

**Connecticut Technical Education and Career
System**

**STUDENT / PARENT
HANDBOOK**

**H.H. ELLIS
HANDBOOK ADDITIONS**

2023-2024



CONNECTICUT STATE DEPARTMENT OF EDUCATION
Connecticut Technical Education and Career System
Hartford

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H. H. ELLIS TECHNICAL HIGH SCHOOL

2022-2023 Handbook Additions

1. Academic Uniform Policy

Harvard H. Ellis Technical High School has implemented an academic uniform policy for all students in grades 9-12. Our expectation is that all 9th-12th grade students will arrive in their school uniforms on the first day of school. Ninth and twelfth grade students will start the school year in academics and they should report to school in their academic uniform. Once the cycle changes to shop, they are expected to wear their trade embroidered exploratory or shop shirt, appropriate pants, (jeans are allowed, no holes, no tears), work boots and safety glasses. All footwear including but not limited to boots, shoes, and sneakers must be “non-marking”.

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 purchased on-line with Darter Specialties and they must be black, navy blue or khaki in color. **Jeans are NOT allowed in academics.** Girls will be allowed to wear black, navy blue or khaki skirts, as long as the length is appropriate. Two inches above the knee or longer is the rule. Although uniform pants are preferred, girls may wear black leggings provided they are not revealing (not too tight-fitting, at the discretion of the Dean or administration.). Both girls and boys are permitted to wear black, navy blue or khaki shorts in academics. They should be a golf or walking style short and be an appropriate length, two inches above the knee or longer. **Cargo style shorts and pants are not permitted.** Sneakers or shoes must have backs and closed toes. Crocs, moccasins, heelys, (shoes with wheels in the soles) **are not permitted.** **PE Uniform shirts and shorts are not part of the daily academic uniform and only allowed to be worn in PE classes.**

ABSOLUTELY NO RIPPED, TORN CLOTHING OR CLOTHING WITH HOLES WILL BE PERMITTED AT ANY TIME INCLUDING FREE DRESS DAYS.

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 to the school uniform policy.

Additional Ellis Tech uniform apparel is available from:

Danielson Surplus Sales, Danielson, 860-774-6287
CK Stitches, Ashford 860-428-4902

Hooded sweatshirt policy:

The following relaxed hooded sweatshirt policy is now in effect:

Hooded sweatshirts will be allowed in **academics only** with the following guidelines:

- Students will be allowed to wear any Ellis Tech hooded sweatshirt purchased from Darter Specialties, Danielson Surplus and CK Stitches. Non-uniform hooded sweatshirts are **not allowed over or under** uniform shirts (students are permitted to wear plain white, navy blue, or black long sleeve shirts)

under their uniform polo shirts provided they do not have any writing or logos on the sleeves. Hoods are **not allowed** to be worn on student's heads at any time while in the building.

- Hooded sweatshirts **are not** allowed in shops.

Uniform Violation Protocol

Teachers will send uniform violators directly to the Dean of Students at the **end of the class period** and the following consequences will be assigned:

Students are required to wear specified uniforms during both shop and academic cycles. Uniforms can be ordered through Darter at www.darterschools.com/ellis OR through specific trade related companies (please see additions at the end of this document for trade uniforms). Dress code violations will be directed to the Dean of Students, SAIL Instructor or administration. We will be nearly at capacity this year, and will NOT have the time to tolerate uniform violations. This year, if a student does not come in uniform, we will provide them the clothing needed. We have purchased and washed a significant amount of uniform shirts and pants of all sizes. Students who are not in uniform will be able to "borrow" a uniform for the day. We will have dress down days and that information will be sent out shortly. PLEASE NOTE- uniforms are not an "Ellis Tech" thing- we are 1 out of 17 schools in the CTTECH system which requires uniforms. In addition, baseball hats must remain in lockers- if a student refuses to take it off, we will keep it in the office until the end of the day. This is a safety issue.

1st violation --- conference with student, contact home and student will "borrow" a uniform

2nd violation ---conference with student, contact home, and one administrative detention and student will "borrow" a uniform

3rd violation --- conference with student, contact home, and two administrative detentions and student will "borrow" a uniform

4th violation and subsequent —conference with student, contact home, two administrative detentions and referral to administration and /or parent conference and student will "borrow" a uniform

Subsequent offenses will be subject to progressive disciplinary consequences

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.

Anyone found in violation of the following undesirable actions may be asked to leave the event:

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 number 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 may call the absentee line, at (860) 774-8511 and select option 3 from 7:18 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. Medical notes can be faxed to the school nurse at 860-779-7832.

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 School Counseling 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.

Students will be considered late if not in their homeroom by the 7:18 am bell. Students who arrive after the **7:18 am** bell, should report to the Dean of Students to obtain a pass for homeroom, shop or class. If the Dean is not available, students should report to the Main Office.

Students will be allowed:

- six unexcused tardy days; on the 7th unexcused tardy, and each tardy thereafter an after school detention will be assigned.

Tardiness due to medical appointments will be excused with a note from the student's doctor. If your sending town has a delay due to inclement weather, your child will receive an excused tardy equal to the length of the delay.

Tardies for other reasons are at the discretion of the Dean Of Students and Administration

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. Early dismissal notes can be sent to ellis.dean@cttech.org. 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 during the school day, will face disciplinary action.

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

4. Automobiles & Parking

Due to the limited parking, we have established a scoring matrix based upon a questionnaire (google link sent out via ParentSquare, as well as attached below) to determine a fair and impartial method of determining which students are issued a parking pass and which students will be placed on a waiting list.

- **Steps to take: (Students must meet ALL requirements to qualify for a parking tag)**
 - Complete an [Application for Student Parking form](#) (via Google)
 - Be in good standing (academic/behavior/attendance)
 - Provide a copy of license, registration and insurance
 - Send quality pictures of these documents to the following email address:
ellis.parking@cttech.org
- If you are granted a parking space over the summer, the numbered tag will be sent to you via mail. You will be eligible to begin using your spot on day 1 of school! However, **you will only be allowed to park in your assigned spot!** (Parking will be in the **NORTH LOT** for students, primarily. A select few spots may be assigned in the SOUTH LOT as a privilege, ex: NHS members, WBL participants etc.)

- During the school year, Mr. Kovacs will be the primary person helping to assign spots. He will be working with administration and the SRO on assignments.
- **The parking tag must be displayed in the windshield** (hanging from the rearview mirror) **at all times**. If the student drives a vehicle to school **other than the one registered with Mr. Kovacs**, they must immediately **report this to security** or administration after parking that morning.
- If someone parks in your assigned spot, please park in one of the open spaces **(spots #1-4 in the north lot)**. Immediately **report this to security** upon entering the building.
- **Student drivers must:**
 - Park only in their **assigned spot**
 - Enter the building as soon as they arrive through the **MAIN DOOR** - no loitering in the car or the parking lot. Please report to assigned areas in the building (cafeteria for those eating breakfast, MPR or the front lobby area for those not eating breakfast.) No students can go into the trade or academic wings until 7:15 a.m.
 - For selected, privileged student parking that is assigned to the SOUTH lot, students will need to walk around the building to enter through the main entrance as well.
 - Abide by the 10 M.P.H. speed limit on campus
 - LOCK their car when leaving it (Ellis is not responsible for vehicles parked on campus)
 - **Do not loiter** before or after school/no honking or revving of engines
 - When leaving in the afternoon, **students must wait for buses to pull out first!**
 - For selected, privileged student parking that is assigned to the SOUTH lot, students may leave **prior** to buses leaving.
 - Do not drive RECKLESSLY in any manner that might endanger others
 - **STOP FOR ANY SCHOOL BUS ON CAMPUS WITH ITS FLASHING LIGHTS ON**
- Please note: All vehicles are subject to search and seizure while parked on the school grounds. Vehicles may be searched if there is a reasonable suspicion that school rules have been violated.
- It is a privilege for students to park on campus, administration holds the right to suspend parking privileges for violations of school policies.
- Students MAY be subject to Town or State Violation tickets, arrest or having their car towed (at the student's expense) if they violate motor vehicle regulations.
- In the case of inclement weather, students may leave only when the town they live in dismisses school. If a student does not wish to drive, they should take the bus. Alternative transportation for an after school job is the parents' responsibility.
- *****ELLIS TECH reserves the right to remove parking privileges due to a violation of ANY school policies.**

School Drop-Off and Pick-up for Ellis Tech 2023-24:

(Please refer to the [attached maps](#) of the school for the traffic flow patterns)

Morning Drop-Off:

- **Buses:** Buses will enter using the south lot and proceed in single file around the back of the building. They will pull around the front of the school and use the designated bus drop off zone directly in front of the school (inner loop). Students will be dropped off in front of the main doors, and buses will exit out the north lot entrance.
- **Parents:** Parents will enter the south lot and proceed single file around the back of the building. They will let their students out by the median (pull straight ahead when coming around the front of the building. Do NOT follow the buses into the inner loop). Students will use the crosswalks, and enter the building through the main doors.
- **Student Drivers:** Most student drivers will enter using the NORTH lot, and turn right into the north lot assigned parking. Find your assigned spot and use the crosswalks to enter the building through the main doors. The selected students using the SOUTH lot will enter using the south lot, and turn left into the south parking lot. Find your assigned spot and walk around to the front of the building to enter through the main doors.

Afternoon Pick-ups:

- **Buses:** Buses will enter using the south lot and proceed in single file around the back of the building. Buses will line up according to the map, along the inner loop, along the median and in single file back by the gym area. There will be staff available in the first few days to assist in finding a parking spot. Please note that the traffic flow pattern is intended to leave a free lane open for emergency vehicles.
- **Parents:** Parents will enter using the NORTH lot and turn right into the student parking lot and line up single file. Please wait for buses to exit before making your way out of the parking lot. (this is not new this year).
- **Student Drivers:** Student drivers in the NORTH lot must wait for buses to exit before leaving the parking area. Please follow directions from the staff assisting with the afternoon pick-ups, and do not rev your engines or pull out before buses have departed. Please note that any such conduct may result in parking privileges being revoked. Students assigned to the SOUTH lot are allowed to exit BEFORE buses leave, by turning right out of the parking lot and exiting out of the south parking lot entrance. This is privileged parking.

5. Tobacco-Free Policy:

Tobacco Use and Possession Prohibited:

No student, staff member or school visitor is permitted to use or possess any tobacco product at any time, including non-school hours (24/7):

- in any building, facility, or vehicle owned, leased, rented or chartered by Ellis Tech
- on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Ellis Tech
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of Ellis also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product

Definitions for this policy, the following terms have the following meanings:

- 1) "Electronic Smoking Device" means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. "Electronic Smoking Device" includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.
- 2) "Smoke or Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.
- 3) "Tobacco Product" means:
 - (a) Any product containing, made, **or** derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
 - (b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;
 - (c) "tobacco product" includes any component, part, or accessory of a tobacco product.
- 4) "Tobacco use" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

Enforcement for Students:

1. The first violation shall result in any or all of the following: confiscation of tobacco products, notification of parents, meeting, and assessment with substance abuse educator or designated staff,

participation in tobacco education program, and offering student information about available cessation programs.

2. The second violation shall result in confiscation of tobacco products, notification of parents, and offering student information about available cessation programs, as well as any or all of the following: meeting and assessment with substance abuse educator or designated staff with parents or mandatory participation in a tobacco education program.
3. The third violation shall result in confiscation of tobacco products, notification of parents, and offering student information about available cessation programs, as well as one or more of the following: notification of police, meeting and assessment with substance abuse educator or designated staff, community service or suspension.

6. Backpacks

Students are asked to collect their materials for class each morning (notebooks, writing utensils, chrome books etc.) and place their backpacks in their assigned locker. Then they should report to their Homeroom. Students will have access to their lockers in passing times throughout the day. **Backpacks are not allowed in classrooms.**

7. Cafeteria

The cafeteria provides breakfast before school for free this year. 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 no cost.

To help all students have more time to enjoy their lunch it is helpful to keep the lunch lines moving. All students should have their ID at all times!

To ensure a clean and pleasant dining area, students 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.

8. 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. A Parent Square notification will also go out to parents and students.

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.

9. Cell Phone Policy

Students are only permitted to use their cell phones in the hallway between classes and in the cafeteria.

Cell phone use in class is prohibited unless expressly allowed by the instructor for educational purposes. This includes phones that ring or make any sound during class time.

Students who make use of their cell phones in class without permission will be subject to disciplinary consequences for each offense (from the teacher, DH and/or Dean of Students).

Habitual offenders will be subject to progressive disciplinary consequences, including the cell phone being confiscated until a parent/legal guardian meets with administration for pick up.

We have provided lockers for every student, and we have provided a cell phone holder for every classroom, in an effort to minimize cell phone distraction to your student's education.

Cell phone use is permitted only between classes and in the cafeteria. If you need to reach your student, please call the main office, and your student will be given the message. The main office number is 860-412-7500. Please note, staff have autonomy regarding their classroom rules and consequences. Students may be asked to put their cell phones in their lockers, a classroom caddy (cell phone compartment), or in a cell phone station. If a student is oppositional, their phone may end up in a secure location in the office.

In the event that you need to reach your student during school hours, we would appreciate you contacting the school at (860) 412-7571, not your student's cell phone.

10. Emergency Drills

Emergency drills are held at least once a month. During an Emergency Drill, **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.

11. 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)
- Academic uniform

The student should have the following classroom supplies in order to be prepared for the program of study in class:

- 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 will 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 or uniforms, the school social worker should be contacted to review the situation and determine if assistance is warranted. Limited funds may be available.

12. School Counseling

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 School Counseling Secretary will make the necessary arrangements. Any questions regarding your counselor may be directed to the School Counseling Secretary at (860) 412-7500, x7571.

13. Lockers

- No stickers, posters or ornaments of any type may be placed on any locker. We recommend that students do not bring valuables to school and keep it to just educational materials. (Ellis is not responsible for valuables that are lost or stolen)
- Please note: all lockers are subject to search and seizures.

14. 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 the SAIL staff. All items not retrieved after a reasonable length of time will be donated to a charity or discarded.

15. 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 Education and Career 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. Prescribed medication is administered in compliance with the Connecticut Technical Education and Career 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)412-7500, 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

- Parents/guardians should call the school's attendance line to report illnesses and absences.
- Parents/guardians can also use Ellis.Dean@cttech.org
- If a student is ill at school, they need to report to the school nurse and the school nurse will contact parent/guardian to determine if dismissal is appropriate.

Accidents

If the accident occurred at the school, an incident form will be completed and forwarded immediately to the insurance company.

If an 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.

16. 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 CTECS 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.

17. PFO

In the CTECS District Student/Parent Handbook for the 2021-2022 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!**

18. Photo/Media Release

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 CTECS promotional literature and publicity activities. It will not be used for any commercial purposes whatsoever.

19. Report Cards

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

20. 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, and 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.**

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.

21. Senior Release

H.H. Ellis Technical High School has a policy whereby seniors **who are in good standing** may be excused from seventh period Academic Access during their **academic cycle**. Please review the senior release policy to see how one would qualify. Please read below for some important information regarding senior release.

- **Exit:** Students **MUST** leave the building and school grounds in an orderly manner upon dismissal through the closest exit unless otherwise directed by school officials. Seniors will sign out using the Chromebooks. Failure to leave as previously directed may result in the loss of this privilege. If a senior chooses not to take Senior release, their only option is to report to the Senior Academic Access, they will not be allowed to wander the halls or visit shops, etc.
- **Privilege: *Early dismissal is a privilege, not a right.*** It is in the best interest of all seniors to do whatever they can to ensure its smooth operation. The Principal and Assistant Principals retain the right to withdraw the privilege at any time without prior notice for any violation of the educational, disciplinary, and/or attendance policies and regulations of H.H. Ellis Technical High School.

22. Student Assistance Team

Referral may be made through any faculty member or directly to the SAT Coordinator, Mrs. Jessica Bibeau, at (860)-412-7510.

23. Signatures

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

24. Student Areas Before School

The areas where students are authorized to congregate are:

Before school,

- Students in academic classes will report to the cafeteria if they are eating breakfast
 - Students in academic classes will report to the gym if they are not having breakfast;
- Students in trade classes will report to their shop classroom.

25. 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 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, 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.

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.

26. Student IDs

As stated in the CTECS Student/Parent Handbook 2022-23, students are provided with picture identification cards (Student IDs). **Students are required to carry these IDs on them at all times. If they are asked by a staff member to show their ID, they MUST provide it.**

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 discipline model of consequences.

Students will report to the SAIL Instructor, will be given a temporary ID to borrow for the day, and will be issued the following consequences:

If the student violates the ID Protocol, the school will follow a progressive discipline model of consequences. Students will report to the SAIL instructor, will be issued a temporary ID to be returned at the end of the day and will be issued the following consequences:

First Offense: Warning, phone call or email home.

Second Offense: Phone call or email home and One after school detention

Third Offense: Phone call or email home and two after school detentions

Fourth Offense: Phone call and email home, Two after school detentions and referral to administration and/or parent conference

27. Trade Programs, Uniforms and Approved Tools

Automotive

Department Head: Chris Sullivan
Instructor: Robert McConnell

Contact Number 860-412-7519
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 Darter.

The shop shirts also need to have student names and “Automotive” on them.

Tool List **Grades 10-12**

- 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 FLATHEAD 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 TOOLBOX (MINIMUM) AND MATCHING

- TOP BOX
 17) SPARK TESTER
 18) BALL PEEN HAMMER
 19) TEST LIGHT

Optional Equipment

- 1) 1/2 INCH AIR WRENCH
- 2) 3/8 AIR RATCHET
- 3) 1/4 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
 Instructor: Wesley Crawford

Contact Number: 860-412-7537
 Contact Number: 860-412-7507

UNIFORM

GRADES 9-12

FRESHMAN

Forest green shop polo shirts or crew neck sweatshirts with Carpentry Logo and Student Name
Wooden toolbox to be made in shop
16 ounce curved claw hammer
Wood chisel set
Sliding T-bevel
Combination square
Six-foot folding rule
Retractable utility knife
Pencils
Nail sets (set of 3)
Set of screwdrivers (Phillips and common)
Padlock for Tool Box

SOPHOMORES

Short Cut Hand Saw
25 ft. tape measure
Pry bar
Nail claw
Framing square with rafter tables
Stair gauges
Hard hat
Cordless drill/impact driver set with driver bit set (optional)

JUNIORS

Carpenter's tool belt
Speed Square
20 or 22 ounce framing hammer
Yellow/Green/Red handled tin snip set

Shop shirts may be purchased at CK Stitches and More.

COLLISION REPAIR

Department Head: Steven Pambuku
Instructor: Tom Senuta

Contact Number: 860-412-7548
Contact Number: 860-412-7524

Uniform **Grade 9**

After exploratory is completed, students should purchase 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**

Face Shield – Cotton Gloves – dust Respirators – Ear Protection – Safety Glasses – Work Boots – Tool Box

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: Richard Zajac
Instructor: TBD

Contact Number: 860-412-7562
Contact Number: 860-412-7568

Grade 9 Uniform

Non slip shoes, no jewelry, hair net and apron provided

Grade 9 Tool list

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-slip 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 –[Order form](#)

- All uniforms can be purchased through Alexander's Uniform in Norwich 860 889-7744

Electrical

Department Head: Anthony Formiglio
Instructor: John Murdock

Contact Number 860-412-7535
Contact Number 860-412-7567

Uniform **Grades 9-12**

Shop uniform: Minimum of two (2) polo style black in color with electrical logo and student name, can be purchased at Terri's embroidery in Putnam, Ct. You can also purchase long sleeve Polo's and Sweatshirts with name and Logo.

Tool List **Grades 9-12**

- 1 – 3/16" X 4 STANDARD SCREWDRIVER
- 1 – 1/4" X 4 STANDARD SCREWDRIVER
- 1 - #2 PHILLIPS SCREWDRIVER
- 1 – N.M CABLE STRIPPER
- 1 – LINESMAN PLIERS 9"
- 1 – 3/4' X 25' TAPE MEASURE
- 1 - TOOL BOX (24"X 9 1/2" X 9 1/2")
- 1 – AWL
- 1 – WIRE STRIPPER FOR SOLID WIRE # 14 TO #10AWG
- 1 – HACKSAW (12" WITH EXTRA BLADES)
- 1 – STANDARD ELECTRICIANS TOOL POUCH AND BELT

Equipment

- TWO (2) THREE RING LOOSE LEAF NOTEBOOK
- 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: Stephen Sorel
Instructor: vacant

Contact Number 860-412-7531
Contact Number: 860-412-7512

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;

Shop uniforms (shirts, pants, belt and work shoes) are a requirement for all students in the shop, every day, all day. This will include the embroidered black shop shirt and/or the approved logo sweatshirt and a black work pants and/or school approved jeans along with a black belt and work shoe made of leather(**no sneakers**), have non-marking soles, and black or natural tan in color. Uniforms are available by calling Terri's Embroidery at 860-928-0552.

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.

Description:

DESOLDERING PUMP
WELLER #WP30 SOLDERING IRON, 30W. WELLER SCREWDRIVER TIP 0.06 WELLER
CHISEL TIP 3/16"
WELLER CONICAL TIP 0.03 SOLDERING STAND
5(OR MORE) PIECE PRECISION PLIERS/CUTTER SET WIRE STRIPPER/CUTTER
GROOVE JOINT PLIERS, 7" STRAIGHT PLIERS, 7"
8" ADJ. WRENCH
4" ADJ. WRENCH
SCREWDRIVER SET (PRECISION & REGULAR SIZES) NUT DRIVER SET(SMALL)
TOOL BOX/BAG, NOT TO EXCEED 16"LX8"W, MUST FIT INTO LOCKER. FLASH DRIVE
OF 1GB OR LARGER
PAPER PENCILS/PENS
CLEAR UNCOLORED SAFETY GLASSES
TEXAS INSTRUMENTS# TI-30XIIS SCIENTIFIC CALCULATOR (AS USED IN MATH AND
SCIENCE)

RECOMMENDED OPTIONAL DMM (AUTO MULTIMETER) CLAMP, 7" STRAIGHT
CLAMP, 7" CURVED
TWEEZER, CURVED FINE QUALITY TWEEZER, STRAIGHT FINE QUALITY
I.C. CHIP EXTRACTOR INSULATED
I.C. CHIP PIN STRAIGHTENED

Hairdressing/Barbering

Department Head: Domenick Zipoli
Instructor: Lisa Anniello

Contact Number: 860-412-7580
Contact Number: 860-412-7540

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 2nd 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. (**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. **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 the 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- $\frac{3}{4}$ OR 1 INCH CLEANED AND WIRE WRAPPED PROPERLY**
- 10) **SPECIALTY COMB PACK-(TEASING, WIDETOOTH, ETC.)**
- 11) **FULL HEAD MANNEQUINS-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 DISINFECTED AND STORED**
- 14) **ASSORTMENT OF ALL PERM RODS-WHITE, PURPLE, GRAY**
- 15) **TINT BOWLS, BRUSHES AND BOTTLE**
- 16) **KIT SHOULD BE CLEANED AND FUMIGATED OF ANY DIRT, HAIR OR CLUTTER (ONCE A CYCLE).**

Masonry

Department Head: Elliott Hayden
Instructor: Andrew Hawes

Contact Number 860-412-7539
Contact Number 860-412-7529

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

<u>ITEM</u>	<u>RECOMMENDED</u>
1. SAFETY GLASSES	WITH SIDE SHIELDS
2. 10 ½" TROWEL	ROSE NARROW LONDON PATTERN
3. CONVEX JOINTER	5/8" – ¾"
4. UTILITY BRUSH	SOFT
5. MASONS HAMMER	ESTWING 20 OZ.
6. MODULAR SPACING RULE	
7. 48" LEVEL	WOOD I BEAM
8. 24" LEVEL	WOOD I BEAM (NOT BRASS BOUND)
9. TOOL BAG	CANVAS
10. SLICKER	FLAT JOINTER ¾" – 7/8"
11. SLICKER	FLAT JOINTER ¼" – 3/8"
12. NYLON LINE	BRAIDED (NOT TWISTED)
13. COLD CHISEL	1 ¾" X 7 ½"
14. BRICK SET	3 ½" X 7"
15. HAMMER	3 LB. MASHING
16. BRICK SPACING RULE	
17. CHALK LINE REEL	

18. 25' TAPE MEASURE
19. 14" BOLT CUTTERS
20. RETRACTABLE UTILITY KNIFE

LINE PINS
LINE TWIGS
LINE BLOCKS
CARPENTER PENCIL

Plumbing & Heating

Department Head: Dave Arnott
Instructor: Vacant

Contact Number: 860-412-7554
Contact Number: 860-412-7516

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 the uniform.
 - c) Tape measure and pen/pencil must be carried 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 a 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 SCREWDRIVERS (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)
21. 3/4" COLD CHISEL
22. 1" WOOD CHISEL
23. 8" ADJUSTABLE OPEN WRENCH
24. COMBINATION WRENCHES 1/4" - 1"
25. LOCK FOR TOOL BOX
26. INTERNATIONAL PLUMBING CODE
27. ARCHITECTURAL SCALE

Precision Machining

Department Head: Timothy Milton
 Instructor: Nick Devanny

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 Darter: [Precision Machining - Trades | Ellis Tech \(darterschools.com\)](http://PrecisionMachining-Trades|EllisTech(darterschools.com))

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 SLOTTD SCRWDVR
- 3 DRAWER STEEL TOOL BOX

Architecture

Department Head: Joe DeLucia
Instructor: Zachary Nelson

Contact Number 860-412-2908
Contact Number 860-412-7827

Uniform

Grade 9

Grade 9 students are required to be in their exploratory uniform until they join the shop.

Grades 10-12

All students are required to be in a shop uniform every day. The uniform shirt is either a short sleeve polo shirt, black or dark blue in color, with their name and the shop logo affixed, or a long sleeve crew neck t-shirt with their name and the shop logo affixed. Students are allowed to also have the shop logo placed on the upper back of the shirt.

The uniform pants are either blue, black, or brown khaki style pants or blue jeans. Footwear is required to be closed shoes or sneakers.

The uniform outerwear is either a long sleeve fleece or long sleeve crew neck sweatshirt in dark blue or black with the shop logo affixed. Uniform apparel may not be ripped or torn or have any holes. Team gear, hooded sweatshirts, yoga-style pants, or any other non-school apparel is prohibited.

Our uniform vendor is;

Joan Gobin
CK Stitches and More
211 Nott Hwy.
Ashford Connecticut 06278
United States
860-428-4902

Architecture Tool list

Grades 9-12

During Exploratory, students are provided with the tools that they need until shop selection is made. Once they join the shop, students are expected to have their own set of drafting tools (listed below). It is also recommended that students have a tool box or bag to store their drafting tools in. Students are also required to have flash drives, portfolio folders, and a small journal.

Each student must acquire the personal tools listed below. Students are required to obtain and replenish tools as-needed. Students are expected to bring all required tools to every class, failure to do so can result in academic and behavior consequences.

The tools needed to satisfactorily perform the required work in our Architecture program are as follows:

Freshman Year

<u>Qty</u>	<u>Description</u>
1 box	drafting pencil (4H) (replacements as needed)
1 box	drafting pencil (2H) (replacements as needed)
1 box	drafting pencil (2B) (replacements as needed)
1 (3-pk)	eraser (replacements as needed)
1	erasing shield
1	30/60/90 triangle - 8" minimum size
1	45/45/90 triangle - 8" minimum size
1	12" architectural scale
1	medium bow compass
1	french curve
1	sandpaper block
1	drafter's dusting brush
1 (3-pk)	roll of drafting tape (replacements as needed)
1	lettering guide
1	architectural fixture template (door swings, toilet, sink, tub, etc.)
1	furniture template
1	12" engineering scale
1	3-ring loose-leaf notebook with paper
1	calculator

Sophomore Year (In addition to the tools required in freshman year)

<u>Qty</u>	<u>Description</u>
1	Adjustable triangle
1	24" x 36" drafting board (for drawings assigned to be done at home as homework)
1	Mail tube
1 set	colored pencils (replacements as needed)
1 set	Fine point black markers (replacements as needed)
1 set	X-acto knife and blades (replacements as needed)
1 set	Highlighting markers (replacements as needed)
1 roll per year	Yellow trace (replacements as needed)

Suggested Local Vendors

Jerry's Artarama
1109 New Britain Ave.
West Hartford, CT

Office Max & OfficeMax.com
Staples & Staples.com
Dickblick.com

28. Visitors

Student visitors are allowed with prior written permission from 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 security desk 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 Ellis Tech Student/Parent 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.