



October 29, 2018

Re: Howell Cheney Technical High School Extended School Program

Dear Parent / Guardian,

Howell Cheney Technical High School will offer a structured academic and enrichment Extended School Program. Cheney Tech staff members are the core part of the program. Your son/daughter will be able to work on their challenging assignments and/or utilize technology with the assistance of Cheney Tech teachers. We believe this will serve to strengthen skills and improve outcomes. In addition, they will have the opportunity to enroll in an enrichment activity if they maintain good academic standing; a grade of 75 or above in all courses.

The program is scheduled to begin Nov. 5, 2018. Academic assistance for your son/daughter will run on Monday and Wednesday afternoons from 2:15pm – 4:15pm as well as the following Saturdays from 8am – 12pm in the Cheney Tech Library Media Center. Enrichment Program days will vary throughout the week.

11-17-2018	12-15-2018	1-12-2019	2-9-2019	3-16-2019	4-6-2019	5-4-2019
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The last day of the program is scheduled for May 1, 2019. The program will not run on half days or when school is dismissed early. There will be a nutritional snack provided on weekdays of the program. Accompanying this letter is the program calendar and registration form, which should be signed and returned to Mr. Vazquez, Cheney Tech's School Counselor. Mr. Knoeckel is Cheney Tech's Extended School Program Coordinator. For more information, please contact him at (860) 860-649-5396 x322 or email ed.knoeckel@ct.gov.

Appropriate student behavior is a mandatory component of this program. Students are expected to follow the rules and procedures outlined in the Student/Parent Handbook 2018-19. Cheney Tech uniform, picture IDs, and cell phone policy are examples of school rules.

Parents are responsible for arranging transportation to arrive and pick up students at 4:15. Together we will work to help your child succeed and become a stronger, self-sufficient learner.

Sincerely,

Robert Sartoris
Principal

Cheney Tech Extended School Program Registration Form 2018-19

Parents must print all requested information legibly, including student ID # to avoid any delay.

Student Name _____ Student ID # _____ Grade _____

Parent Name _____ Afternoon phone _____

Address _____
street city zip

Parent's Email _____

Parent's Emergency Contact phone number: _____

If form is not legible, it is returned to the student, which may delay participation in the program. Likewise, we may send additional information home via mail or phone.

- 1. This registration form is required for participation in the ESP program.**
- 2. Parents are completely responsible for the transportation home for their son/daughter.**
- 3. Students are required to leave campus or be picked up at 4:15. Please honor this.**

The program's academic assistance to students will run from 2:15 - 4:15 on Monday and Wednesday beginning Monday, Nov. 5, 2018 until May 1, 2019. Students in the After School Program should report to the café at 2:10. Academic assistance includes English, Math, Science, and Social Studies. Enrichment program schedule varies and all participants in clubs must be in good academic standing.

Please select, with an X, which activity your son/daughter will attend.

Academic Assistance: English _____ Math _____ Science _____ Social Studies _____

Clubs: Envirothon _____ National Art Honor Society _____ Literacy/Reading _____ Troupe Cheney _____

My child and I understand that appropriate behavior is a vital and mandatory component to the program's success. We agree to abide by each and every rule outlined in the Student Handbook, including leaving campus at 4:15. **Consequences can include a student's suspension from the program.**

Please sign legibly:

Parent Signature _____ Date _____

Student Signature _____ Date _____

Please return this completed form to your School Counselor at Cheney Tech.

Remember: Parents are responsible for arranging transportation to arrive and pick up students at 4:15.