office to request a student escort.

Academic Integrity (Plagiarism, Cheating, or Academic Dishonesty)

Academic integrity is an expectation for all students. All assignments, quizzes, tests, projects, and assessments etc. must reflect each student's own knowledge, skills, and effort. Any form of cheating, plagiarism, or academic dishonesty undermines the learning process and is a violation of school expectations.

Any student who has cheated or plagiarized on a test, quiz, or assignment/task can impact membership from any school sponsorship club, organization, or activity.

The following behaviors are considered violations of academic integrity:

- **Copying:** Copying another student's work, in whole or in part, or allowing another student to copy your work. Both students will be held equally responsible.
- **Plagiarism:** Presenting another person's words, ideas, or work as your own. This includes copying or paraphrasing content from books, websites, articles, or any other source without proper citation or acknowledgment.
- **AI-Generated Work:** Artificial intelligence (AI) tools, such as ChatGPT, Google Gemini, or similar platforms, may only be used when expressly authorized by the teacher for a specific assignment. AI should be used as a learning support or supplemental resource—not as a substitute for original thinking. Copying, pasting, or submitting AI-generated content as your own constitutes plagiarism and is a violation of this policy.
- **Work Completed by Others:** Assignments must be completed by the student. While parents, guardians, family members, friends, tutors, or other individuals may provide guidance or support, they may not complete assignments, substantially revise work, or produce work on the student's behalf. Submitting work completed by another person as your own is a violation of academic integrity.

Consequences: Students found in violation of this expectation will receive a **grade of zero (0)** on the assignment, quiz, test, project, or assessment etc. The teacher will contact the student's parent/guardian. Additional restorative action(s) may be assigned as a result of the dishonest behavior.

Understanding School Authority: “*In Loco Parentis*”

The Connecticut Technical Education and Career System (CTECS) is committed to maintaining a safe, orderly, and respectful learning environment while protecting the rights of all students.

What Does *In Loco Parentis* Mean?

The legal doctrine of *in loco parentis*, meaning “**in the place of a parent,**” recognizes that school officials assume certain responsibilities for students while they are under the school's supervision. During the school day and at school-sponsored activities, teachers, administrators, and other authorized school personnel are responsible for supervising students, maintaining a safe learning environment, enforcing school rules, and responding promptly to concerns involving student safety, health, or violations of a student's behavioral expectations.

As a result, school administrators have the authority to investigate potential violations of school rules, speak with students regarding school-related matters, and, when reasonable suspicion exists, conduct searches that are reported in violation of the student's behavioral expectations or school-wide structures.

Parent/Guardian Notification:

Vinal values strong partnerships with parents and guardians and will make every reasonable effort to communicate with families regarding significant disciplinary matters as timely as possible. However, **a parent or guardian is not required to be present or on the telephone before a school administrator may speak with a student or conduct a school-related investigation.** Requiring parental presence before every conversation or investigation could delay the school's ability to respond to concerns involving student safety, misconduct, or violations of school rules.

Likewise, **school officials may conduct a search of a student's belongings when there is reasonable suspicion that the search will reveal evidence of a violation of law or school's policy.** The standard for searches conducted by school officials is **reasonable suspicion**, which differs from the **probable cause** standard required of law enforcement.

School Property and Student Storage Areas - Desks, lockers, and other storage areas are provided for student use but remain the property of the school. As such, these areas are subject to periodic inspections and searches by school officials. The purpose of these inspections is to ensure that these spaces are used appropriately and do not contain items that pose a threat to the health or safety of students and staff. Students should not store any items in lockers that violate school rules or local, state, or federal laws.

Why This Matters:

The authority granted to school officials under *in loco parentis* allows administrators to respond immediately when concerns arise. This authority helps protect students, preserve a safe learning environment, and ensure that disciplinary matters are addressed fairly, consistently, and without unnecessary delay.

Example Scenario:

A staff member reports that a student may be in possession of a prohibited vaping device during the school day. An administrator may immediately speak with the student to gather information and, if there is reasonable suspicion that school rules have been violated, may inspect the student's backpack or other school-related belongings. The administrator does **not** need to wait for a parent or guardian to arrive or to be on the phone before taking these actions. Parents or guardians will be notified in accordance with school procedures following the investigation or as appropriate based on the circumstances.

Vinal believes that maintaining open communication with families is an essential component of student success. While parents and guardians are valued partners in the educational process, school officials must also fulfill their legal responsibility to supervise students, maintain school safety, and enforce the behavioral expectations of the student during the school day or school-related activity/event.

Public Display of Affection - To maintain a respectful atmosphere, students are expected to refrain from overt public displays of affection while on school grounds and at school events. If a student has a question about what is appropriate, they may discuss it with their assigned school counselor, the school social worker, or an administrator. School staff will intervene when displays of affection are inappropriate, and students will be subject to the progressive disciplinary plan.

Search and Seizure Policy - Students have the right to be free from unreasonable searches and seizures under the Fourth Amendment of the United States Constitution. However, this right is balanced with the school administration's responsibility to maintain a safe and orderly learning environment that supports the school's educational mission.

Reasonable Suspicion Searches- School officials are authorized to search a student or their property when there is reasonable suspicion that the student is in possession of items that:

- Violate school policy or administrative regulations,
- Are illegal under local, state, or federal law, or
- Pose a threat to the safety, health, or routine of the school.

Student property includes, but is not limited to:

- Backpacks, purses, toolboxes

- Electronic devices (e.g., laptops, tablets, cell phones)
- Vehicles parked on school grounds

Scope and Conduct of Searches - Any search conducted must be:

- Based on reasonable grounds at the inception of the search, and
- Reasonably related in scope to the objective of the search.

Searches conducted by school officials will be reasonable in scope and manner. Searches will not be excessively intrusive and will take into consideration the student's age, gender, developmental level, and the nature of the suspected violation or safety concern. When appropriate, school officials may use a handheld metal detector wand as part of a safety screening or investigation to identify the presence of prohibited items or potential safety concerns. The use of a metal detector wand is a safety measure and will be conducted in a manner that respects student dignity while supporting the responsibility of the school to maintain a safe and secure learning environment.

Use of K-9 Units - In collaboration with local or state police departments, Vinal Technical High School reserves the right to conduct searches using trained K-9 units. As a state facility and due to the presence of Criminal Justice and Protective Services programs, the school may occasionally serve as a training site for K-9 units. In order to deter the possession, use or distribution of drugs on campus, periodically, a detection dog from the Connecticut State Police K-9 Unit or similar law enforcement agency, may be brought on to school grounds.

Seizure of Prohibited or Illegal Items - If a search reveals illegal or prohibited materials, school administrators are authorized to confiscate them. Such items may be turned over to law enforcement authorities when appropriate.

Motor Vehicles on Campus - Student Use - *See Student Handbook for complete information on motor vehicles*

Student Parking Expectations

Students who drive to Vinal Technical High School **must register their vehicle(s) prior to parking on school property** by completing and submitting a Student Parking Form (**see page 25**). The completed application must be returned to the Building and Grounds Patrol Officer before parking privileges are granted.

Parking on school grounds is a **privilege, not a right**. Students are expected to follow all parking regulations, school policies, and expectations outlined in the Student Parking Application. Any violation of these expectations may result in the **immediate suspension or revocation of parking privileges**.

Parking regulations will be strictly enforced. School administration reserves the right to revoke or suspend a student's parking privileges for violations including, but not limited to, failure to maintain appropriate academic progress, attendance, punctuality, respectful conduct, and compliance with school rules and disciplinary expectations, including racist, sexual in nature or discriminative behaviors.

Students who lose parking privileges are not entitled to any associated parking fees or expenses.

- New parking permits are required for the upcoming school year for any student driving to school. Permits must be displayed on the rear-view mirror of the vehicle. Vehicles will be inspected daily to ensure compliance with this rule.
- Parking Application forms can be obtained from the main office.
- A copy of the student's **driver's license, insurance ID, and vehicle registration** must be provided for approval of a parking permit. If two cars are to be used by the student, both cars must be noted on the request. Insurance and registration forms for all vehicles must be provided when requesting a permit.
- Displays of disruptive and/or offensive symbols on or in the automobile may result in loss of parking privileges; detailed guidelines can be found in the student handbook
 - o **Including, but not limited to, failure to maintain appropriate academic progress, attendance, punctuality, respectful conduct, and compliance with school rules and disciplinary expectations, including racist, sexual in nature or discriminative behaviors..**

- A student requesting a permit to park on school property must agree to allow their vehicle to be searched if deemed necessary by a school administrator.
- Loss of parking privileges may occur for parking illegally, driving recklessly, or violating any parking regulations.
- Any car found in the school parking lot without an assigned permit may be towed away at the owner's expense.

Student Transportation Vehicles - The Connecticut Technical Education and Career System (CTECS) utilizes and schedules Student Transportation Vehicles (STVs) for educational purposes. 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 must be upheld during a school-sponsored activity.

Guidelines have been established for the use of the STV: Each student is to be assigned a seat while on an STV. Students are responsible for the seating area assigned to them in the STV. Students may be assessed for damage to 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 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 termination of access privileges and appropriate actionary next steps. All students and parents/caregivers must sign the acknowledgement form, indicating that they agree to use the STV in a safe and compliant manner as instructed by the driver. All accidents, injuries, and unusual incidents must be reported to school personnel.

PARKING AND DRIVING

Students needing transportation to Vinal Tech are encouraged to use their local school districts bus system in the interest of efficiency and the conservation of energy. Under certain circumstances it may be necessary for some students to drive to school. This is an individual decision to be made between student and parent. Students who wish to drive to school must possess a driver's license, sign a statement acknowledging their awareness of and compliance with the driving regulations in effect at Vinal Technical High School, and obtain a 2026-2027 parking tag for a non-refundable fee in the main office. Only one tag will be issued for each individual applying. The tag number must be visible at all times. Students who lose their tags will not have them automatically replaced. Replacement tags may be purchased for a nominal fee. They may not park at school until the loss has been reported and investigated. Students may only park in designated student parking areas as indicated on the map provided with the parking permit application. Parking permits are non-transferrable and may not be shared and must be turned in the office if a student is no longer attending Vinal Tech.

Parking and Traffic Regulations

1. Motor vehicles driven in the school driveway and parking lot are not to exceed ten (8) miles per hour.
2. Students who violate the speed limit, fail to display a parking permit, leave the school grounds without authorization, park in a restricted area, or drive dangerously will forfeit their privilege to park on school grounds. The parking fee will not be refunded. Where appropriate, referral will be made to our SRO (School Resource Officer/State Police).
 - a. Motor vehicles are to be locked when left in the parking lot.
 - b. Students may not return to their cars or other cars during the school day except to leave with an early dismissal or written permission from the office. Owners/drivers of motor vehicles in the parking lot may not allow others to go to their cars during the school day.
 - c.. Parking spaces available for student use are limited. Parking is not permitted along driveways or on the fields. A parking slot is defined as an area between two painted lines.
 - d. Students may not park in designated staff parking areas.
 - e. Students should report any motor vehicle accident on school property to the main office immediately.
 - f. Students may not park in the private lots or on the private properties surrounding the school. Failure to comply with this regulation will result in the loss of parking privileges for the first offense. Subsequent offenses may result in a suspension.
 - g. Students who drive to or from school grounds and have other students in their vehicle illegally will be subject to follow the CT driving laws including passenger regulations.

Any student who is subject to any police enforcement action (arrest) on or off school grounds for the possession and/or use of alcohol and/or drugs in connection with the use of a motor vehicle will forfeit his/her parking privileges and any associated fees will be non-refundable. .

Penalties for Improper Parking or Reckless Driving

Students who park on campus without a tag affixed to their windshield, park outside a designated slot/area, exceed the speed limit, or drive dangerously will be subject to the following disciplinary measures:

Parking (non-moving) Violations with a Parking Permit (i.e. parking in unauthorized areas, etc.)

1. First offense: Warning issued and logged in PowerSchool
2. Second offense: Loss of parking/driving privileges for one (1) cycle
3. Third offense: Risk loss of parking/driving privileges

Parking (non-moving) Violations without a Parking Permit

1. First offense: Warning issued and logged in PowerSchool
2. Second offense: Risk loss of parking/driving privileges
3. Third offense: Loss of future parking privileges and possible towing at the expense of the vehicle owner.
4. Further offenses: The student will be subjected to appropriate school-level consequences.

Moving Violations

Depending on the severity of infraction, possible suspension, loss of driving/parking privilege, and police referral at the discretion of administration.

PARKING LOT LOITERING

The parking lot is off limits to all students during the school day. Students may not go to any vehicle, including their own, except upon departure from school. Students loitering in the parking lot, sitting in a vehicle during the school day, or violating the regulations governing the use of automobiles will have their privileges suspended and be subject to other disciplinary action.

Final Disclaimer:

NOTE: The disciplinary procedures outlined in this handbook are not intended to be fully inclusive. Situations may occur other than those included here that will require the administration to discipline accordingly to assure an orderly and safe environment for all students, faculty and staff of Vinal Technical High School.

Student Parking Registration Form

Name _____ Trade: _____ Grade _____
 (Please print)

Address _____ Date _____

(Before approval, a photocopy of your current vehicle registration form and driver's license must accompany this application)

Make of Vehicle #1 _____ Make of Vehicle #2 _____

Model _____ Model _____

Year _____ Color _____ Year _____ Color _____

License plate number _____ License plate number _____

Driver's License Number _____ Permit Number _____

Insurance Company _____ Policy Number _____

Parking Regulations - Parking on school grounds is a privilege, and violation of any of the following rules shall be grounds for immediate revocation of parking privileges. Parking regulations will be strictly enforced.

1. Eligible students must register their vehicle(s) with the security department. The current year's required parking identification permit will be issued upon completion of the registration form. **A non-refundable \$5.00 parking pass fee must be paid when the parking pass is issued.**
2. Identification permits must be clearly displayed, with the number clearly visible and not obstructed.
3. Parking permits are not transferable to other students.
4. Students are not allowed to sit in their vehicles during school hours under any circumstances.
5. All students parking on school grounds must hold a valid driver's license and be covered by insurance.
6. Students will not pass a school bus that is loading or unloading passengers on school grounds.
7. Students are permitted to park in the designated student areas only.
8. Upon arrival at school, students are required to exit their vehicles immediately and proceed inside the building.
9. Students will not be permitted to go to their vehicles during school hours or leave the school grounds without written permission from the administration.
10. All drivers must show reasonable care and obey all traffic laws. Any reckless operation or excessive speed will result in the removal of driving privileges and/or school disciplinary consequences.
11. Pedestrians have the right of way at all times in all driveways, parking areas, and crosswalks.
12. Vehicles parked on school property are subject to the search and seizure policy of the CTECS Board of Education. Searches will be made if there is reason to believe that the contents of the vehicle violate the rules of Vinal Technical High School, City Ordinances, or the laws of the State of Connecticut.
13. If a vehicle is damaged while on school grounds, it is the responsibility of the owner to determine who damaged the vehicle and to file a claim with the person(s) responsible and/or the Connecticut State Police.
14. Students assume all responsibility for loss or damage to his/her car, its equipment, and its contents. Cars must be locked at all times. The school administration is not responsible for the vehicles or their contents.
15. No offensive material is to be displayed in or on vehicles parked on school property.
16. Any student who is involved in the possession, use, or sale of any type of drugs or drug paraphernalia, alcohol, and/or weapons of any type will have their parking privileges revoked immediately.
17. Review the Search and Seizure section of the handbook. K-9 units will be on site throughout the year and have access to search vehicles on school property.
18. Any violation of school policy could result in suspension and/or revocation of parking privileges.

I have read and understand the parking regulations set forth. I understand that reckless or careless driving, including driving on sidewalks or grassy areas, excessive speed, school parking violation tickets, squealing tires, unnecessary noise, or any violation of the parking regulations set forth, is cause for immediate revocation of all parking privileges. I agree that the car driven by _____ will not be used to transport or store illegal items on school property, and he/she will not participate in any violation of traffic laws, criminal laws or school regulations, while using Vinal Technical High School parking lots.

 Student Signature

 Parent Signature