

Connecticut Technical High School System

**S T U D E N T / P A R E N T  
H A N D B O O K**

**H.H. ELLIS  
HANDBOOK ADDITIONS**

2009-2010



**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

*Connecticut Technical High School System*

*Middletown*

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# **H. H. ELLIS TECHNICAL HIGH SCHOOL**

## **2009-10 - Handbook Additions**

### **1. 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 gymnasium without permission of a teacher, and eating or drinking.

#### **Athletic Events**

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

Show respect for all participants and officials at all times, including opposing players and cheerleaders.

Show a positive attitude in cheering, refraining from intimidating or negative cheering. Good sportsmanship is cheering your own team to victory.

Certain undesirable actions cannot be condoned. Anyone found in violation of the following may be asked to leave the contest:

1. Use of obscene or abusive language.
2. Use of noisemakers.
3. Throwing objects.
4. Being on the premises of the scheduled contest while under the influence of alcohol or drugs.

#### **Graduation Ceremonies**

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

### **2. Attendance Issues**

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 continually 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 stay at Ellis Tech.

#### **Call in Procedure**

Parents and/or legal guardian must call the Attendance Officer, at 774-8511 x1181 from 7:20 AM to 8:20 AM on the day their son/daughter will be absent, leave a message if necessary.

After three (3) or more consecutive day's absences, students must report to the school nurse for clearance.

#### **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 needs to 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, the student must contact their previous instructor to obtain missed schoolwork.

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

### **Tardy – Procedures and Consequences**

Occasionally tardiness is unavoidable, but frequent tardiness is a habit the student should make every effort to correct. The Dean of Students or administrative designee will determine whether the reason for tardiness is to be excused or unexcused. Problems with bus transportation are always excused

A student is tardy if not present in their academic or shop homeroom by the first homeroom bell (7:15 AM). If you arrive after the first homeroom bell please report to the Dean of Students or administrative designee for a pass.

If you arrive after the second homeroom bell (7:20 AM), the Dean of Students or administrative designee will issue a pass for homeroom, shop, or class.

If you accumulate:

- seven (7) tardy days, you will receive one (1) detention
- eight (8) tardy days, you will receive one (1) detention
- nine (9) tardy days, you will receive one (1) detention
- ten (10) tardy days, you will receive one (1) detention, and referral to Guidance,
- 11<sup>th</sup> tardy day, you will receive one (1) detention.

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.

### **Early Dismissal**

**It is preferred that 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 or administrative designee prior to the end of homeroom the day before the planned early dismissal. A phone number where a parent may be reached must be provided. All other dismissals will be approved at the discretion of administration. If a same day emergency arises the Parent/Guardian must come to school, sign the student out, and provide a note for documentation in the attendance files.

## **3. Automobiles**

In order to park at Ellis Tech, a student must:

1. Fill out, and RETURN to the Dean of Students or administrative designee, a parking registration form available in the Dean of Students office. The student will provide a copy of the vehicle's registration and proof of insurance. It is the responsibility of the student to notify the Dean of Students or administrative designee in writing if any substitute vehicle is used by student.
2. Obtain a car registration decal from the Dean of Students or administrative designee that must be displayed by hanging on the rear-view mirror. All students will be assigned a numbered parking space and designated areas for the National Honor Society members, The Student of the Month, Scholars, and Athletes will be provided.
3. Park ONLY in the student assigned parking areas. (This includes PG's (Post-Graduates) also)

Abide by the 10 M.P.H. speed limit on campus, and do not drive RECKLESSLY IN ANY MANNER that might endanger others. DO NOT PASS A SCHOOL BUS ON CAMPUS WITH ITS FLASHING LIGHTS ON.

### **Consequences of Violations**

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

### **Where to Park**

Student parking is in the North Lot, closest to the baseball field.

Parking in front of the Automotive or Auto Body Shops will only be with permission from the respective Department Head. This permission will only be given to students having their cars worked on in this shop. All vehicles left in the parking lot should be locked.

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

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

## **4. Cafeteria**

The cafeteria will provide breakfast before school for a modest cost. Also, there are lunch periods scheduled. The student should note their scheduled time to eat. At this time, a full meal is served at the cost listed above. Many items may be purchased separately. Students may bring their own lunch and obtain milk at a modest price.

All eating and drinking must be done in the cafeteria. At no time is any type of food or beverage to be taken out of the cafeteria or consumed or stored outside the cafeteria. No cans of liquid that have been opened are to be carried in the halls or stored in lockers. Only liquids in unopened cans or bottles will be allowed for lunch.

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

A clean cafeteria is a welcome site. Students using the cafeteria need to clean up after themselves. The table and the surrounding area should be checked for items that need to be picked up to allow for a clean spot for the next person who will be using the table. Students caught making a mess or failing to clean their place in the cafeteria will be required to clean the entire cafeteria for a specific period of time. Students who do not cooperate with instructors and cafeteria staff are subject to disciplinary action. Food and items on the floor constitute a safety hazard. Jackets, book bags and gym bags should not be brought to the cafeteria at lunch time.

## **5. Cancellation Announcements (Weather or Emergencies)**

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

The following radio stations carry these announcements:

WINY - Putnam 1350 AM

WILI - Willimantic 98.3 FM

The following television stations also carry announcements:

WVIT-Hartford channel 30

WFSB -Hartford channel 3

WTNH New Haven channel 8

You may also access a station's website for school cancellations.

## **6. Emergency Drills**

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

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

Students in the cafeteria are to leave quickly and proceed away from the building to provide access to the building by fire apparatus.

## **7. General Expenditures (Costs), for all Students**

The following fees and materials are required for all students:  
Combination lock (purchased from the Business Office)  
appropriate gym clothing and sneakers  
safety glasses and safety footwear  
Accident Insurance (optional).  
Scientific Calculator (recommended: TI-30X 115)

The student should have the following classroom supplies in order to effectively profit from the program of study in class and trade/theory:

3-ring loose leaf notebook 8 ½ by 11  
necessary paper and writing utensils  
books covered  
Scientific calculator.

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

## **8. Guidance**

### **Guidance Appointment Procedures**

Students should come to the guidance 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 Guidance Office. No student will be admitted to Guidance without a pass. Counselors may also contact students for a conference at various times during the school day.

### **Emergency situations may dictate waiving of these procedures.**

Parents are urged to make appointments with the counselor when questions or concerns develop. The guidance secretary will make the necessary arrangements. The Guidance Secretary can answer any questions regarding your counselor. She may be contacted at 774-1284 x 1511.

## **9. Locks and Lockers**

**LOCKS FOR SCHOOL LOCKERS NEED TO BE PURCHASED IN THE BUSINESS OFFICE. LOCKS PURCHASED OUTSIDE THE SCHOOL MAY BE CUT OFF FOR ACCESS TO THE LOCKER.** No stickers, posters or ornaments of any type may be placed on any locker. Please plan your day in order to avoid going to your locker between each class period. This will avoid being tardy for class.

## **10. Lost and Found**

All requests for lost articles should be made in the guidance office. All articles found in the building should be brought to the guidance office. All items not retrieved after a reasonable length of time will be donated to a charity or discarded.

## **11. Medical**

### **Policy for Administration of Medications by Technical High School Personnel**

State law requires doctor permission, as well as parental, to administer 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 Technical High School System. Only medications prescribed by a written order of a physician or dentist licensed to practice medicine in Connecticut will be administered and there must be a written authorization by the student's parent or guardian.

The school nurse is responsible for the general supervision of administration of medications in the school to which that nurse is assigned. Prescribed medication will be administered in compliance with the Technical High School System approved procedures and in accordance with regulations. Further information regarding these policies and/or procedures is available from the School Health office: 774-8511 X 1205.

### **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 other Ellis Tech students be allowed to drive a person home during the normal school day. Students who are released will remain in the Health Office until a parent/guardian or responsible person designated by the parent/guardian sign them out of school directly from the Health Office.

### **Reporting an illness**

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

### **Accidents**

The following is the procedure with respect to accidents: If the accident occurred at the school, the accident form will be completed and forwarded immediately to the insurance company. If the accident occurred away from the school grounds and the student was not engaged in a school-sponsored activity and the student has 24-hour coverage, the parent or guardian or claimant (if adult) will complete this form. The same will hold true if the student is under the school-plan only and suffers an accident while traveling directly and uninterruptedly to or from his home premises and the school for regular school sessions. Under no circumstances is the school to be billed by hospitals, doctors, or others rendering services for treatment of injuries sustained. Bills are to be sent to the parents of the injured or claimant (if adult). Such bills and any future correspondence regarding a claim are henceforth a matter between the insurance company and the claimant. Any bills made out to the school for such services as mentioned, will be returned to the doctor, hospital or other rendering services.

## **12. Operations and Maintenance (Building)**

### **Asbestos Management Plan (AMP) (7/30/09)**

*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 Technical High School 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.*

## **13. PFO**

*At Ellis Tech, the Parent-Faculty Organization does NOT charge annual dues for membership. Parents/guardian need only complete the membership form and return it to school to become members. The information about dues in Section XI of the CTHSS Student/Parent handbook may be disregarded.*

## **14. Photo/Media Release**

*If you give permission, your student's photograph may be used in promotional literature and publicity activities. If you decline, you choose not to have your student's photograph used for promotional purposes and publicity activities. Please read the form at the back of this booklet and return signed with the appropriate designation in either case.*

*Please note: Your student's photograph would only be used for CTHSS promotional literature and publicity activities. It shall not be used for any commercial purposes whatsoever.*

## **15. Report Cards**

**Report cards will be issued three times throughout the academic year. Each Report Card is preceded by a Progress Report.**

## **16. Special Education and Remedial Services**

*Public Law 94-142 is a federal law titled "The Education for All Handicapped Children Act". This law requires that all handicapped children requiring special education have available to them a free appropriate public education. Ellis Tech has certified special education specialists on staff to carry out the mandate of Public Law 94-142. They, working with an Individualized Education Plan (IEP) Team, will determine whether a child is handicapped for the purpose of special education. If it is determined that a student needs this service, an IEP will be written by the team. The IEP specifies the student's present educational performance, the goals and objectives for the students, and specific services provided by the school. Ms. Jan Praytor is the Department Head of Special Education, and can be reached at 774-8511x1135.*

## **17. Student Assistance Team**

*Referral may be made through any faculty member or directly to the SAT Coordinator, Mrs. Bibeau at 774-8511x1512.*

## **18. Signatures**

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

## **19. Student Areas Before School and Academic Lunch**

*Before school, the authorized areas to congregate are: 9<sup>th</sup> grade in the gym; 10<sup>th</sup>, & 11<sup>th</sup> grades in the cafeteria; and 12<sup>th</sup> grade in the hallway.*

*During lunch periods, the only authorized area to congregate is in the cafeteria. The parking lots and athletic field are considered OFF LIMITS without proper authorization. Violation of this regulation will render the student guilty of leaving an assigned area and could subject them to disciplinary action. In nice weather, juniors and seniors may use the picnic area to the north of the cafeteria during their lunch periods. This privilege may be revoked if trash is left outside.*

## **20. Statement of Philosophy**

*Harvard H. Ellis Technical High School is dedicated to serving the needs of the residents of Northeastern Connecticut who, as students, choose a technical career education.*

*The workplace of the future will require high levels of cognitive and hands-on skills. We, therefore, seek to provide all students with opportunities to reflect, solve problems, and work collaboratively as they develop technical proficiency in their selected trades.*

*Society of the future will require productive and responsible citizens. We, therefore, strive to teach through example and practice the values of perseverance, integrity, respect, and fairness, and to inspire intellectual curiosity and the desire for lifelong learning.*

*Students of the twenty-first century will come to us with various levels of preparation, styles of learning, and abilities. All will require a strong knowledge base, excellent communication skills, the competence to access and process information, and the flexibility to adapt to the demands of our changing global society. We, therefore, endeavor to see that all students reach their maximum potential by engaging them in a rigorous, multidisciplinary, trade-specific program, which provides for individual differences and promotes individual growth.*

*(Approved November 16, 2000)*

## **21. Statement of Goals**

- *To create an atmosphere of mutual respect, support, and cooperation among all members of the school community.*
- *To provide a safe, orderly, disciplined, and drug-free environment, in which behavioral expectations are clearly defined and consistently enforced.*
- *To increase student learning by providing instruction that effectively addresses students' individual learning styles and ability levels.*
- *To provide equal access to all students regardless of gender or individual differences and to provide the support required for the successful achievement of their goals.*
- *To further the development of the foundational skills of reading, writing, speaking, listening, quantifying, problem solving, and researching.*
- *To promote workplace readiness, which includes the development of both independent and collaborative work skills, the support of ethical business practices, and opportunities for transitioning from school to career.*
- *To model and encourage safe work practices and wellness habits for a healthy lifestyle.*

- *To collaborate with business, industry, and community leaders and to integrate emerging and existing technology in order to prepare students to compete in an ever-changing marketplace.*
- *To promote extra-curricular and co-curricular activities that support leadership, respect for others, team building, and enhance each student's sense of self-esteem.*
- *To provide students with culturally enriching experiences and exposure to diversity, and to foster an attitude of tolerance and an appreciation of the differences among people.*
- *To promote professional development programs which support personal, school, and system-wide goals.*
- *To foster social responsibility by challenging students to become active participants in their classes, school, communities, and beyond.*

*(Approved November 16, 2000)*

## **22. Student Activities**

### **Student Officers**

*Students running for any school office must be passing all subjects and final approval rests solely with Administration in consultation with the teaching staff and guidance. A negative or serious discipline record will preclude a person running for office.*

### **Student Council**

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

### **Class Organizations**

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

### **National Honor Society**

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

### **Varsity Sports**

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

### **Activity Day**

*Activity Day is an educational component of Ellis Tech wherein all students participate in monthly scheduled activities for two hours. Faculty members host an activity of their choice; students are encouraged to select an activity of interest, and one Wednesday a month the activities meet. Parents are discouraged from signing their students out on Activity Day, since personal growth is as important as academic or trade mastery in the development of a well-rounded student.*

### **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 makes weekly after-school trips to local ski areas, weather permitting.

### **Simulation Club**

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

### **Yearbook**

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

### **Field Day**

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

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

## **23. Student IDs**

As stated on page 43 of the CTHSS Student/Parent Handbook 2009-10, students are provided with picture identification cards (Student IDs). Students are required to wear their badges on a lanyard so that the ID is visible.

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 \$5.00.

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

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

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

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

**Each offense thereafter will result in two administrative detentions.**

## **24. Trade Programs**

Ellis Tech offers 10 trade technology programs, in the following areas:

- Architectural Technologies
- Auto Collision Repair and Refinishing
- Automotive Technology
- Carpentry
- Electrical
- Electronics Technology

*Hairdressing and Barbering  
Masonry  
Manufacturing Technology  
Plumbing and Heating.*

*Ellis Tech also offers a comprehensive academic program.*

## **25. Visitors**

*Student visitors are allowed with prior written permission of their parents, the visitor's school, permission from our Guidance Office and the Administration of Ellis Tech. A form for our School Nurse also needs to be completed. 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 Administration Office to obtain a visitor's pass. **NOTE: IN NO CASE WILL A STUDENT VISITOR BE ALLOWED TO BRING A BABY TO VISIT THE SCHOOL OR STAFF DURING SCHOOL HOURS.***

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

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

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

**Connecticut Technical**  
**High School System**

**Harvard H. Ellis Technical High School**

**Photo/Media Permission**

I, \_\_\_\_\_, parent or guardian (circle one) of \_\_\_\_\_, do hereby authorize and give consent to the Connecticut Technical High School System to publish my child's photographic or video image in the system or school newsletters, in the Connecticut Technical High School System's Program of Studies and/or related printed, electronic and/or video publications, including those published to the Connecticut Technical High School System's official website. I have been assured, and it is my understanding, that my child's photographic or video image shall be used for the Connecticut Technical High School System's informational and publicity activities and shall not be used for any commercial purposes whatsoever.

I do hereby waive any claim for compensation for the use of my child's photographic/video image.

I do hereby agree that this release is valid until expressly revoked by me in writing.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
School  
\_\_\_\_\_  
Town

\_\_\_\_\_  
Child's Name (please print)  
\_\_\_\_\_  
Name of Parent or Guardian (please print)  
\_\_\_\_\_  
Signature of Parent or Guardian

**NOTE: Please complete and return to school.  
If you do NOT wish your student photographed, please see the other side of this form.**

## Photo/Media

### Opt Out Provision

Please complete this side of the form **ONLY IF** you **DO NOT** want your student to appear in photographs or video footage.

If you previously gave permission and subsequently wish to withdraw permission for your student to be photographed or video graphed, the request must be made in writing. You may use this form or write a note. In either case, the request should be sent to the Main Office.

**I do not grant permission** for the use of photographic or video images of my child to be used by the Connecticut Technical High School System.

**Student's Name** (please print) : \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_