

## W.F. Kaynor Technical High School Dress Code for Students 26-27

- Only Kaynor Tech logo items that have been approved by administration.
- Kaynor polo shirt with your first name monogrammed on the shirt.
- A Kaynor cardigan may be worn over a Kaynor polo. Please no shirts or flannels!
- Kaynor fleece or warm up jacket.
- Crew neck sweatshirt with the Kaynor logo.
- Current senior shirts/sweatshirts - no shirts/sweatshirts from prior years.
- Strong award shirt (may be worn any day in academics).
- Senior mentor polo.
- Pants - regular flat front Dickies or Docker style, beige khaki or black only.
- All pants must be worn at or above the hip with no undergarments showing.
- No hoodies.
- No sweats, yoga pants, jeggings, pajamas, flannels, or jeans at all.
- No ripped clothing of any kind.
- No slippers, moccasins, open-toe shoes, backless shoes, sandals, flip flops, clogs or crocs.
- No skirts allowed.
- **Kaynor School ID is a mandatory dress code requirement.**

### **Dress Code: Shorts - Chinos or Cargo in Academics Only**

- In the **fall** shorts can be worn in academics until September 30th.
- In the **spring** students can wear shorts beginning the day after Memorial Day.
- Appropriate lengths, please use the “fingertip rule”. Your fingertips, not your long nails.
- Colors: Black or beige only, just as with regular uniform pants.
- If you are enrolled in a science class that may conduct experiments, check with your science teacher about shorts in their classroom.
- No shorts in the shops/trades!
- No biker shorts, no spandex shorts, no sweat shorts, no basketball shorts, no mesh shorts, no volleyball shorts, no joggging material shorts, no jean shorts, no ripped shorts.
- If you’re not sure if the shorts are appropriate, that’s a good sign that they’re probably not. Use common sense and err on the safe side. Bring a pair of pants just in case.

### **Sports Uniform - Academic Cycle Only**

- You can only wear your sports uniform on game day.
- **Fall** sports uniforms & gear can only be worn during the fall season (September-November).
- **Winter** sports uniforms & gear can only be worn during the winter season (December-March).
- **Spring** sports uniforms & gear can only be worn during the spring season (March-June).
  - Gear can only be worn on Fridays in the academic cycle and **NEVER** in shop/trade.

These rules apply to all areas of the school - classrooms, trades, hallways, etc.

As always, thanks for your support with this.

**Revised 05/28/26**

**Late Arrival Procedure:**

| <b>Kaynor Tardy Policy<br/>2026-2027</b>          |  |
|---|--|
| <b>Total #<br/>Late Arrivals per<br/>Semester</b> | <b>Discipline Plan per Dismissal Occurrences</b>   |
| <b>1st-3rd Late Arrivals</b>                      | <b>Parents can only excuse up to two late arrivals in a semester.</b> A semester is half the year (two marking periods). A warning is issued through Swipe on the third unexcused late arrival.                |
| <b>4th Late Arrival</b>                           | A fourth occurrence is only excusable per a medical appointment card. If no medical note is provided, the student will need to complete a <b>tardiness root cause survey</b> in SAIL as a restorative measure. |
| <b>5th Late Arrival and<br/>6th Late Arrival</b>  | Both the fifth and sixth occurrence is only excusable per a medical appointment card. An <b>administrative detention</b> will be administered through Swipe.   |
| <b>7th Late Arrival</b>                           | A seventh occurrence is only excusable per a medical appointment card. If no medical note is provided, an <b>administrative detention</b> will be issued via Swipe.  |
| <b>10th Late Arrival</b>                          | On the tenth unexcused occurrence, a parent/guardian will be contacted and you will complete a <b>work-readiness course</b> as part of our restorative program.  |
| <b>11th Late Arrival</b>                          | An eleventh unexcused occurrence will result in <b>Activity Restriction</b> until the end of the semester.   |

Parents may excuse up to two late arrivals per semester. After that, occurrences may only be excused with medical notes. Students who arrive on late buses will be marked as present with a later time of arrival scanned. Requests to excuse tardiness should be sent to the following:

[Kaynor.Attendance@cttech.org](mailto:Kaynor.Attendance@cttech.org)

Please read the following as defined by the CTECS Attendance Policy:

*A student is tardy when he/she arrives late to school or class. Tardiness is regarded as a disciplinary problem subject to either classroom or administrative penalties. Habitual tardiness is a correctable behavior problem requiring counseling and parental conferences. Tardiness cannot be accumulated and utilized as the basis for denial of credit, nor can it be utilized for the reduction of course grade.*



| Kaynor Early Dismissal Policy<br>2026-2027  |  |
|---|--|
| Total #<br>Early Dismissals per<br>Semester | Discipline Plan per Dismissal Occurrences  |
| <b>1st-3rd Early Dismissals</b>             | Parents can excuse up to three early dismissals a semester. A semester is half the year (two marking periods).   |
| <b>4th Early Dismissal</b>                  | A fourth occurrence is only excusable per a medical appointment card. If no medical note is provided, a <b>detention</b> will be issued via Swipe.                         |
| <b>5th Early Dismissal</b>                  | A fifth occurrence is only excusable per a medical appointment card. If no medical note is provided, a restorative <b>Root Cause Assessment</b> will be conducted in SAIL. |
| <b>6th Early Dismissal</b>                  | A sixth occurrence is only excusable per a medical appointment card. If no medical note is provided, <b>Activity Restriction</b> will be issued via Swipe.                 |

**Early Dismissal Procedure:**

All early dismissal requests need to be received in writing by 9 a.m. on the day of the dismissal. They can be submitted by note to the main office or to [Kaynor.Attendance@cttech.org](mailto:Kaynor.Attendance@cttech.org)

**Students may not dismiss themselves and must have written permission to drive even if they are 18. Verbal communication will not be accepted for reporting dismissals; therefore, we cannot accept phone calls. Early dismissals cannot occur after 1:45 p.m. due to buses.**

\*\*\*Uber, Lyft, and taxi services other driving services cannot be accepted for early dismissal.\*\*\*

**CTECS Early Dismissal Policy:**

Students have daily assignments and commitments that are an essential part of the school's total educational program. Study periods, including those that occur at the end of the school day, are to be used to support the student's educational program. Parents, guardians and students age 18 or older are expected to schedule medical, dental, and other appointments after school hours. When it is absolutely necessary for a student to be excused, the parent or guardian must send a note to explain the reason for dismissal. Early dismissal for medical or dental appointments should be accompanied with an appointment card. Requests for early dismissal must be presented to the assistant principal or his/her designee. Early dismissal requests may be denied if not in the educational interest of the student, even if the student has reached the age of 18 years.



# W. F. KAYNOR TECHNICAL HIGH SCHOOL



RESPECT • RESPONSIBILITY • INTEGRITY • EXCELLENCE

## SPORTS POLICY

W. F. Kaynor Technical High School is committed to providing a safe, respectful, and positive environment for all students, athletes, and spectators at all athletic events. This policy outlines expectations for attendance, conduct, and the consequences of inappropriate behavior.

### 1. ADMISSION REQUIREMENTS



All students attending a W. F. Kaynor Technical High School sporting event **MUST** present their current student ID to gain admission.



No outside students are allowed to attend W. F. Kaynor sporting events.



The only outside students permitted to attend are from the opposing team that we are playing. They **must** also present a current student ID.

### 2. EXPECTATIONS FOR ALL ATTENDEES



- Show respect for all players, coaches, officials, staff, and fellow spectators.



- Use appropriate language and sportsmanlike behavior at all times.



- Support our teams in a positive manner.



- Help keep our facilities clean and safe. Report any problems to school staff.



- **No use or possession of vape pens on school property or at any school-sponsored event.**

### 3. CONDUCT AND CONSEQUENCES

Students are expected to follow the school's Code of Conduct at all times. Misconduct at a sporting event will not be tolerated. Examples include, but are not limited to:

- Disrespectful or inappropriate language
- Taunting, heckling, or disruptive behavior
- Fighting or physical aggression
- Vandalism or property damage
- Possession/use of illegal substances, alcohol, or tobacco
- **Use or possession of vape pens**
- Leaving the event without permission

If a student gets into trouble at a sporting event, the following consequences may apply:



#### SCHOOL DISCIPLINE

Incidents will be handled in accordance with the W. F. Kaynor Technical High School Code of Conduct.



#### IMPACT ON FUTURE ATTENDANCE

Students may be restricted or prohibited from attending future sporting events.



#### IMPACT ON OTHER SCHOOL ACTIVITIES

Misconduct may impact eligibility and participation in other school activities, clubs, and events.



**REPRESENT W. F. KAYNOR WITH PRIDE.  
BE RESPECTFUL. BE RESPONSIBLE. BE KAYNOR.**

*Together, we support our teams and uphold the Kaynor Standard.*

## Restorative Circles

Dear Parents and Guardians,

At W. F. Kaynor Technical High School, we are committed to fostering a safe, respectful, and supportive school environment for all students. As part of our ongoing efforts to strengthen communication, accountability, and positive relationships within our school community, we will be implementing Restorative Circles as part of our student support and disciplinary practices.

Restorative Circles are structured conversations designed to help students reflect on their actions, repair harm, rebuild trust, and strengthen relationships with peers and staff. These circles provide students with an opportunity to express their thoughts and feelings in a respectful and supportive setting while working toward positive solutions and personal growth.

Depending on the situation, students may participate in Restorative Circles with members of our school support team, including:

- School Administration
- Guidance Counselors
- The Title IX Coordinator
- Teachers
- Other appropriate support staff as needed

The goal of this process is to promote accountability, improve communication, and encourage students to make positive decisions while maintaining a supportive educational environment.

Parents and guardians may be contacted when their child is participating in a restorative process, especially when additional support or collaboration is beneficial. We believe that working together as a school community helps students develop important life skills such as empathy, responsibility, conflict resolution, and respectful communication.

We appreciate your continued partnership and support as we implement practices that prioritize student growth, safety, and success.

In alignment with Connecticut Act 63-127 and the Connecticut State Department of Education's emphasis on the use of restorative practices in schools, W. F. Kaynor Technical High School may utilize restorative conversations, circles, and related practices as part of our approach to student support, conflict resolution, and school discipline.

By signing the district handbook acknowledgment in PowerSchool, parents/guardians acknowledge and give permission for their child to participate in restorative practices and restorative circles when deemed appropriate by school staff.

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## **Food Delivery Policy**

To maintain school safety, security, and minimize disruptions to the educational environment, W.F. Kaynor Technical High School does not permit students to order food deliveries during the school day from outside delivery services, including but not limited to Uber Eats, DoorDash, Grubhub, or similar delivery platforms.

Any food items delivered to the school for students during school hours will not be distributed immediately. All delivered items will be held in the main office or designated area until 2:00 p.m., at which time students may retrieve their items at dismissal.

This policy is intended to:

- Maintain building security and limit unauthorized visitors;
- Reduce classroom disruptions during instructional time;
- Ensure student accountability and supervision throughout the school day.

Students and families are encouraged to plan accordingly and utilize school-provided meal options or bring lunch from home.

Thank you for your cooperation and support in maintaining a safe and orderly school environment.



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Dear Parents and Guardians,

W.F. Kaynor Technical High School is committed to maintaining a safe, respectful, and positive learning environment for all students. As part of this commitment, the school is developing a policy regarding student participation in extracurricular and school-sponsored activities.

Students who receive disciplinary consequences may become ineligible to participate in certain school activities, including but not limited to:

- School dances
- Field trips
- Prom
- Work-Based Learning (WBL)
- Other extracurricular or privilege-based activities

These expectations are intended to encourage positive behavior, accountability, and academic success while ensuring that school activities remain safe and enjoyable for all students.

By acknowledging this on Powerschool, I confirm that I have received and reviewed this notice regarding W.F. Kaynor Technical High School's forthcoming extracurricular and school-sponsored activity eligibility policy. I understand that additional information regarding eligibility requirements, disciplinary expectations, and implementation procedures will be communicated through ParentSquare.

Thank you for your continued partnership and support.

Sincerely,

Administration

W.F. Kaynor Technical High School

## **W. F. Kaynor Technical High School Personal Property Policy**

### **Purpose**

The purpose of this policy is to establish clear expectations regarding personal property brought to W. F. Kaynor Technical High School and to ensure students understand their responsibility for securing and safeguarding their belongings.

### **Policy**

Students who choose to bring personal property to school do so at their own risk. W. F. Kaynor Technical High School, its employees, and the Connecticut Technical Education and Career System (CTECS) are not responsible for lost, stolen, misplaced, or damaged personal property.

Personal property includes, but is not limited to:

- Headphones
- AirPods and earbuds
- Cellular phones
- Smart watches
- Electronic devices
- Coats, jackets, and outerwear
- Backpacks
- Athletic equipment
- Personal accessories
- Money, jewelry, and other valuables

To assist students in securing their belongings, lockers are provided by the school. Students are issued locker assignments and lock combinations for their use. Students are strongly encouraged to store personal property in their assigned lockers whenever possible.

### **Student Responsibilities**

Students are expected to:

1. Secure all personal belongings in their assigned locker.

2. Keep locker combinations confidential and not share them with other students.
3. Avoid bringing valuable items to school unless necessary.
4. Immediately report any suspected theft or loss to school administration.

### **School Responsibility**

W. F. Kaynor Technical High School is not liable for the replacement, reimbursement, repair, or recovery of personal property that is lost, stolen, or damaged while on school grounds, at school-sponsored activities, or during transportation to and from school.

### **Acknowledgment**

By attending W. F. Kaynor Technical High School, students and parents/guardians acknowledge and accept responsibility for personal property brought onto school grounds and understand that the school assumes no liability for such items.