

**Connecticut Technical Education and Career  
System**

**STUDENT / PARENT  
HANDBOOK**

**H.H. ELLIS  
HANDBOOK ADDITIONS**

2024-2025



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

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# H. H. ELLIS TECHNICAL HIGH SCHOOL

## 2024-2025 Handbook Additions

### 1. Uniform Policy

All Connecticut Technical High Schools, including Ellis Tech, have a mandatory uniform policy approved by the Board of Education. This uniform policy supersedes the dress code policy in the Connecticut Technical Education and Career System, Student-Parent handbook. A dress code has been found to have a positive effect on school pride, student identity, and safety. Following the school uniform is practice for your future job and setting the stage for your success. Most jobs have some sort of uniform or dress code, especially in the trades. Graduates all agree that dress code compliance gave them an edge over their peers.

Uniform compliance is a focus area for the Superintendent this year. as it helps prepare students for the workforce.

Summary: In the end, this is not complicated. During the academic cycle, if you are wearing an Ellis Tech polo shirt, a pair of khaki style pants, in black, navy blue, or khaki color and sneakers you are “in uniform.”

#### Academic Uniform Policy

Our expectation is that all students will arrive at school each day in their school uniform and remain in uniform until dismissal at 2:10 pm. There is a specific uniform for academics and a separate uniform for ninth grade exploratory, trade, and gym class.

- Hats should be kept in student lockers **at all times**.
- ABSOLUTELY NO RIPPED, TORN CLOTHING OR CLOTHING WITH HOLES WILL BE PERMITTED AT ANY TIME INCLUDING FREE DRESS DAYS.
- Shirts, hats, belts etc. with **LOGOS OR OTHER INSIGNIA** are **NOT ALLOWED**.

#### Academic Shirts:

During the academic cycle, all students in grades 9-12, are required to wear Ellis Tech uniform dress shirts or polo shirts. These shirts are only available through our approved vendor [Darter Specialties](#) in black, navy blue, and white colors. The shirts are available in long and short sleeves. Click the link to see the [Academic Shirts](#). **T-shirts, including those with the Ellis logo, are NOT ALLOWED, except on dress down days or spirit day events.**

#### Academic Pants:

Casual pants or walking length shorts (e.g., Dockers, Dickies) in navy blue, black, or khaki solid color. Students may wear skirts (no more than 2 inches above the knee), Capri pants and leggings in the approved colors. Pants/skirts may be purchased from [Darter Specialties](#) or any store (e.g. Walmart, Kohl's, Goodwill, etc) or from an online vendor. **Black leggings** are allowed, provided they are not too revealing or tight-fitting. **Jeans, and sweatpants are not approved.**

#### Footwear, during academics:

Sneakers are an easy choice. Footwear that damages or marks floors or that is a safety hazard, including backless shoes, flip-flops and toeless shoes, crocs, heeies or slippers are not allowed.

#### OuterWear:

**By Board of Education policy, all coats, jackets, or other attire normally worn as outerwear, are prohibited from wear during the school day and should be placed in lockers until the end of the school day.** Ellis Tech branded fleece tops, vests, sweaters, sweatshirts are approved to be worn during the academic cycle. Students choosing to wear a Ellis Tech outerwear item are still required to wear a Ellis Tech academic uniform shirt underneath. School approved outerwear must have the Ellis Tech logo clearly visible. Outerwear may be purchased from [Darter Specialties](#). Click here to see examples of [Ellis Tech Outerwear](#).

- Hooded sweatshirts are **not allowed over or under** uniform shirts. Hoods must be **down off the head while in the building**. This is for safety. **THEY MUST BE ELLIS COLORS- white, black, blue or YELLOW**
- Trade specific outerwear (sweatshirts, jackets) may only be worn in the trade cycle.

### Gym Uniform:

All Ellis Tech students are required to wear a gym uniform during gym class. Gym clothing may only be worn in gym class, not in academic classes. This uniform may be purchased from our clothing vendor [Darter Specialties](#). Click here to see the [Gym Uniform](#).

### Exploratory Uniform:

Ninth grade students are required to purchase and wear an exploratory T-shirt. Students must wear jeans and work boots in all shops. **Ripped jeans are not permitted in exploratory**. Jeans may be purchased from any retail store. The exploratory T-shirt must be purchased from our clothing vendor [Darter Specialties](#). Click here to see the [Exploratory Uniform](#).

The exploratory uniform is appropriate for wear throughout the ninth grade when in the trade cycle. Although some ninth grade students choose to buy the associated shop uniform once they are in their permanent shop, they are not required to buy the shop uniform until 10th grade.

### Career/Technical Education Uniform:

Each trade will send home a detailed uniform policy unique to each shop. Trade uniforms, including trade outerwear (sweatshirts, jackets), may not be worn during the academic cycle.

- **Hats**, if worn in the shop, are **NOT ALLOWED** out of the shop. They should be removed before going into the hallway, the cafeteria etc.
- **Hooded sweatshirts** are **NOT ALLOWED** in shops.

### Uniform Violation Protocol

When students are in violation of our uniform policy, our goal is to bring them into compliance as quickly as possible with a minimum amount of lost instructional time. The easiest way to do this is for the student to borrow the necessary item from the school. All loaner items are washed after each use.

*Please note - school uniforms are not an "Ellis Tech thing." They are required in all Connecticut Technical High Schools by Board of Education policy.*

Teachers will send uniform violators directly to the SAIL instructor at the end of the class period and the following consequences will be assigned:

- 1<sup>st</sup> violation --- conference with student, contact home and student will "borrow" a uniform
- 2<sup>nd</sup> violation — conference with student, contact home, and one administrative detention and student will "borrow" a uniform
- 3<sup>rd</sup> 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.

If a student refuses to wear a borrowed uniform, the parent will be asked to **bring a uniform** or **take the student home**. Students will not be allowed to stay out of uniform.

## **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 at [ellis.attendance@cttech.org](mailto:ellis.attendance@cttech.org), 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 Policy**

**The first 9 tardies can be excused for any reason with an email/note submitted to the attendance email ([ellis.attendance@cttech.org](mailto:ellis.attendance@cttech.org)) via the main office.** Subsequent tardies will be excused with written documentation for the following reasons: medical, funeral, court, religious holidays, and late bus arrivals. If there are extenuating circumstances, please email the dean to discuss your situation.

Unexcused Tardy Policy: Students will be allowed 5 unexcused tardies per school year. On the 6th and subsequent tardies, students will receive a same day lunch detention. Habitual and excessive tardiness may result after school detentions, parent meetings, an assignment to an attendance homeroom, and an attendance contract. 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 appropriately.

### **Early Dismissal Policy**

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/email ([ellis.attendance@cttech.org](mailto:ellis.attendance@cttech.org)) 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, as well as the pick-up time and the name of the person providing your child transportation that day.** **STUDENTS CANNOT DRIVE ONE ANOTHER WITHOUT THE WRITTEN PERMISSION OF BOTH STUDENT'S PARENTS/GUARDIANS.** 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

### **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.

**\*\*Rising seniors and juniors who already have a parking spot and remain in good standing will be allowed to retain a parking spot for next year. They will need to follow the instructions**

**sent via ParentSquare- which will include ensuring that all required documentation is updated. Your parking spot number may be moved, however.**

**For new applicants:**

- **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](mailto: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 security**, 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:**

(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.

**Progressive discipline policy:**

**For nicotine vapes:**

- **First offense:** Vape gets confiscated, notification to parents, student participation in the vaping education program (about 1 hr. session)
- **Second offense:** Vape gets confiscated, notification to parents, SAIL/detention or ISS (can range from 60/90 minutes SAIL, 2 detentions or a day of ISS)- at administrative discretion
- **Third offense:** Vape gets confiscated, notification to parents, 1-2 days ISS
- **Beyond three:** Vape gets confiscated, notification to parents, 3+ days ISS, referral to services (SAT, JRB, ticket etc.

**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.

Students who make use of their cellphones 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.

### **The RULES and Consequences to having phone out during Instructional Time:**

**1<sup>st</sup> Offense:** Teacher/Instructor/Staff Member asks student to put it away (reminder of the policy) and has a restorative conversation. Habitual rule breaking may result in the teacher going to one of the subsequent steps (i.e. a student should not need a daily reminder of the rules)

**2<sup>nd</sup> Offense:** Teacher/Instructor/Staff Member issues a consequence (detention and call home)

**3<sup>rd</sup> Offense:** Teacher/Instructor/Staff Member collects the phone for the remainder of class

**4<sup>th</sup> Offense:** Teacher/Instructor/Staff Member calls office and the phone is kept in the office for the remainder of the day

\*\*In any interaction with a staff member, where the student is resistant to putting away or giving up their phone, as requested by the teacher/staff member, the incident is then considered an act of insubordination, and progressive discipline with the teacher/administration will be applied.

**\*\*If the policy continues to be broken, then the student will be placed on a technology support plan and their phone will be kept in the office daily.**

*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) 412-7500, 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.attendance@cttech.org](mailto:ellis.attendance@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)**

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 2024-25 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**

### **2024-2025 Senior Release Guidelines**

H.H. Ellis Technical High School has a policy whereby seniors **who are in good standing** may be excused from seventh period during their **trade cycle**. The following conditions apply to this senior privilege policy:

- 1. Academic/Attendance deficiencies:** The early dismissal privilege is **NOT** extended to anyone who has an unacceptable attendance record or has a marking period grade of less than 70% in any academic subject/trade. It is also **NOT** extended to students who have incomplete grades, less than 2 credits in Math and are not on pace to graduate or have basic skills deficiencies. This privilege may be revoked at any time as deemed necessary by administration.
- 2. Senior Dues:** Arrangements for payment of at least one-half of the senior dues must be made by the end of the 2nd quarter, in order to continue senior release during the 3rd quarter. Arrangements for payment of the balance must be made by **April 7st**. Please see your class advisor for details.
- 3. Parental Consent:** Parental consent **MUST** be secured for all seniors regardless of age. Transportation is the responsibility of the individual senior or their parent/guardian. **Students are not permitted to drive other students off campus until the end of the school day! Written parental consent from BOTH students is required for students to transport another student.**
- 4. Signed consent form:** A signed parent/guardian consent form **MUST** be signed and kept on file in the attendance office in order for seniors to be released from school.
- 5. Detention and ISS:** The early dismissal privilege is **NOT** extended to seniors who have after school detentions or those that are serving In-School Suspensions (ISS) for any reason. Seniors assigned to OSS will lose the release privilege for the remainder of the current quarter and will have to meet with administration to regain this privilege.
- 6. Exit:** Seniors sign out utilizing the Google form through their Chromebooks at the end of period 6. Students **MUST** leave the building and school grounds in an orderly manner upon dismissal and exit the building through the closest exterior doors from their 6th period class. 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 remain in trade, They will not be allowed to wander the halls or visit other shops, etc.
- 7. Extra-curricular Activities:** Those students who participate in extracurricular activities after school are permitted to take part in early dismissal, but will not be allowed back into the building until the school has been dismissed.
- 8. 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. Safety and Threat Assessment**

Ellis and CTECS are committed to keeping all students and staff members safe. To that end, if a threat of violence or an act of violence occurs, the school utilizes a multidisciplinary team and a researched based threat assessment tool to establish the level of risk and needed interventions.

The CSTAG model provides teams with guidelines to distinguish whether a threat is transient (not serious) or substantive (poses a continuing risk to others). Accurately distinguishing between transient and substantive threats helps the school team both to avoid over-reacting to threats that are not serious and to focus its attention on serious threats that merit protective action (Burnette, Datta, & Cornell, 2017)

### **23. Student Assistance Team**

Referral may be made through any faculty member or directly to the SAT Coordinator, Ms. Janice Perez, at (860)-412-7547.

### **24. 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.

### **25. Student Areas Before School**

The areas where students are authorized to congregate are:

Before school:

- Students will report to the cafeteria if they are eating breakfast
- Students will report to the MPR, or in front of the library if they are not eating breakfast
  - Students may not go down the academic or trade wings until 7:15
  - Students should leave the hallway between the cafeteria and the MPR clear until 7:15
  - Students should dispose of any food/beverages properly before reporting to homeroom (no containers/food etc. on the floors)

### **26. 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 SkillsUSA. 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.*

## **27. Student IDs**

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



## **28. 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, ⅜ INCH, 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) 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  
 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: Jeff Hemmig

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: Daniel TenEyck

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: Victoria Smallwood  
Instructor: Jill Daoust

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 2<sup>nd</sup> 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).**

### Health Technology

Department Head: Sarah OBrien  
Instructor: TBA

Contact Number: 860-412-xxxx  
Contact Number:

### Uniform Grades 9-12

Shop uniform: Minimum of 2 sets of scrubs of any color (may have designs on tops) May also purchase t-shirt style black or gray in color with Health Technology logo and student name, can be purchased at Terri's embroidery in Putnam, CT 860-928-0552 if wearing a logo shirt still need to wear scrub bottoms. You can also purchase long sleeve T-shirts and Sweatshirts with name and Logo.

11th grade will need to purchase at least 2 sets of scrubs from Terri's embroidery in Ceil Blue with the Health Technology Logo and their name.

All grades Sneakers for footwear.

### Tools Grade 10-12

Gait belt



Watch with second hand (no smartwatches)

Black or white leather or pleather shoes with no other colors or logo (no Crocs or open backed shoes)

**Medical**  
**Grades 10-12**

- MMR \*Measles, Mumps, Rubeola and Rubella (2 doses) usually given as a child.
- Varicella (Chicken Pox) 2 doses
- Proof of receiving 3 doses of the Hepatitis B Vaccine. If no proof of vaccination will need a blood test titer drawn to check immunity. If no immunity and do not wish to have vaccine then need a signed Refusal/Declination Form
- T-dap Booster if not received within 10 years or signed Refusal/Declination Form
- Vaccination for Seasonal Influenza vaccination or signed refusal/ declination form ( will need this in 10th- 12th grade)
- Proof of vaccination for the current CoVid-19 Vaccination 2023-2024 which per CDC in order to be considered up to date one of the following 2023-2024 CoVid-19 Vaccines must be received or signed Refusal/Declination Form
- Ppd or GoldenRod test for Tuberculosis (11th grade)

**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 $\frac{3}{4}$ " – $\frac{7}{8}$ " |
| 11. SLICKER                   | FLAT JOINTER $\frac{1}{4}$ " – $\frac{3}{8}$ " |
| 12. NYLON LINE                | BRAIDED (NOT TWISTED)                          |
| 13. COLD CHISEL               | $1 \frac{3}{4}$ " X $7 \frac{1}{2}$ "          |
| 14. BRICK SET                 | $3 \frac{1}{2}$ " 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: Jacob Garner

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

**29. 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.*