



Glastonbury-East Hartford
Magnet School

95 Oak Street
Glastonbury, CT 06033

Phone (860) 633-4455

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<http://www.crecschools.org>

Staff Contact List

NAME	POSITION	EMAIL @crec.org	ROOM NUMBER	PHONE EXT
Main Office				
Donlon, Ryan	Principal	rdonlon	116A	4921
Hummel, Kristi	Assistant Principal	khummel	116B	4961
Graham, Jean	Secretary	jegraham	116	4920
Cabrera, Ana	Secretary	amcabrera	116	4919
Xhania, Alicia	Nurse	axhania	118	4926
PK Team				
Jinks, Jaime	Teacher	jjinks	102	4901
Kollmer, Theresa	Teacher	tkollmer	104	4903
Sullivan, Heather	Teacher	hsullivan	106	4905
K Team				
Cordova, Lisa	Teacher	lcordova	101	4900
Rau, Brooke	Teacher	brau	103	4902
Fagan, Jessica	Teacher	jfagan	105	4904
Quimby-Gupta, Monica	Teacher	mquimby	105	4904
Grade 1 Team				
Peach, Christine	Teacher	cpeach	110	4913
Serrano-Stanco, Ana	Teacher	aserranostanco	108	4910
Young, Gabrielle	Teacher	gyoung	112	4915
Grade 2 Team				
Senick, Jennifer	Teacher	jsenick	210	4957
Raffalo, Sheri	Teacher	sraffalo	212	4956
Berent, Laura	Teacher	lberent	214	4954
Grade 3 Team				
Rogers, Kavitha	Teacher	krogers	207	4955
Silva, Lisa	Teacher	lsilva	209	4953
Martin, Jessica	Teacher	jemartin	211	4950
Grade 4 Team				
Saunders, Deborah	Teacher	desaunders	201	4944
Garbart, Michelle	Teacher	mgarbart	203	4946
Klementon, Lora	Teacher	lklementon	205	4548
Grade 5 Team				
Moore, Jean	Teacher	jmoore	202	4945
Yencho, Mary Jean	Teacher	myencho	204	4947
D'Amico, Traci	Teacher	tdamico	206	4949
Specialists Team				
Chang, Betty	Chinese	bchang	128	4941
Eck, Katie	Art	keck	126	4939
Maki, Kevin	Music	kmaki	123	4936
Grochowski, Greg	Physical Education	grgrochowski	125B	4937
Wilson, Terry	Science Specialist	twilson	123	4934
Gagnon, Tracy	Library/Media	tgagnon	120	4930

Vestergaard, Hiroe	Technology	hvestergaard	109A	4911
Support Team				
Brown-Greene, Kim	Family Liaison	kgreene	120B	4931
Vazquez, Yaheclyn	Security Officer		Atrium	4935
Archer, Jason	Planetarium Coordinator	jarcher	119	4923
Soucy, Jill	Social Worker	jsoucy	107A	4908
Green, Christina	Social Worker	chrgreen	107C	4908
Foster, Chris	Behavior Interventionist	Cfoster	114	4917
Marques, Diane	Instructional Coach	dmarques	208B	4952
Ryan, Jill	Instructional Coach	jrryan	107B	4906
Brown, Christina	Special Education	cbrown	114	4909
Probert, Sheri	Special Education	sprobert	218	4916
Zaffina, Beth	Special Education	bzaffina	208A	4951
Grohs, Liz	Speech and Language	egottier	113	4924
Hanlon, Aideen	Speech and Language	ahanlon		
Lopez, Maradalys	English Language	mlopez	111	4914
Schultz, Sandy	English Language	Sschultz	111	4914
Desalliers, Bert	Day Custodian	bdesalliers	08	4943
Jordan, Dan	Head Custodian (Night)	djordan	08	4943
Hogan, Ian	Night Custodian	lhogan	08	4943
Radican, Vicki	Cafeteria	vradican	Kitchen/Cafe	4942
Paraprofessionals and Associate Instructors				
Name		Email @crec.org		
Balasubrahmaniya, Navaneetham		nbalasubrahmaniya		
Boyd, Missie		mboyd		
Butler, Wendi		wbutler		
Cantwell, Maura		mcantwell		
Cole, Tara		tcole		
Cruz, Janelly		jcruz		
Dayton, Kathe		kdayton		
Devine, Dottie		ddevine		
Gonyaw, Lisa		lgonyaw		
Holloman, Shawna		sholloman		
Karahalios, Georgea		gkarahalios		
LaVallee, Tanya		tlavallee		
Lind, Linda		mlind		
Lora, Lydia		llora		
Ragazzi, Ann		aragazzi		
Robertson, Kate		krobertson		
Sipala, Sam		ssipala		
Vaszquez, Rachel		rvazquez		
Westergren, Yvonne		ywestergrn		

Administration

CREC

The Glastonbury-East Hartford Elementary Magnet School was formed and is governed by the Boards of Education of East Hartford and Glastonbury. Since the beginning the school has been managed by the Capitol Region Education Council (CREC). For further information about CREC, visit www.crecschools.org.

Principal and Staff

The school staff brings a wealth of training and experience to the school under the leadership of school principal, Dr. Ryan Donlon, who began at GEHMS in September 2013. Assistant principal, Mrs. Kristi Hummel joined the staff in the summer of 2016.

The GEHMS team is comprised of classroom teachers, specials teachers, associate instructors, paraprofessionals, office staff, custodians, security guards, cafeteria staff, nurse, student services professionals, and a planetarium coordinator. We encourage parents to communicate with the administration, teachers and staff who can be reached by phone or by e-mail.

After-School Enrichment Programs

Magnetic Attractions is GEHMS' after-school program that offers a host of classes for students at all grade levels. Magnetic Attractions courses typically run in March and April. In the past, courses have ranged from magic to robotics and rocketry. Classes are taught by GEHMS faculty, parents and outside professionals. During the year, parents often organize activities such as scouting, robotics, and Lego League. Please check school notices for information on this year's after-school opportunities.

Application & Admission Process

Applications to all CREC Magnet Schools, including GEHMS, are made through the Regional School Choice Office (RSCO) lottery. The lottery deadline is in February for the following school year. Applications are made online at www.choiceeducation.org.

Sibling Applications

Siblings are given preference in the GEHMS lottery. An application must be completed and submitted by the application deadline. The spirit of the sibling admission policy is to provide cohesiveness for all children in the same family. With that in mind, a sibling is defined as a child, whose other sibling currently attends GEHMS and will attend the school during the following year. Please note that an incoming kindergarten-aged brother or sister of a fifth grade student is not given sibling preference because the children would not be attending the school at the same time. To be considered siblings the children must also reside in the same household and have the same parents or legal guardians. Siblings who are qualified for the lottery are automatically given a slot provided sufficient space is available and an application has been received. Should there be more sibling applications than space available, the sibling applications will be subject to a lottery.

Arrival and Dismissal

Student drop-off occurs through the front door. Students will have access to the classrooms beginning at 8:50. Prior to that, any families arriving between 8:30 and 8:50 will be able to wait together in our main atrium area. Students may also go to the cafeteria for breakfast. The building does not open prior to 8:30.

The transition to school during the first few days can sometimes be difficult, particularly for younger students. Families may walk children to class but we ask that adults exit prior to announcements (9:00) so that the classroom is ready to focus on the work at hand. Families are asked to work toward building independence with the ultimate goal of eventually saying goodbye at the door and allowing students to take ownership of their arrival. (With the exception of PreK) GEHMS staff are here to help with this transition.

Breakfast is available for purchase every day in the cafeteria starting at 8:30.

Parent pickup takes place through the exterior cafeteria doors. Families picking up at normal dismissal time (3:00 for PK, 3:20 for all other grades), are asked to please park in a parking space and enter the building through the far cafeteria doors. Please do not pull up to the side of the building - this is a fire lane and presents other safety risks for families crossing the driveway to the playground.

Once inside, the individual picking up will be asked to sign in at a table. Please have identification ready at that time in order to expedite the process. Once signed in, you may sit at any table not reserved for students to wait; please do not leave the cafeteria to enter the main hallway. Children will come to the cafeteria and exit with their guardians through the exterior cafeteria doors.

Students will only be released to individuals on the emergency contact list. If someone not on the list is picking up a child, we require written parent/guardian permission in the form of a note sent to school or an email sent to the main office and classroom teacher. That individual must also have identification at pickup time.

If a child normally rides the bus but will be picked up for any reason, we require written notification either through a note sent to school or an email sent to the main office and classroom teacher. Please make notification to the school occurs as early as possible – notification after 2PM may not provide the school enough time to prevent a child from boarding the bus as usual. Families are asked to avoid coming to the office at the end of the day without prior notification – this delays the dismissal process and presents a safety risk to our students.

Changes in a child's normal dismissal routine must be communicated with the school by a parent/guardian.

Early pickups occur through the front office and follow the same sign out and identification procedures as end of day pickups.

Asbestos

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

Assessment

Students at GEHMS are assessed throughout the year using a variety of means. Common classroom methods include teacher observation, analyzing student work, pre- and post-assessments, student-teacher conferences, running records and unit tests. Assessments help us track student progress over time, determine if students need extra support, and help make changes to curriculum and instruction.

Students in grades 3-5 participate in the Smarter Balanced assessment, which generally takes place in March.

Attendance

Absence

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school by phone or in writing. Please email the classroom teacher and school secretaries. Staff arrives at school at 8:00 a.m. however; there is an answering machine on at all times for you to leave a message at 860-633-4455 ext. 4926.

When reporting your child's absence, please state your child's full name, teacher's name and the reason for the absence.

Tardiness

Students arriving to school after 9:00 a.m. are considered tardy and must be signed in at the main office. When a parent determines that their child is going to be tardy, parents are requested to contact the school by phone at their earliest convenience. The office staff arrives at school at 8:00 a.m. at other times you can leave a message on the absentee line. A student who is repeatedly tardy may be considered truant.

When reporting your child tardy, please state your child's full name, teacher's name, the reason for the tardiness, and the time you expect your child to arrive to school.

GEHMS Attendance Procedures

School begins at 8:50 am

- Any student arriving after 9:00 am will be marked "tardy".
 - Excessive tardiness will result in the Attendance Committee conducting a file review and holding a meeting with the family.
 - Students arriving late because of a late-arriving bus will not be marked tardy.

School dismisses at 3:20 pm (3:00 for PK students)

- Any student dismissed prior to 3:00 pm will be marked "dismissed early".
- Accumulated Absences
 - Four absences in one month may result in an attendance meeting with administration.

- Ten accumulated absences may result in an attendance meeting with administration.
 - The meeting will attempt to account for full day absences as well as accumulated loss of instruction time (late arrivals/early dismissals)
 - The goal of the attendance meeting will be to create an action plan to support the student's regular attendance at school.
 - The school social worker and school nurse may be in attendance to support the creation of the plan.
 - The goal of this meeting is to work collaboratively with the family. If however, the parent/guardian does not support the effort to address the attendance issue, the school may seek further support from outside agencies/resources.
- Parents/Guardians are required to contact the school secretary or nurse when students will be out for any reason. When the school is not notified, attempts will be made to reach the family via automated message.
- Absences due to illness must be called in to the school nurse, documentation or a doctor's notes can be submitted to classroom teacher, office, or school nurse.

Connecticut Laws and Regulations on Attendance

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly.* Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These laws and regulations are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

“A student is considered to be ‘in attendance’ if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.”(CT State Board of Education) The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the sending school district offices.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on the sending district provided form to leave school at age 17.

Chronic Absenteeism

New legislation regarding Chronic Absenteeism (P.A.15-224) effective July 1, 2015 defines a chronically absent child as one whose total number of absences at any time during the school year is equal or greater than 10% of the total number of days such student has been enrolled in school during that year. Chronic absenteeism is different from truancy as it measures the total time a student is out of school, both excused and unexcused.

For families of students who are chronically absent or in danger of becoming chronically absent, the school will work to meet and discuss school interventions and community referrals to make recommendations for such student and parents/guardians. (See GEHMS attendance policies)

Excused Absences

A student's absence from school shall be considered “excused” if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.
- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
 - 1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
 - 2. Student's observance of a religious holiday.
 - 3. Death in the student's family or other emergency beyond the control of the student's family.
 - 4. Court appearances which are mandated. (Documentation required)
 - 5. The lack of transportation that is normally provided by the district other than the one the student attends.
 - 6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines

Other

- 1. Per guidance provided by the CT State Department of Education in May 2013, "absences that result from a student not receiving transportation from one school district to attend school in another district must be deemed as an excused absence." (i.e.: in the case of an inclement weather situation.) No parental note is needed in the circumstance.
- 2. Per guidance provided by the CT State Department of Education in May 2013, Extraordinary Educational Opportunities may now be considered excused absences if the established criteria are met. Approvals for Extraordinary Educational Opportunities will be submitted by parent/guardian to the CREC Superintendent's office 10 days prior to the trip.

Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. The absence meets the definition for an excused absence (see above) or
- B. The absence meets the definition of a disciplinary absence.

Truancy

A student age five to eighteen** inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. A Family with Service Needs petition may be filed by the magnet school in compliance with state regulations.

Before and After School Care

The school operates the Before and After School Program to provide quality childcare beyond the normal school day. The program begins at 7:15 in the morning and ends at 6:00 pm On early dismissal days the After School Program runs until 6:00. If inclement weather causes a delayed opening, the Before and After Care Program will be delayed for the same amount of time. For instance, a 2 hour school delay will result in a 9:15 Before Care opening. Early dismissal due to inclement weather will cause the After Care program to be cancelled. Please have a plan in place for when these weather situation arise.

After Care does not operate on the day before Thanksgiving Break, the day before Winter Break, or on the last day of school. Please contact the school office for more information and registration materials.

Behavior Expectations, Conduct, and Discipline

CREC Magnet Schools cultivate the mind, body and heart of each student. We have a shared vision and coordinated plan for promoting, enhancing and sustaining a positive school climate. Each member of the faculty and staff understand their individual role while applying a systematic approach to developing an environment that fosters optimal academic engagement for all students.

CREC Magnet School *parents and staff* work together to:

- Promote a positive and successful educational experience for every child
- Embrace diversity
- Ensure students are college and career ready
- Foster self-confidence and self-discipline in our students
- Connect success in school to future successes in life
- Develop global awareness
- Guide students through conflicts, encourage them to restore trust and rebuild relationships
- Value and support students through disciplinary issues

CREC Magnet School *students* will:

- Demonstrate honor, respect and responsibility in their actions and decisions
- Embrace diversity
- Develop self-confidence and self-discipline
- Connect success in school to future successes in life
- Develop global awareness
- Reflect on conflict and seek ways to restore trust
- Work with teachers, administrators and parents when school rules are violated to restore environment and relationships

CREC schools serve a common purpose: to create learning environments that are uniquely designed to encourage innovation, exploration and excitement of knowledge. We believe that strong academics are positively linked with appropriate learning behaviors while students are in school. We expect school rules to be followed and will work in partnership with students and families should an issue arise.

Bullying Policy

The CREC Council promotes a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, or any type of bullying behavior. Any staff member, employee or student who engages in an act that injures, degrades, or disgraces another student of staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education, shall be subject to appropriate disciplinary action. Therefore, it shall be the policy of the CREC Council that bullying of a student by another student **either on school grounds, on a bus, or outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school is prohibited.**

Public Act No. 11-232 defines bullying as: (A) the repeated use by one or more students of a written, oral, or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of

such student at school, or (v) substantially disrupts the education process or the orderly operation of a school.

Public Act No. 11 – 232 clearly indicates that bullying may occur: on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, as well as outside of the school setting.

Physical acts or gestures, based on any actual or perceived differentiating characteristics, such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics are to be considered under the classification of bullying.

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. [A copy of this school's safe school climate plan may be found at the school office.](#) The complaint procedure is also posted on the District's website and the school website.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

Bus Safety

Safety rules are strictly enforced on the buses. There is a set of consequences for times when students do not follow the bus rules. Please reinforce bus procedures with your child at home.

Waiting for the Bus

1. Arrive early enough at the bus stop to avoid running across the street to catch the bus.
2. Walk in the sidewalk, or any safe area off the road.
3. Do not play with balls, toys, jump ropes, etc. at the bus stop.

Boarding the Bus

1. Wait until the bus comes to a complete stop before boarding.
2. Enter the bus single file, with out pushing or crowding.
3. Go directly to a seat and sit down immediately

While on the Bus

1. Listen and follow the driver's instruction at all times.
2. Act courteously. Do not tease or taunt other children.
3. No fighting or pushing
4. Stay seated while the bus is moving; no changing seats; kneeling or facing backwards.
5. Keep the aisles clear.
6. Talk quietly and do not use abusive language.
7. Do not distract the driver.
8. Keep hands, arms and heads inside the bus.
9. Never throw objects on the bus or out the windows.

10. Do not tamper or damage the bus in any way.
11. Do not eat or litter on the bus.
12. In case of emergency, remain seated and follow the driver's directions.

Leaving the Bus

1. Stand up only when the bus comes to a complete stop.
2. Leave the bus in an orderly manner.
3. Move away from the bus as quickly as possible. (If you can touch the side of the bus, you are too close.)
4. Always cross the street in front of the bus. Walk forward far enough away that you can see the driver's face. Wait until the driver waves you across before moving in front of the bus. Do not assume that the driver can see you, just because you are able to see the driver.
5. Always look both ways before crossing the street.
6. If an object drops in the street, **LEAVE IT**. No matter how important or valuable, it can always be replaced.

Consequences for Bus Rule Violations

If your child does not follow the bus rules outlined above and has not listened to the driver's warnings to behave properly on the bus, the bus driver will issue a referral notice. Please remember that riding the bus is a privilege. Because student misbehavior can endanger the safety of others on the bus, it is a natural consequence for student to have this privilege taken away from them.

Serious misbehavior, such as fighting, destruction of property, etc. may result in immediate loss of riding privilege, as well as suspension from school. Parents are responsible for transportation when their child has lost the privilege to ride the bus.

Calendar

The monthly school calendar is included at the end of the handbook. PTO and other school events will also be published on an "At A Glance Calendar" but dates are subject to change. Please check the calendar on the website and on Schoology for additions and changes.

Celebrations

As part of the "Healthy Kids Learn Better" initiative and in concern for food-based allergies, **food items are not permitted when celebrating birthdays**. Most classrooms recognize birthdays through compliment circles or other activities. If families wish to further recognize a child's birthday, please provide other alternatives such as giving pencils to the students or donating a book to the class library.

During the year, each class will have a variety of celebrations in line with the curriculum and as a component of our global studies approach to learning. If food is involved, items must be coordinated with the classroom teacher and in line with the list of approved options under the "Snacks and Treats" section.

Child Abuse

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

Dress Code

Please be sure your child is dressed for safety and comfort depending on the weather. Keep in mind that students will be playing outside during recess, weather permitting. Students must have gloves, hats, boots, and snow pants in order to fully participate in recess activities when snow is on the ground.

Students also have physical education activities on various days during the week. Dress your child in comfortable clothes and shoes suitable for running (or send in a pair of sneakers) on PE days.

Certain items of clothing are inappropriate for academic settings, and we ask that you don't allow your children to wear them to school. Students who wear the following items will be given alternate clothing and parents will be called: t-shirts with inappropriate language or scenes; shirts with spaghetti straps; shirts that expose the abdomen; very short skirts or shorts. We also ask that students don't wear flip-flops or high heeled sandals to school because students wearing such footwear experience many tripping accidents. In the past few years we have also seen chains attached to clothing or wallets, they are not permitted in school.

Students dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive, or contrary to law.

Early Dismissal Schedule

Certain days during the year are shortened to allow for parent-teacher conferences and professional development. PK early dismissal will take place at 11:45 and all other grades will dismiss at 12:00.

English Language Learners

For those students for whom English is a second language, all CREC Magnet Schools have a program to assist in the development of speaking skills and literacy in English and in mastering the same academic content required of all other students, e.g. language arts, literature, mathematics, science and social studies. If you believe your child needs assistance with English as a second language, please contact school administration.

Equal Opportunity

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and

usable by individuals with disabilities as prescribed by law. Regina Terrell is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Field Trips

Students take many field trips and field study trips throughout the year. Field trips allow students to learn by doing. Most of the field trips are science related, but some relate to social studies or community service. Some of the trips last just an hour or two while other take the entire day. Signed permission slips are required for field trips.

We often invite parents to volunteer to chaperone for field trips, but please do not bring a younger sibling on a field trip. If you volunteer to chaperone we ask that your presence serve to assist in supervision of students.

Many field trips incur a small fee to cover the cost of bus transportation and/or admission to the destination. However, inability to pay should not result in a child's inability to attend a school trip. Please contact your child's teacher, administration, or the family liaison for assistance as needed.

Fire Drills & Crisis Response Drills

Fire drills are held throughout the year as required by state law. Students, staff members, and visitors must follow the exit directions posted in each classroom. The school will also hold crisis response drills or "shelter in place" drills throughout the year. Drills may be announced or unannounced.

Health Records and Medical Information

All students must have current health records on file. Health histories and immunizations are State of Connecticut mandates and are required for school attendance.

Children, especially those in the younger grades, should have a change of clothing in case of accidents or muddy playground incidents. Please label clothes with your child's name and send them to the classroom teacher.

Throughout the year, our nurses instruct the students in a variety of health and safety issues. Notices are sent home to inform parents of subject matters prior to the instruction of health education matters.

Psychotropic Drug Use

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

Administration of Medication

Parents of students requiring medication during school should contact the (school nurse). Special forms are required to permit the administration of medicine in school. They are available from the (school nurse). All CREC Magnet Schools follow the State Statutes, regulations and guidelines established by the CT State Department of Education and the Department of Health regarding the

carrying, use and dispensing of medications. Students are allowed to carry Epi pens, inhalers and diabetic testing materials and medication.

In cases which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must accompany a physician's, dentists, or APRN's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an EpiPen or similar device in school at all times if he/she is under the care of a physician, physician assistant or APRN and such practitioner certifies in writing that the child needs to keep the device on their person at all times to ensure prompt treatment of asthma or allergic conditions to protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

A school nurse (or in the absence of the nurse- a "qualified school employee") may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to their child.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parent/guardian and a written order from a CT licensed [physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give glycogen injections to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written permission and a written order from a physician is required.

The district does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school sponsored activities (on or off school grounds).

Immunization and Physicals

(Students in K – 12)

In order to provide the best educational experience, school personnel must understand your child's health needs. School health forms request information from you (Part I) which will also be helpful to the health care provider when he or she completes the medical evaluation form (part II).

State law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine, an advanced practice registered nurse or a registered nurse licensed pursuant to chapter 378, a physician assistant licensed pursuant to chapter 370, a school medical advisor or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base prior to school entrance in Connecticut. An immunization update and additional health assessments are required in the 6th or 7th grade and in the 9th and 10th grade. This form may also be used for health assessments required every year for students participating in sports teams. Those participating in sports teams must have a physical every year and updated health form prior to participation.

(Student in PK only)

In order to provide the best experience, early childhood providers must understand your child's health needs. The health form requires information from you (Part I) which will be helpful to the health care provider when he or she completes the health evaluation (Part II). State law requires complete primary immunizations and a health assessment by a physician, an advanced practice registered nurse, a physician assistant, or a legally qualified practitioner of medicine, an advanced

practice registered nurse or a physician assistant stationed at any military base prior to entering an early childhood program in Connecticut.

Homeless Students

Under the McKinney Vento Federal Act Homeless students are defined as those lacking a “fixed, regular and adequate nighttime residence”. Students meeting this definition are protected and have the right to maintain their educational placement, are eligible for free school meals and for Title 1A services. If you believe your family meets this definition, please contact the school Liaison For Homeless Students or the CREC District Liaison.

Homework

In the Spring of 2018 CREC Parent, Staff and Student Senates approved the following:

Homework In Elementary Schools (Proposal #2017-18-10) Homework should be meaningful and will be gradually increased on a sliding scale from grades PK to 5. Starting in 3rd grade teachers are expected to assign some homework. By 5th grade students will have a consistent level of homework most nights.

We believe that the purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student’s work in school.

Lost and Found

A lost and found box is located in the Gallery. Please check your child’s locker or cubby as well as the lost and found when items are lost. Small or valuable items may also be held in the school office. Jackets, sweatshirts, hats, gloves, and lunch boxes are the most common items in the lost and found box. Labeling these items is very important.

Military Families

In June 2008, a memorandum of agreement was established creating a partnership between the Department of Defense and the Department of Education to support the education of military students. CREC recognizes that for those active duty members, Department of Defense civilians and those activated or deployed National Guard and Reserve members the phases of pre-deployment, deployment, reunion or post-deployment can be challenging to families and children. We can help. Please contact your school’s Parent Liaison, if we may be of assistance to you.

Parent Conferences

Parents are encouraged to become partners in their child’s educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences should be held during school hours but every effort will be made to accommodate parent schedules.

School wide parent teacher conferences align with the end of a market period. Please see attached school calendar. Note these days are early release days. After Care programming is available for the days of conferences at a cost. Information will be provided as conference dates approach.

Parent Involvement

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Our school has a part time Parent/Family liaison. Please contact your school's Parent Liaison if we may be of any assistance to you.

Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of educational opportunities available.

Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs.

Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

All CREC Magnet Schools now have a home school compact which will be made available to you. We encourage you to read this document thoroughly.

Volunteer activity is coordinated primarily through classroom teachers and the PTO. Opportunities range from working in the classroom, in the Media Center, and Science Lab to sharing your job skills with specific classes or the entire school. GEHMS also sponsors numerous special activities such as Family Science Night, Chinese/Japanese New Year Celebration, and Field Day that require many parent volunteers. GEHMS welcomes and expects a high degree of parental involvement and initiative and is open to your suggestions for ways in which you can enhance your child's learning.

There are a few guidelines you need to follow as a volunteer in the School:

Always visit the office and sign in and out when you visit.

It is essential that all volunteers respect the confidentiality of our students and families.

Have Fun. There are many special opportunities to experience great educational activities while your children attend the school. Take advantage of them.

All school employees and student teachers must be fingerprinted and have background checks conducted in order to work in schools. Volunteers who visit school for a single event or who are under the supervision of a teacher are not required to be fingerprinted. Volunteers who work with students outside of a teacher's supervision (for example during a Magnetic Attraction class) need to be fingerprinted at CREC Central. The process is free for volunteers.

Parental Permission Forms

GEHMS highly developed use of technology allows your child to engage in many learning activities with the use of computers and the internet at school. The ongoing promotion of the school in our community and the annual recruitment effort for new families showcases our students and their learning activities in the media and on our web site throughout the year. As such, the school requires parents to provide signed consent forms for a variety of areas.

Consent forms will be sent home at the beginning of the school year and must be returned promptly in order for your child to engage in technology activities. Permission must be received from you prior to your child's inclusion in any media coverage

Pesticide Application

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Dr. Donlon in writing.

Physical Activity

All students enrolled in elementary school shall have included in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services.

This daily period of physical activity for elementary school students can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to brief periods of respite/time outs, referrals to a building administrator, or for safety reasons.

Culture and Climate

PBIS is a school wide initiative practiced by all staff that teaches and reinforces appropriate behavior and making good choices in school. Additionally, PBIS teachers staff to continuously examine adult actions in working with students to encourage them to comport themselves well. Under this system, GEHMS utilizes a protocol for behavior in every area of the building in which we teach children to be "Kind, Safe, and Responsible." This protocol is called our "Rocket Rules." When students are randomly observed making good choices, they may be rewarded with "Rocket Tickets" these tickets can be redeemed for a variety of special privileges at school. We encourage all parents to speak to their children about the "Rocket Rules" and to ask staff if you have any questions.

Promotion, Retention, and Placement

CREC encourages and insists on the highest quality of academic performance from all students. It expects excellence from its faculty and supports vigorously the teachers' demands for serious, substantial scholarship from students commensurate with their individual abilities. Instruction and instructional programs must provide maximum opportunity for students to progress through school according to their needs. The intent of this policy is to ensure that all promoted students can benefit from the next level of instruction. Students normally will progress annually from grade to grade. Decisions regarding the promotion/retention and placement of students will be made on the basis of documented academic achievement in relation to the intellectual ability and overall physical, emotional, and social well-being of the student. All teachers must evaluate students' educational progress during the school year. This progress, or lack of progress, is communicated to the parent, through written progress reports and parent-teacher conferences. Parents must be informed by

March 15 if retention or acceleration is being considered. *The final decision regarding placement or retention will be made by administration.*

Report Cards

Report cards are distributed three times during the school year: in early December, mid-March and at the end of the school year in June. In December and March they are distributed just prior to parent/teacher conferences.

Student Records

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. By law, both parents (whether married, separated or divorced) have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Records are available upon request in the main office. Record release forms are available.

School Breakfast and Lunch

The school breakfast and lunch program will be available to all students in the cafeteria through the Glastonbury Public School Food Service Department. Breakfast costs \$1.50 and lunch costs \$3.50. Menus are emailed home each month. Children may bring lunch from home but refrigeration and microwaves are not available. If your child will buy lunch frequently, we strongly encourage you to pay for meals in advance so students aren't carrying money. Payments can be made by cash, check, or online at www.myschoolaccount.com

Free and/or Reduced Price Lunch- Some students are eligible for free or reduced price lunch. Forms are sent to all families in the fall and additional forms are available from the office.

Staff-Parent Communication

GEHMS teachers and administration considers themselves to be partners, with the parents, in your child's education. They are happy to discuss any concerns or questions you may have about the school or your child. To contact a staff member, you may send a note in with your child directed to the appropriate staff member, send an E-mail to the staff person (see E-mail address in the Organization Chart at the front of this booklet) or phone the school office and leave a message. School personnel will try to respond quickly, but please note teachers are not available to talk during instructional class time. The classroom teachers ask that you do not try to discuss concerns at the beginning of the school day or at dismissal without an appointment, as the teachers are responsible for all students in their care at those times. They will be more than happy to schedule a convenient meeting time with you.

Note: Parents with concerns or questions related to a child's school performance or behavior should discuss them first with the child's teacher.

The school distributes messages, notes, flyers, forms, and other updates. It is critically important that parents keep their e-mail addresses up to date. If you do not have e-mail we can send paper copies of documents to you. Please call the school office so we can be sure you get these important messages.

Smoking

Student shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

In addition, no smoking by any person is allowed on school property.

Snacks & Treats

We believe that “Healthy Kids Learn Better.” Each year we teach lessons that integrate health, physical education, and science in an effort to teach students about maintaining healthy lifestyles through proper nutrition and exercise. As part of this project we are asking parents to help by only sending healthy snacks and lunches to school.

Group snacks at GEHMS that are intended to be shared with students must exclude the following ingredients:

- Peanuts or tree nuts
- High fructose corn syrup
- Hydrogenated or partially hydrogenated oils
- Artificial colors (i.e. Blue #1, Blue, #2, Green #3, Red #3, Red #40, Yellow #5, Yellow #6)
- Artificial flavors

This request is consistent with the Connecticut Better Choice Recommendations, available on the Dept. of Education website.

All snacks to be shared must be in the original, sealed container with the label intact.

The following list provides examples of products without these additives that are not found in the natural food aisles. Alternatively, most if not all snacks in the natural food aisles or equivalent are acceptable.

- Dried Fruit (e.g. raisins, cranberries)
- Fruit Cups
 - Del Monte Fruit Bowls
 - Dole Fruit Bowls
 - Mott's Healthy Harvest Apple Sauce Cups
- Goldfish, Pepperidge Farm
- Graham Crackers, Teddy Grahams
- Pretzels
 - Pepperidge Farm Baked Naturals Pretzel Thins
 - Rold Gold
 - Utz
- Saltines, Stop & Shop
- String Cheese

Snow Days & School Closing

School Cancellation

If school is cancelled or if school will be opening late, all parents will receive calls and e-mails through the “School Messenger” system at approximately 6:30 a.m. It is important that you keep your phone numbers and e-mail addresses up to date to receive these urgent messages.

Information regarding CREC Glastonbury-East Hartford Magnet Schools school closings and late openings is given all the local TV stations and, WTIC 1080AM.

Snow days will generally be made up at the end of the school year.

Early Dismissal Due to Weather

Occasionally school will need to close early due to a weather event. The decision to close school will be made and communicated as soon as possible. You will receive calls and e-mails through the "School Messenger" system. Announcements will also be made on the television and radio stations listed above. In addition it's very important that each family develops a plan for such days when students will arrive home early.

Substance Abuse

The school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the disciplinary actions.

Teacher and Paraprofessional Qualifications

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

Transportation

Bussing

Bus transportation for Glastonbury students is provided by the Glastonbury Public Schools (860-652-7295). Bus transportation for all other students is provided by the Regional School Choice Office Transportation Department (860-524-4077).

Families should receive a notice from the transportation companies over the summer regarding van or bus numbers, pick-up and drop-off times, locations, and other details.

Transportation Reimbursement

In some cases parents who transport their children to school may be eligible for reimbursement through the State Department of Education. At GEHMS, this applies to the families of preschool students living outside of Glastonbury and Hartford. The reimbursement rate is \$5/day. In order to receive this reimbursement:

1. Parents must provide transportation for the entire school year.
2. The student may not reside in the same town as the school.
3. The transportation provided must be from home to the school.
4. The student does not reside in a town for which transportation is provided by CREC.
5. Reimbursement to parents with more than 1 student at the same school is limited to a total of \$5/day, per the State Department of Education.

For more information please go to <http://www.crec.org/transportation>. The online reimbursement form will be available after September 1.

Transportation Safety Complaints/Procedures

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

PARENT TEACHER ORGANIZATION

The GEHMS PTO is an integral part of the educational experience. The primary objectives of the PTO are to promote the welfare of our children in school, home, and community; to serve as a communication link and mutual support system among parents, teachers and administration; to encourage multicultural awareness within our community; and to promote a united effort among parents, educators, legislators, and the general public to secure for our children the greatest advantages of a multifaceted education.

All parents who become members of our PTO join in the effort to reach these objectives.

The PTO sponsors the open house at the beginning of the year, a welcome back pizza party, Fall Fest, Book Fairs, Family Science Night, Parent Education programs and other cultural, scientific and social events. Money raised through the PTO fundraisers go to support books, technology and special projects in the classroom supplies and storage structures in the Science Lab, and numerous other learning supplies and activities that cannot be covered through the school budget.

PTO STRUCTURE

All parents and teachers of GEHMS are eligible to become voting members of the PTO upon the payment of dues. The PTO membership elects an Executive Board, which is responsible for conducting the business of the PTO as directed by the PTO membership.

The PTO Executive Board also oversees, directs and approves the business of the standing committees, transacts business between organizational meetings, selects the parent representatives for the Advisory Committee and presents an annual budget for the PTO general membership's vote and approval.

A list of PTO Board positions and opportunities to become involved is distributed annually by the PTO. There are many ways to participate and be an active member of the school community

PTO MEMBERSHIP

Membership dues are \$5.00 per family per year. Dues and contributions constitute a significant portion of our operating budget. Since GEHMS is relatively small and since so much of the school's funding comes from State and Federal grants, parent support through the PTO is critical to the school's success. Please join and support *YOUR* school.

PTO MEETINGS

The PTO holds regular meetings open to all members of the GEHMS community. Meetings include updates by the principal and featured speakers, in addition to general PTO business. The meetings occur on Wednesday evenings at 7:00. Please see the calendar as well as the GEHMS Newsletter for exact dates. PTO Committees meet separately to discuss committee business, as arranged by the committee chairs. Committee chairs or representatives report committee business to the general membership at the open PTO meetings and through the monthly newsletter.

CREC Magnet Schools District Calendar 2018-2019

182 Student Days, 188 Teacher Days

August 2018 (3)						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (19)						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

Important Dates

- Aug. 20-21: Teachers Academy
- Aug. 23: Launch—District Wide Professional Development Day
- Aug. 24: Fall Staff
- Aug. 27-28: School-Based Professional Development Day
- Aug. 29: First Day of School
- Sept. 3: No School—Labor Day
- Sept. 12: Early Dismissal—Teacher Professional Development
- Oct. 8: No School—Indigenous Peoples' Day (previously Columbus Day)
- Oct. 17: Early Dismissal—Teacher Professional Development
- Nov. 6: No School—Election Day, District Wide Professional Development
- Nov. 12: No School—Veterans Day
- Nov. 21: Early Dismissal—Thanksgiving Holiday
- Nov. 22-23: No School—Thanksgiving Holiday
- Dec. 5-7: Early Dismissal—Elementary and Secondary School Parent Teacher Conferences
- Dec. 21: Early Dismissal—Winter Break
- Dec. 24-31: No School—Winter Break
- Jan. 1: No School—New Year's Day Observed
- Jan. 9: Early Dismissal—Teacher Professional Development
- Jan. 21: No School—Martin Luther King Day
- Feb. 4: No School—District Wide Professional Development
- Feb. 13: Early Dismissal—Teacher Professional Development
- Feb. 18-19: No School—President's Day and Break
- March 13-18: Early Dismissal—Elementary and Secondary School Parent Teacher Conferences
- April 3: Early Dismissal—Teacher Professional Development
- April 8-12: No School—Spring Break
- April 19: No School—Good Friday
- May 22: Early Dismissal—Teacher Professional Development
- May 27: No School—Memorial Day
- June 5: Early Dismissal—Teacher Professional Development
- June 12: Early Release—Last Day of School

October 2018 (22)						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (18)						
Su	M	T	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (15)						
Su	M	T	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

January 2019 (21)						
Su	M	T	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (17)						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (21)						
Su	M	T	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

April 2019 (16)						
Su	M	T	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30				

May 2019 (22)						
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26	27	28	29	30	31	

June 2019 (8)						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

Key

- Teachers Academy
- No School—Holiday/Break
- No School—Mandatory PD dates for all teachers
- Early Dismissal
- Early Dismissal/Elementary and Secondary Parent Teacher Conferences
- First/Last Day of School

- ### Secondary School Marking Periods
- 1st Marking Period: August 29 – November 2
 - 2nd Marking Period: November 5 – January 23
 - 3rd Marking Period: January 24 – March 29
 - 4th Marking Period: April 1 – June 12

Makeup days/snow days will be added in June.
A student's observance of a religious holiday is considered an excused absence.

This calendar may be changed by CREC Council action or by inclement weather conditions. Such changes will be announced as far in advance as possible. School cancellations (i.e. snow days) will extend the school year.