Connecticut Technical High School System

STUDENT/PARENT HANDBOOK

H.H. ELLIS HANDBOOK ADDITIONS

2016-2017

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Connecticut Technical High School System
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1. Academic Uniform Policy

Harvard H. Ellis Technical High School has implemented an academic uniform policy for all incoming ninth grade students and all tenth grade students. Our expectation is that all ninth and tenth grade students will arrive in their school uniforms on the first day of school. Ninth grade students will start the school year in academics; therefore, they should report to school in their academic uniform. Once the cycle changes to shop, they are expected to wear their trade embroidered exploratory shirt, appropriate pants (no holes, no tears), footwear and safety glasses. All footwear including but not limited to boots, shoes, and sneakers must be “non-marking.” Pants need to be black or khaki color. No leggings or tights will be permitted. Girls will be allowed to wear black or khaki skirts, as long as the length is appropriate. Two inches above the knee or longer is the rule. Sneakers or shoes must have backs and closed toes. We also are encouraging all of our students in grades, 11th, and 12th to wear the school academic uniform.

The school has chosen to work with Darter Specialties Inc., who will provide the school uniforms. All shirts, sweaters, sweatshirts and other tops, which will have the school approved logo imprinted on them, must be purchased on-line through this vendor. Pants can be also purchase on-line with Darter Specialties but not necessary. However, they must be black or khaki in color. Academic uniforms reflecting our school logo may be purchased at Darter Specialties. They can be contacted on their website at www.darterschools.com/ellistech or at (860)699-9805. We appreciate your support in your child’s adherence of the school uniform policy.


Uniform Violation Protocol

Teachers send uniform violators directly to the Dean of Students. The DOS will record each violation and assign the following consequences:

1st violation temporary ID (plastic badge to be worn) warning and phone call home
2nd violation – 1 detention and phone call home
3rd violation – 1 detention and phone call home
4th violation – 2 detentions and parent meeting

Subsequent offenses will be subject to progressive disciplinary consequences.

This policy is subject to change.

2. Assemblies

Assembly programs are carefully selected for their positive educational value. Students are expected to conduct themselves in a proper and sensible manner. Any student who is disruptive will be removed from the assembly and disciplinary action will be taken. Unacceptable behaviors include, but are not limited to: making inappropriate noises, shouting, whistling, etc., leaving the area without permission of a teacher, and eating or drinking.

Athletic Events

As a spectator at a school-related athletic event, a student is a representative of the school. The playing field should be thought of as an extension of the classroom and the student should abide by the following guidelines:

- Show respect for all participants and officials at all times, including opposing players and cheerleaders.
• Show a positive attitude in cheering, refraining from intimidating or negative cheering. Good sportsmanship is cheering your own team to victory.

Certain undesirable actions cannot be condoned. Anyone found in violation of the following may be asked to leave the contest:
1. Use of obscene or abusive language.
2. Use of noisemakers.
3. Throwing objects.
4. Being on the premises of the scheduled contest while under the influence of alcohol or drugs.

**Graduation Ceremonies**
The graduation ceremony is considered an assembly. All eligible students are expected to participate in graduation. Students and guests are expected to conduct themselves with dignity in accordance with the guidelines specified under assemblies.

**3. Attendance**
The student’s record of attendance, including absences and tardiness, is one of the more important items to appear on the total school record. It informs the future employer about the student’s health, attitude toward work, responsibility, and habits of punctuality. In addition to potential employers, schools, government, the armed forces, and others, will make inquiries as to the student’s attendance records for years to come. Therefore, the student should establish early habits of regular attendance and punctuality, and maintain them throughout his or her years at Ellis Tech.

Parents are allowed to excuse student absences for a limited # of days throughout the year, with written & signed documentation. Notification will be sent once the limit is reached.

• To be eligible for a Perfect Attendance Award Certificate, a student’s attendance must be “perfect” – no tardies or early dismissal or absences for any reason. This includes excused absences and excused tardies. The award will not be presented until the last day of school to ensure that the attendance is perfect for the entire school year.

**Call in Procedure**
Parents and Guardian must call the absentee line, at (860) 774-8511 and select option 3 from 7:20 AM to 8:20 AM on the day their son/daughter will be absent; they should leave a message if necessary.
After three (3) or more consecutive day’s absences, students must report to the school nurse for clearance.

**Calling students out does not excuse students for the day. Please send written & signed documentation to the Dean of Students to excuse absences within 2 school days.**

**Missed Work**
Students are responsible for missed schoolwork during their absence from school. Circumstances may allow for prior special arrangements to be made, but permission must be obtained from the instructor for extended time. Special arrangements should be limited to situations when the Guidance Department and the Department Heads feel it is necessary. Students not making up work will receive a zero. If the cycle changes, students must contact their previous cycle instructor(s) to obtain missed schoolwork.

**STUDENTS WHO ARE SUSPENDED ARE RESPONSIBLE FOR MAKING UP ALL ASSIGNMENTS.** If the suspension period is five or more days, parents are encouraged to contact the Guidance Office for assignments.

**Tardy – Procedures and Consequences**
Occasionally tardiness is unavoidable, but frequent tardiness is a habit the student should make every effort to correct. The Dean of Students will determine whether the reason for tardiness is to be excused or unexcused. Problems with bus transportation are always excused. In an effort to help students develop good work place habits, it is important that they are on time to school each day.

Tardies are cumulative and consequences are progressive throughout the year. Habitual tardiness is considered a correctable behavior problem and may require counseling and parental conferences. Continuous and excessive tardiness may result in the loss of parking privileges, participation in WBL and school sponsored activities.
A student is tardy if not present in their academic or shop homeroom by the first homeroom bell (7:15 AM). Students who arrive after the first homeroom bell should report to the Dean of Students.

Students who arrive after the second homeroom bell (7:20 AM), should report to the Dean of Students to obtain a pass for homeroom, shop or class.

A student who accumulates
- four (4) tardy days, will receive a letter home to the parent and the student will need to meet with the Dean of Students.
- six (6) tardy days, will receive a referral to Guidance with a parent meeting
- And upon the 9th tardy day, one (1) detention per every tardy day thereafter.

Parental notes to excuse tardiness will be limited to four notes.

In addition, any student arriving late to class or shop, without a proper pass, will be assigned appropriate discipline by the teacher of that class or shop.

(This policy is subject to change)

Early Dismissal
Generally, all requests for early dismissal should be in writing and submitted twenty-four (24) hours in advance. The student should submit the note to the Dean of Students prior to the end of homeroom the day before the planned early dismissal.
A phone number where a parent may be reached must be provided. All other dismissals will be approved at the discretion of administration. If a same day emergency arises, the Parent/Guardian must come to school, sign the student out, and provide a note for documentation in the attendance files.

All students are expected to follow the sign-out protocol if they leave school before the end of the school day. Students who leave campus without authorization will face disciplinary action.

Note: No student will be dismissed without written notification and parent on file must be verified. No exceptions.

4. Automobiles & Parking

In order to park at Ellis Tech, a student must:
1. Complete an Application for Student Parking Form.
2. Provide a copy of license, registration and insurance.
3. Obtain a parking tag from Ms. Corentin that must be displayed by hanging on the rear-view mirror.

Student drivers must:
- Park ONLY in the assigned student parking areas.
- Abide by the 10 M.P.H. speed limit on campus.
- Avoid driving RECKLESSLY IN ANY MANNER that might endanger others.
- STOP FOR ANY SCHOOL BUS ON CAMPUS WITH ITS FLASHING LIGHTS ON.

Please Note: It is the responsibility of the student to notify the administration in writing if any substitute vehicle is used by the student. In addition, vehicles are subject to search and seizure while parked on our property.

Consequences of Violations
Students MAY be subject to a Town or State Violation Ticket, arrest or having their car towed (at the student’s expense) if they violate the above regulations. State law allows the enforcement of all motor vehicle laws pertaining to speeding, reckless operation of motor vehicles, evading responsibility and driving under the influence of liquor or drugs, for cars on the school grounds.

Where to Park
Student parking is in the North Lot, closest to the track. All vehicles left in the parking lot should be LOCKED.

In the case of an early dismissal due to inclement weather, students who drive will be released only when
the town they live in dismisses school. If students do not want to drive in the snow, they should take the bus. Alternative transportation for after school jobs is the parent’s responsibility.

*** Parents bringing students to and from school by automobile should drop them off and pick them up in the North Parking Lot.

5. Cafeteria

The cafeteria provides breakfast before school for a modest cost. Also, lunch periods are scheduled during the school day. Students should note their scheduled time to eat. During lunch a full meal is served at the posted price. Other items may be purchased separately. Students may bring their own lunch and obtain milk.

All eating and drinking must be done in the cafeteria. At no time is any type of food or beverage, including coffee, to be taken out of the cafeteria or consumed or stored outside the cafeteria, with the exception of water.

To help all students have more time to enjoy their lunch it is helpful to keep the lunch lines moving. All students should know and must enter their student ID numbers, whether paying in cash or using the Free or Reduced Lunch Program. Having the exact price for food or milk will also help speed the lunch lines along.

To ensure a clean and pleasant dining area, students using the cafeteria are expected to clean up after themselves. The table and the surrounding area should be checked for items to be picked up so there is a clean spot for the next person who will be using the table. Students who do not cooperate with instructors and cafeteria staff may be subject to disciplinary action. Food and items on the floor constitute a safety hazard.

6. Cancellation Announcements (Weather or Emergencies)

In the event that school is closed due to inclement weather, radio announcements will be made from approximately 6:30 AM to 8:00 AM.

The following radio stations carry these announcements:

- WINY - Putnam 1350 AM
- WILI - Willimantic 98.3 FM

The following television stations also carry announcements:

- WVIT-Hartford channel 30
- WFSB -Hartford channel 3

Parents and students may also access a station’s website for school cancellation information.

7. Emergency Drills

Emergency drills are held at least once a month. All occupants of the building are required to leave in a quiet and orderly manner and assemble in designated areas. Homeroom Instructors will take attendance and immediately report missing students to an administrator or designee.

NO ONE MAY REENTER THE BUILDING UNTIL THE RETURN SIGNAL IS SOUNDED.

8. General Expenditures (Costs) for all Students

The following fees and materials are required for all students:
- Shop Uniform (Exploratory shirt for Grade 9)
- Appropriate gym uniform and sneakers
- Safety glasses and safety footwear, non-marking footwear
- Scientific Calculator (recommended: TI-30X-115)
The student should have the following classroom supplies in order to effectively profit from the program of study in class and trade/theory:

- Wire-bound notebooks for each subject
- 3-ring loose leaf notebook 8 ½ by 11
- Paper and Writing Utensils
- Covers for Books
- Scientific Calculator
- Agenda Planner

Not all classes require the same supplies. Each instructor can advise a student about necessary purchases. Shops provide individual tool lists that students must have and timelines for their purchase. If a financial hardship prevents the purchase of tools, the school social worker should be contacted to review the situation and determine if assistance is warranted. Limited funds may be available.

9. Guidance

Adding or Dropping Courses
All requests to add or drop a course must be made through your School Counselor. Requests must be made before the last day of the first cycle you are in the class.

School Counseling Appointment Procedures
Students should come to the School Counseling Office to schedule their appointments in advance: prior to homeroom, or by having an instructor telephone in advance for an appointment. Students will be given a pass from the School Counseling Office. No student will be admitted to School Counseling Office without a pass. Counselors may also contact students for a conference at various times during the school day.

Emergency situations may dictate waiving of these procedures.
Parents are urged to make appointments with the counselor when questions or concerns develop. The Guidance Secretary will make the necessary arrangements. Any questions regarding your counselor may be directed to the Guidance Secretary at (860)774-1284 x7571.

10. Lockers

No stickers, posters or ornaments of any type may be placed on any locker. Students should plan the day to avoid going to their locker between each class period. This will help them avoid being tardy for class.

11. Lost and Found

All articles found in the building should be brought to the SAIL Room. Inquiries about lost or missing items should be directed to Mr. Papuga in the SAIL room. All items not retrieved after a reasonable length of time will be donated to a charity or discarded.

12. Medical

Policy for Administration of Medications by Technical High School Personnel
State law requires doctor permission, as well as parental, for administration of non-aspirin pain relievers, i.e. Tylenol, Ibuprofen. Aspirin will not be given under any circumstances. No medication other than prescribed medications will be administered to students in the Connecticut Technical High School System. Only medications prescribed by a written order of a physician or dentist licensed to practice medicine in Connecticut will be administered and there must be a written authorization by the student’s parent or guardian.

The School Nurse is responsible for the general supervision of administration of medications in the school to which that nurse is assigned. Prescribed medication will be administered in compliance with the Technical High School System approved procedures and in accordance with regulations. Further information regarding these policies and/or procedures is available from the School Health Office at (860)774-8511 x7572.
**Prescription Drugs**
Students who must take prescription drugs during school time must do so under the supervision of the School Nurse. Connecticut State Law Public Act No. 723 requires a physician’s written order and a parent or guardian’s authorization for the School Nurse to administer any medication. All necessary forms are available from the School Nurse. All prescription medications must be in a properly labeled pharmacy container. This includes inhalers and Epi-pens.

**Driving another student home**
Under no circumstances will any student be allowed to drive any other Ellis Tech student home during the normal school day. Students who are released will remain in the Health Office until a parent/guardian or responsible person designated by the parent/guardian sign them out of school directly from the Health Office.

**Reporting an illness**
Students who call a parent/guardian to request that they call the School Nurse to report illness will be given an unexcused absence for the period of time and any day(s) directly thereafter. The School Nurse will make all calls to parents/guardians from the Health Office.

**Accidents**
The following is the procedure with respect to accidents: If the accident occurred at the school, the accident form will be completed and forwarded immediately to the insurance company.

If the accident occurred away from the school grounds and the student was not engaged in a school-sponsored activity and the student has 24-hour coverage, the parent or guardian or claimant (if adult) will complete this form.

The same will hold true if the student is under the school-plan only and suffers an accident while traveling directly and uninterruptedly to or from his home premises and the school for regular school sessions.

Under no circumstances is the school to be billed by hospitals, doctors, or others rendering services for treatment of injuries sustained. Bills are to be sent to the parents of the injured or claimant (if adult). Such bills and any future correspondence regarding a claim are henceforth a matter between the insurance company and the claimant. Any bills made out to the school for such services as mentioned, will be returned to the doctor, hospital or other rendering services.

**13. Operations and Maintenance (Building)**

**Asbestos Management Plan (AMP) (7/31/14)**
In accordance with 19a-333-1 thru 13, "Asbestos Containing Materials in Schools", we are required to inform you that asbestos containing materials have been identified in various areas of the school, primarily in maintenance areas not accessible to students. Much of the material has been removed. What remains is included in an Operations and Maintenance (O&M) Program. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O&M Program will remain in effect until all ACBM is removed from the buildings.

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

The H. H. Ellis CTHS maintains in its MAIN OFFICE a complete updated copy of the AMP. It is available during business hours for inspection. The Designated Person for the Asbestos Program is John Woodmansee, and can be contacted at (860)807-2233.

**14. PFO**
In the CTHSS District Student/Parent Handbook for the 2015-2016 school year, the PFO (Parent-Faculty Organization) form indicates an annual dues fee.

**PLEASE NOTE:** The Ellis PFO does not charge a fee for membership. Although you do need to complete and return the form, **MEMBERSHIP IS FREE!**
15. Photo/Media Release

If parents/guardians give permission, a student’s photograph may be used in promotional literature and publicity activities. Parents who decline are opting not to have their student’s photograph used for promotional purposes and publicity activities. Please note that your student’s photograph would only be used for CTHSS promotional literature and publicity activities. It shall not be used for any commercial purposes whatsoever.

16. Report Cards

Report Cards will be issued four times throughout the academic year.

17. Shop Uniforms & Tools

Students are required to wear the designated uniform during the trade cycle, as well as work boots and safety glasses. Uniform shirts should not have any writing, graffiti, markings or be torn (including sleeves). Additionally, torn or ripped jeans or trousers may present a safety problem and are not to be worn in trade areas. It is strongly recommended to buy non-marking boots and students should wear sneakers or shoes on the academic cycles. Work boots should be worn in the shop cycle only.

NOTE: Tools are the student’s responsibility and should always be taken care of by the student. When not being used, tools should be locked up. We recommend that students mark their tools to easily identify them. Additionally, knives are not allowed on campus. Please see the approved tool list for your student’s shop approved tools. * Culinary has a knife kit which is part of the approved tools for the culinary curriculum.

18. Special Education and Remedial Services

Public Law 94-142 is a federal law titled ‘The Education for All Handicapped Children Act”. This law requires that all handicapped children requiring special education have available to them a free appropriate public education. Ellis Tech has certified special education specialists on staff to carry out the mandate of Public Law 94-142. They, working with an Individualized Education Plan (IEP) Team, will determine whether a child is handicapped for the purpose of special education. If it is determined that a student needs this service, an IEP will be written by the team. The IEP specifies the student’s present educational performance, the goals and objectives for the students, and specific services provided by the school. Ms. Jan Praytor is the Department Head of Special Education, and can be reached at (860)774-8511 x7569.

19. Student Assistance Team

Referral may be made through any faculty member or directly to the SAT Coordinator, Mrs. Jessica Bibeau, at (860)774-8511 x7510.

20. Signatures

All permission slips, absence excuses, requests for early dismissal, and other school-related documents should be signed by a parent or court-appointed guardian.

21. Student Areas Before School and Academic Lunch

Before school, the areas where students are authorized to congregate are: 9th & 10th grade in the cafeteria; 11th, & 12th grades in the main lobby.

During lunch periods, students are authorized to congregate in the cafeteria only. The parking lots and athletic field will be considered OFF LIMITS without proper authorization.
Statement of Philosophy

At H. H. Ellis Technical High School, student success is achieved through the shared commitment to providing a safe and nurturing learning environment that is dedicated to the pursuit of educational excellence. Students are encouraged to work to their potential as they prepare to become outstanding citizens equipped with 21st century skills.

Statement of Goals

- To empower students to be responsible and independent learners by challenging them to:
  Think
  Investigate
  Discover
- To provide students multiple opportunities to lead and succeed.
- To implement differentiated instructional practices and assessments to support individual needs.
- To create an atmosphere of mutual respect, support, and cooperation among all members of the school community and to build positive connections between students and staff.
- To model and promote a safe, orderly, disciplined, and drug-free environment, in which behavioral expectations are clearly defined and consistently enforced.
- To collaborate with business, industry, and community leaders to explore 21st century technology in order to prepare students to compete in career and post-secondary education.
- To promote extra-curricular and co-curricular activities that support leadership, team building, and enhance each student’s sense of self.
- To provide students with culturally enriching experiences and exposure to diversity, and to foster an attitude of tolerance and an appreciation of the differences among people.
- To implement and encourage professional development programs which support individual, team, school and system goals.
- To model and support safe work practices and wellness habits for a healthy lifestyle.
Harvard H. Ellis Technical High School

[Secundaria Técnica Harvard H. Ellis]

Nuestra Filosofía

En H. H. Ellis Technical High School alcanzamos el éxito estudiantil compartiendo el compromiso de brindar un ambiente educativo seguro y acogedor cuya finalidad es obtener la excelencia académica. Alentamos a los estudiantes a trabajar a su máximo potencial a medida que se preparan para convertirse en ciudadanos excepcionales equipados con habilidades del siglo XXI.

Nuestros Objetivos

- Capacitar a los estudiantes para que sean alumnos responsables e independientes, desafiándolos a:
  
  | Pensar | Investigar | Descubrir |
  
- Brindar a los estudiantes múltiples oportunidades para triunfar y liderar.

- Implementar pedagogías y evaluaciones diferenciales para apoyar las necesidades individuales.

- Crear un ambiente de respeto mutuo, apoyo y cooperación entre todos los miembros de la comunidad escolar y fomentar conexiones positivas entre los estudiantes y el personal.

- Modelar y fomentar un ambiente seguro, ordenado, disciplinado y libre de drogas, en el cual las expectativas de comportamiento estén claramente definidas y se hagan respetar con consistencia.

- Colaborar con negocios, empresas y líderes comunitarios para explorar la tecnología del siglo XXI con el fin de preparar a los estudiantes para competir en trayectorias profesionales y para la educación superior.

- Fomentar actividades extracurriculares y complementarias que apoyen el liderazgo y la cooperación en equipo, mientras a la vez mejoren el sentido de sí mismo de cada estudiante.

- Brindar a los estudiantes experiencias culturales enriquecedoras, exponerlos a la diversidad y promover una actitud de tolerancia y aprecio de las diferencias entre las personas.

- Implementar y alentar programas de desarrollo profesional que apoyen objetivos individuales, colectivos, académicos y del sistema.
Modelar y apoyar prácticas de trabajo seguras y hábitos de bienestar para un estilo de vida saludable.

23. Student Activities

Student Officers
Students running for any school office must be passing all subjects. Final approval rests solely with the administration in consultation with the teaching staff and guidance. A negative or serious discipline record will preclude a student from running for office.

Student Council
The Student Council is operated under the theory that students will gain much from conducting a representative government of their own. The Student Council regulates the spending of monies from the activity fund, coordinates student activities and promotes sensible policies for student behavior. The Constitution of the Student Council will be posted in the Library Media Center.

Class Organizations
Each class operates under officers selected by the members of the class. Meetings of class representatives are held regularly to conduct business and to plan various class projects and social affairs. The treasurer and secretary are expected to keep accurate records and submit copies to the office.

National Honor Society
The school chapter of the National Honor Society is named after former director (principal) Henry Burgess. Students who show evidence of outstanding scholarship, leadership, character, and service are eligible for election to this group. To be eligible scholastically a student must have an average of 85 for Grade 11 & 12 and an average of 90 for Grade 10. Membership in this organization is one of the highest honors a secondary school student can achieve.

Varsity Sports
The varsity sports program offers students the opportunity to participate in various athletic contests with other schools. Students from all classes are eligible to try out for varsity sports provided they meet CIAC, district, and school eligibility requirements. When possible, junior varsity team schedules are arranged. Varsity teams are organized in basketball, baseball, cross-country, football, golf, rifle, soccer, softball, track, volleyball and wrestling.

Skills USA
All students are eligible to participate in Skills USA. Club members compete in their trade and/or in leadership skills at a state conference annually.

Ski Club
Any student may join the Ski Club, which during the winter months makes weekly after-school trips to local ski areas, weather permitting.

Simulation Club
Members meet weekly to compete with each other in games simulating historic events.

Yearbook
Juniors and seniors volunteer their time to produce their class yearbook.

Field Day
Each year, the Student Council sponsors a Field Day in which the shops compete against each other in games, events and activities. The accumulation of points determines the overall winner and runner up. A picnic lunch is served free of charge.

These are some of the activities Ellis Tech offers its students. Other clubs or teams may be formed with approval from the administration and/or student council, or included as part of the monthly Activity Day.
24. Student IDs

As stated in the CTHSS Student/Parent Handbook 2016-17, students are provided with picture identification cards (Student IDs). Students are required to wear their badges on a lanyard so that the ID is visible. This is a mandate from the safety and security state board.

It is the student’s responsibility to care for these Student IDs. They are not to be defaced, cut up, or misused in any manner; doing so will result in disciplinary action. Lost IDs may be replaced in the Business Office for a fee of $3.00.

If the student violates the ID Protocol, the school will follow a progressive model of consequences. When a student has reached four ID violations, the assistant principal/designee will meet with the student and the following will be implemented:

**Fifth Offense** – The assistant principal/designee will have a conference with student and contact the parent. The student will be issued a temporary ID.

**Sixth Offense** - The assistant principal/designee will have a conference with student and contact the parent. The student is issued one-night administrative detention. The student is issued a temporary ID.

**Seventh Offense** - The assistant principal/designee will have a conference with student and contact the parent. The student is issued two nights’ administrative detention. The student is issued a temporary ID.

Each offense thereafter will result in two administrative detentions.

25. Trade Programs, Uniforms and Approved Tools

**Automotive**

Department Head: Brendan Smith  Contact Number 860-412-7519  
Instructor: Stefan Zurowski  Contact Number 860-412-7581

**Uniform**

Grade 9 – Exploratory Shirt, Jeans and Work Boots  
Grade 10 – Shop Shirt, Jeans and Work Boots  
Grade 11 – Shop Shirt, Jeans and Work Boots  
Grade 12 – Shop Shirt, Jeans and Work Boots  

Shop shirts need to be blue and can be purchased from Danielson Surplus. The shop shirts also need to have student name and “Automotive” on them.

**Tool List**  
**Grades 9-12**

1) ¼ INCH DRIVE SOCKET SET FROM 3/16 TO 3/8  
2) ¼ INCH DRIVE METRIC SET FROM 5MM TO 13MM  
3) 3/8 INCH DRIVE SOCKET SET FROM 3/8 TO ¾  
4) 3/8 INCH DRIVE METRIC SET FROM 10MM TO 19MM  
5) ½ INCH DRIVE SOCKET SET FROM 9/16 TO 15/16
6) ½ INCH DRIVE METRIC SET FROM 13MM TO 24MM
7) ¼ INCH, 3/8INCH, ½ INCH RATCHETS (LONG HANDLE)
8) WRENCH SET RANGING FROM ¼ TO 15/16
9) WRENCH SET RANGING FROM 6MM TO 24MM
10) #1, #2, #3 PHILLIPS HEAD AND FLAT HEAD SCREWDRIVERS
11) PLIERS- NEEDLE NOSE, CHANNEL LOCK, AND VISE GRIPS
12) DIGITAL VOLT OHM Meter
13) SAFETY GLASSES (CLEAR AND TINTED)
14) ALLEN WRENCHES
15) ¼, 3/8, ½, DRIVE EXTENSIONS 3,6,9 INCHES LONG
16) 3 DRAWER ROLLER BOTTOM TOOL BOX (MINIMUM) AND MATCHING TOP BOX
17) SPARK TESTER
18) BALL PEEN HAMMER
19) TEST LIGHT

Optional Equipment
1) ½ INCH AIR WRENCH
2) 3/8 AIR RATCHET
3) ¼ AIR RATCHET
4) 3/8 AIR WRENCH OR (BUTTERFLY WRENCH)
5) MALE AND FEMALE TORQUES BITS
6) 3/8 AIR OR ELECTRIC DRILL
7) DRILL BITS 1/16 TO 1/2 INCH
8) RATCHET WRENCHES

CARPENTRY

Department Head: James Gallow Contact Number: 860-412-7537
Instructor: Brian Charron Contact Number: 860-412-7507

UNIFORM

GRADES 9-12

Tan Shop Shirt with Carpentry Logo and Student Name, which may be purchased at Danielson Surplus or Monogrammit.

TOOL LIST

FRESHMAN

3 ring binder
Expandable file folder
Wooden toolbox to be made in shop
16 ounce curved claw hammer
Wood chisel set (1/4”, 1/2”, 3/4”, 1”)
Sliding T-bevel
Combination square
Six-foot folding rule
Retractactable utility knife
Back saw
Pencils
Nail sets (set of 3)
Set of screwdrivers (Phillips and common)
Countersink
Block plane
25 ft. tape measure
Drill bits
Coping saw and blades
12” architect’s scale
10”, 30-60-90 degree triangle
8”, 45 degree triangle
Padlock for Tool Box

**SOPHOMORES**

2 foot carpenter’s level
Chalk line and chalk
Pry bar
Nail claw
8-point crosscut saw
12-point crosscut saw
Framing square with rafter tables
Stair gauges
Hard hat

**JUNIORS/SENIORS**

Carpenter's tool belt
Speed Square
20 or 22 ounce framing hammer
Yellow handled tin snips

**COLLISION REPAIR**

[Contact Information]

Uniform
Grade 9

After exploratory is completed students should get the gray standardized shop shirt with student name on sleeve.

Uniform
Grades 10, 11, 12

Standard Gray Shop Uniform with student name on sleeve.
PLEASE NOTE: Uniforms can be purchased at Terry’s Embroidery Putnam, CT. Phone: 860-928-0552  Please note: no nickname on sleeves of shirt—first name only

**Tool List**

**Grade 9**


**Tool List**

**Grades 10, 11, 12**

Face Shield  
Cotton Gloves –  
Dust Respirators –  
Ear Protection –  
Safety Glasses –  
Work Boots –  
Tool Box –  
1/4, 3/8, 1/2 Ratchets –  
5MM to 24 MM – metric sockets, -  
5/16 to 3/4 standard wrenches –  
5MM to 15MM metric wrenches –  
Assortment of flathead and Phillips screwdrivers –  
Hammers shrinking and basic for metal straightening –  
Universal Dollies -  
4 inch, 9 inch, 16 inch rubber sanding blocks and a rigid longboard sanding board –  
6 inch DA  
3 inch Die Grinder –  
Body Grinder  
HVLP Spray (Grades 11/12)

**PLEASE NOTE: NO KNIVES RAZOR BLADES BOX CUTTERS OR AWLS**

**Culinary Arts**

Department Head: David H. Grzych  
Instructor: Gary Moquin  
Contact Number: 860 774-8511 ext. 7562  
Contact number: 860 774-8511 ext. 7513

**Grade 9 Uniform**

Non slip Shoes, No Jewelry, Hair net and Apron provided

None required

**Grade 10 Uniform**

Standard Chef Pants, Double breasted Chef Coat, White Undershirt, Neckerchief, Non slip shoes, Bakers hat.

**Grade 10 Tool list**

Standard Knife Kit
**Grade 11 Uniform**
Standard Chef Pants, Double breasted Chef Coat, White Undershirt, Neckerchief, Non lip shoes, Bakers hat, Dining room uniform includes Black shoes, Black pants, Tuxedo shirt, Black apron, Bow Tie

**Grade 11 Tool list**
Standard Knife Kit

**Grade 12 Uniform**
Standard Chef pants, Double breasted chef Coat, White Undershirt, Neckerchief, Non slip shoes, Bakers hat. Dining room uniform includes Black Shoes, Black pants, Tuxedo shirt, Black Apron, Bow Tie

**Grade 12 Tool list**
Standard Knife Kit

- All Uniforms can be purchased through Alexander’s uniform in Norwich 860 889-7744

**Electrical**
Department Head: Anthony Formiglio
Instructor: Vacant

**Uniform Grades 9-12**
Shop Uniform, two (2) 100% cotton “Red Kap”, Two pocket, SC40LB4 Light blue in color with Electrical logo and student name, can be purchased at Danielson surplus.

**Tool List Grades 9-12**
1 – 3/16” x 4 Standard screw driver
1 – ¼” x 4 Standard screw driver
1 - #2 Phillips screw driver
1 – N.M Cable Stripper
1 – Linesman pliers 9"
1 – ¾ ‘ x 25’ tape measure
1 - Tool Box (24”x 9 ½” x 9 ½”)
1 – AWL
1 – Wire Stripper for solid wire # 14 to #10awg
1 – Hack Saw (12” With Extra Blades)
1 – Standard Electricians tool pouch and belt

**Equipment**
Two (2) Three ring loose leaf note book
One (1) Package of three whole white lined papers.
One (1) Package of #2 pencils.
One (1) 12” Ruler
Two (2) Safety Glasses
National Electrical Code Book (latest Edition)
One (1) Package of Bright Transparent Highlighters (six colors)
**Electronics Technology**

Department Head: Mr. DePietro
Instructor: Mr. Bleir

**Uniform**

**Grades 9-12**

All students enrolled in the Electronics Technology Department are required to have shop uniforms. The uniform for grades 9, 10, 11, and 12 will consist of the following;

- Black Dickie™ work shirt, typically #1574 (preferably 3)
- The shirts will have Khaki embroidered lettering for Ellis Tech, Electronics, and their name.
- Black Dickie™ work pants (preferably 3),
- Black or tan leather work shoes or boots with non-marring/marking soles
- Black Belt.

Presently, our vendor for the shirts is “**TAE Embroidery**”. They are located on 96 Front St. suite A, Putnam, CT. Their phone number is 860-928-0552. Our contact person there is Mrs. Terri LaRochelle.

**Tool List**

**Grades 9-12**

All students are expected to have trade related tools for trade technologies. There are local and Internet sources for the tools on the list. The recommended tool list is as follows. Any modifications or other accommodations to the recommended tools will be communicated during the school year.

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>De-soldering Pump</td>
</tr>
<tr>
<td>Weller #WP30 Soldering Iron, 30W.</td>
</tr>
<tr>
<td>Weller Screwdriver Tip 0.06</td>
</tr>
<tr>
<td>Weller Chisel Tip 3/16&quot;</td>
</tr>
<tr>
<td>Weller Conical Tip 0.03</td>
</tr>
<tr>
<td>Soldering Stand</td>
</tr>
<tr>
<td>5(or more)Precision Pliers/Cutter Set</td>
</tr>
<tr>
<td>Wire Stripper/Cutter</td>
</tr>
<tr>
<td>Groove Joint Pliers, 7&quot;</td>
</tr>
<tr>
<td>Straight Pliers, 7&quot;</td>
</tr>
<tr>
<td>8&quot; ADJ. Wrench</td>
</tr>
<tr>
<td>4&quot; ADJ. Wrench</td>
</tr>
<tr>
<td>Screwdriver Set (precision &amp; regular sizes)</td>
</tr>
<tr>
<td>Nut Driver Set (small)</td>
</tr>
<tr>
<td>Tool Box/Bag, not to exceed</td>
</tr>
<tr>
<td>16”Lx8”W, must fit into locker.</td>
</tr>
</tbody>
</table>
Flash drive of 1GB or larger
Portfolio folder
3 ring binder
Paper
Pencils/Pens
Clear uncolored safety glasses
Texas Instruments# TI-30XIIS Scientific Calculator (as used in Math and Science)

Recommended Optional
DMM(Auto Multi Meter)
Clamp, 7” straight
Clamp, 7” curved
Tweezer, Curved Fine Quality
Tweezer, Straight Fine Quality
I.C. Chip Extractor Insulated
I.C. Chip Pin Straightene

**Hairdressing/Barbering**

Department Head: Domenick Zipoli                             Contact Number: 860-412-7580
Instructor: Lisa Weber                                          Contact number: 860-412-7573

**Uniform**

**Grades 9-12**

1. A complete uniform along with an ID badge should be worn at all times while participating in shop and class. This uniform will be worn to lunch and all school activities such as class meetings, assemblies, etc.

   a. Uniform smock – clean, zipped all the way up or buttoned to 2\textsuperscript{nd} button at all times, including during pull out classes, lunches and assemblies.
   b. Black or white pants only. Black jeans are allowed as long as they are TRUE BLACK AND NOT FADED. \textit{(Sweat and wind pants, along with tights and leggings are not allowed).} Pants should be worn above hips and not hanging below the waistline. A white or black short or long sleeve crew tee shirt (three fingers from bottom of neck) without any writing or pictures is acceptable for students to wear underneath their smocks. \textit{Hooded sweatshirts} and “hoodies” will not be acceptable during practical work because it is unprofessional and creates safety issues. Failure to comply with shop uniform policy will result in a deduction of points in daily practical grade along with possible disciplinary action.
   c. Footwear should be comfortable and protective. Sneakers would be advisable. Open toe, open back, slipper/moccasin shoes/ boots are not acceptable. These shoes are not up to OSHA standards. Any student in violation of footwear policy will need to make the appropriate accommodations in order to participate in shop activities. Points will be deducted from grade.
   d. Changing out of uniform is not allowed during school day.
Tool List
Grades 9-12

1) HAIRCUTTING SHEARS AND THINNING SHEARS- CLEAN OF HAIR AND OILED

2) RAZOR WITH NEW BLADES

3) 7 IN. CUTTING COMBS (4-6)- CLEAN AND PLACED IN PLASTIC BAG

4) RATTAIL COMBS INCLUDING METAL TIP COMBS (4-6)-CLEAN AND STORED IN PLASTIC BAG

5) SECTION CLIPS (butterfly OR duck clips)

6) 2 DRAPES ( 1 PLASTIC AND 1 CLOTH)

7) WATER BOTTLE

8) BLOW DRYER- WIRE WRAPPED PROPERLY AND VENT CLEANED

9) CURLING IRON MARCEL- ¾ OR 1 INCH CLEANED AND WIRE WRAPPED PROPERLY

10) SPECIALTY COMB PACK-TEASING, WIDETOOTH, ETC.)

11) FULL HEAD MANNIQUINNS-1 MALE AND 3 FEMALE

12) ELECTRIC CLIPPER WITH ALL ATTACHMENTS – CLIPPER AND ATTACHMENTS SHOULD BE CLEANED AND OILED

13) VENT. DENMEN, ROUND AND COMB-OUT BRUSHES- CLEANED OF HAIR AND DIRT AND PROPERLY CLEANED AND DISENFECTED AND STORED

14) ASSORTMENT OF ALL PERM RODS-WHITE, PURPLE, GREY

15) TINT BOWLS, BRUSHES AND BOTTLE

16) KIT SHOULD BE CLEANED AND FUMAGATED OF ANY DIRT, HAIR OR CLUTTER once a cycle.

Masonry

Department Head: Michael Daigle
Instructor: Elliott Hayden

Contact Number 860-774-8511 ext. 7529
Contact Number 860-774-8511 ext. 7539

UNIFORM
Grades 9-12
A white collared button up shirt with H.H. Ellis Tech Masonry on the right side and student first name on the left; Blue jeans ( belt is required); Work Boots ( must be laced)

### TOOL LIST

**GRADES 9-12**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Safety Glasses</td>
<td>with side shields</td>
</tr>
<tr>
<td>2. 10 ½” Trowel</td>
<td>ROSE narrow London pattern</td>
</tr>
<tr>
<td>3. Convex jointer</td>
<td>5/8” – ¾”</td>
</tr>
<tr>
<td>4. Utility Brush</td>
<td>Soft</td>
</tr>
<tr>
<td>5. Masons Hammer</td>
<td>ESTWING 20 oz.</td>
</tr>
<tr>
<td>6. Modular spacing rule</td>
<td></td>
</tr>
<tr>
<td>7. 48” Level</td>
<td>Wood I beam</td>
</tr>
<tr>
<td>8. 24” Level</td>
<td>Wood I beam (not brass bound)</td>
</tr>
<tr>
<td>9. Tool Bag</td>
<td>Canvas</td>
</tr>
<tr>
<td>10. Slicker</td>
<td>Flat Jointer ¾” – 7/8”</td>
</tr>
<tr>
<td>11. Slicker</td>
<td>Flat Jointer ¼” – 3/8”</td>
</tr>
<tr>
<td>12. Nylon Line</td>
<td>braided (not twisted)</td>
</tr>
<tr>
<td>13. cold chisel</td>
<td>1 ¾” x 7 ½”</td>
</tr>
<tr>
<td>14. Brick Set</td>
<td>3 ½” x 7”</td>
</tr>
<tr>
<td>15. Hammer</td>
<td>3 lb. mashing</td>
</tr>
<tr>
<td>16. Brick spacing rule</td>
<td></td>
</tr>
<tr>
<td>17. Chalk line reel</td>
<td></td>
</tr>
<tr>
<td>18. 25’ Tape measure</td>
<td></td>
</tr>
<tr>
<td>19. 14” Bolt Cutters</td>
<td></td>
</tr>
<tr>
<td>20. Retractable Utility Knife</td>
<td></td>
</tr>
</tbody>
</table>

- Line pins
- Line twigs
- Line blocks
- Carpenter pencil
Plumbing & Heating

Department Head: Bill Morin  
Instructor: Mark Provost

Contact Number: 860-774-8511 X 7554  
Contact number: 860-774-8511 X 7516

Uniform:
Grades 9-12

Plumbing Shop Uniform- (2) Gray buttoned shirts (long sleeve & short sleeve)
   a) Must be tucked in & buttoned with ID badge
   b) No outerwear is to cover their uniform.
   c) Tape Measure and pen/pencil on their person at all times.

Boots & Safety Glasses,
   a) Boots are required all day; you are not allowed to change throughout the day while going to lunch or specials.
   b) Safety Glasses are required whenever student is in the shop area.

Tool List
Grades 9-12

1. Split ring binder notebook
2. Safety glasses
3. Pair of work boots
4. 2 pencils
5. 25' Tape measure
6. Work shirt(s)
7. Tool box (20"-24")
8. Pipe wrench 12"
9. Pipe wrench 14"
10. Tubing cutter (rigid No. 15)
11. Adjustable basin wrench
12. Claw hammer 16 oz.
13. Water pump pliers (10" or 12")
14. Set of screw drivers (slot and Phillips head)
15. Hacksaw (with replacement blades)
16. Plastic saw
17. Level (12"-24")
18. Torpedo level (magnetized)
19. Striker (with extra flints)
20. 3/4" cold chisel
21. 1" wood chisel
22. 8" adjustable open wrench
23. Combination wrenches 1/4" - 1"
24. LOCK FOR TOOL BOX
25. International Plumbing Code
26. Architectural scale
Precision Machining
Department Head: David Felker
Instructor: Timothy Milton
Contact Number: 860-412-7533
Contact number: 860-412-7551

Uniform
Grade 9
Blue Exploratory Shirt/Red Trade Shirt (once in final shop)

Uniform
Grades 10, 11, 12
Red Trade Shirt
Uniform shirts can be purchased from Danielson Surplus

Tool list
Grades 9-12
0 – 1” Outside Std Mic
1 – 2” Outside Std Mic
6” SSWhite Face Caliper
513-472 Test Indicator
4 pcs 12” x 4 RComb Set
EF/1 Sg1Edge Finder
18 oz Dead Blow Hammer
7 pc Fld HV HV Met Hx Set
9 pc Fld HV SA EHx Set
10” Adj Wrench W/Cshn G rp
6-3/4” StrNs Cmb Pliers
16 Oz Ball Pein Hammer
#2x4 Phillips Scrwdvr
3/16 x 4 Slotted Scrwdvr
3 Drawer Steel Tool Box

Sustainable Architectural
Department Head: Marilyn Ackerman
Instructor: Marilyn Ackerman
Contact Number 860-412-7502
Contact Number 860-412-7502

Uniform
Grades 9-12
All students enrolled in the department are required to have new shop uniforms. The uniform will consist of new polo shirts, with a long and short sleeve option, can be in navy or dark gray, but must say, Architectural Technology, above the pocket area. Lettering can be in white or black. No hooded sweatshirts are allowed. A crewneck sweatshirt is also on
order through Danielson Surplus with the shop name. We also added a fleece vest and jacket in Navy with the shop logo and a gray or navy crewneck sweatshirt, with the shop name. We are recommending at least 2 shirts with 3 being the preferable amount. Students will also be required to wear, clean jeans/ black pants or khaki work pants.

The Shop uniforms can be ordered through:
Danielson Surplus Sales
151 Main St.
Danielson, CT 06239
1-860-774-6287 Fax: 1-860-779-3572
danielsonsurplus@hotmail.com

**Tool list**

**Grades 9-12**

Most students are expected to purchase related tools for trade technologies; Architectural Technology has no extensive tool list. Most tools are provided. Therefore we request that all students do their best to have the most professional attire possible and that the shop name is **always visible**. Students are required to have flash drives, portfolio folders, and a small journal. During the Exploratory process, they will need Safety (work) boots and safety glasses. Please review the list with your son/daughter to make sure they have what is required.

**26. Visitors**

Student visitors are allowed with prior written permission of their parents, the visitor’s school, permission from our Guidance Office and the Administration of Ellis Tech. A medical form must also be completed and submitted to our School Nurse. Student visitors must have an application on file for admission with our Guidance Department before the time of the scheduled visit.

On the morning that the visitor arrives, the visitor MUST sign in at the main office to obtain a visitor’s pass. **NOTE: STUDENT VISITORS ARE NOT ALLOWED TO BRING CHILDREN TO VISIT THE SCHOOL OR STAFF DURING SCHOOL HOURS.**

The Student Handbook and the Ellis Tech Handbook Additions represent our collective effort to set parameters which will create an atmosphere of safety and respect, which are our primary concerns. We believe all students, faculty, staff, and parents should feel safe and respected when they enter our school as well as throughout the day.

We have excellent professional and support staff who are dedicated to the success of our students. We also have wonderful students who care about each other, and rise to the challenge of balancing the dual demands of our academic and technology curriculums.

If you have questions about any of the rules, please contact any administrator or staff member. We will be happy to assist you.