

August 24, 2018

Dear Parents and Families,

Happy New Year and welcome back! It is my great pleasure to be a member of the Glenville School community and both Marc and I are looking forward to a successful and productive year as your administrative team. As the Assistant Principal, I am a member of the Glenville School Pupil Personnel Services (PPS) Team and usually facilitate all PPT meetings. I would like to take this opportunity to provide you with some information that may be helpful to you this year.

Staffing

We have a talented and caring team of professionals in the Pupil Personnel Services/Special Education department, which consists of our special education teachers: Liana Miller, Sarah Jarombek and Ilene Koester; speech and language therapist, Margaret Presley; and our psychologist, Annmarie Gronowski. In addition, we have Laurie Swan, our physical therapist and welcome Ava Fracassini, our occupational therapist. Ashley Connaughton is our PPS clerk and Carolyn Conelias is our school nurse.

We are also very lucky to have a dedicated team of professional assistants who will be working in our classrooms supporting the students. For 2018-2019, our professional assistants are: Danielle Carrizzo, Dina Conti, Flavia Ferreira, Lisa Gioffre, Jenna McAuliffe, Jodi Shankarlingam and Vanessa Vitali. We will send notice regarding the professionals working specifically with your child and your child's schedule within the first week of school.

EDS – Educational Differences Subcommittee of the PTA

This subcommittee of the PTA focuses on the needs, issues and concerns of the families of

Together we will be planning and hosting several important and exciting events throughout the year. The central office will send out notices and reminders using the email address you provided when you registered. If this is not the best email to use, please call the school office and give the staff your preferred email for school/district communication.

For the 2018-2019 school year, the co-chairs of the EDS subcommittee of the PTA are:

Elizabeth Ann DeHaven	mendelsohne@gmail.com
Audra O'Donovan	Audracmd@aol.com

IEP Annual Review Meetings

We always attempt to lessen the impact of IEP meetings on the instructional day wherever possible. Tuesdays will be our meeting day and you will be contacted by our PPS clerk to schedule your child's Annual Review and Triennial Review, if needed. By scheduling meetings in advance, we are decreasing the time that staff will be pulled from classrooms and services. Please respond in a timely manner to our requests for scheduling, to facilitate the process. While we understand that there may be a need for an IEP meeting in addition to the Annual Review, our goal is to keep to the schedule as closely as possible to decrease the impact on instruction.

General Communication

Open communication between families and school staff is critical to the success of all children but particularly crucial for students with disabilities. We continue to work with our parents to promote communication strategies that are effective but result in minimal impact on teachers' instructional time with students. We ask you to use the following communication strategies in your contact with

your child's teachers. Please remember that communication books and emails are considered educational records and may be shared with other school staff for legitimate educational reasons.

➤ **Routine information**

The most effective way to communicate routine information with teachers is by email (for example, a sweater that was left in school, a note in a backpack). All such emails will be addressed promptly, typically within a school day. In some cases, additional time may be needed and if so, your child's teacher will let you know if this is the case. In response to some communications, the staff will offer to speak with you directly about your concern or question. Email is NOT the best way to communicate serious questions or concerns about your child or your child's program.

➤ **Questions or Concerns about IEPs/Services/Instruction**

Questions about your child's IEP, including accommodations, services, etc., are best addressed directly with your child's teacher and/or special education monitor. As a school district, we value personal connections and communication with students and families. For this reason, we encourage parents and teachers to communicate in person or by telephone regarding questions or concerns about IEPs, services instruction, etc. In some cases, the monitor may need to follow up by email with parents or other members of the school team. In some cases, the monitor may need to schedule an IEP meeting to discuss any changes to your child's program - no decisions can or will be made about the IEP outside of a IEP/PPT meeting unless the school has your written permission to do so.

Bus Concerns

Any issues with the bus should be reported to the district transportation office through the use of their on-line system. Go to the district web site (www.greenwickschools.org) and under the "Quicklinks" section a of the home page, click on the heading, "Report Bus Issues."

General Issues and Concerns

Please follow the process of "chain of command" when dealing with issues and concerns. Your first contact should be the general or special education teacher, depending on the nature of the concern. If you are unable to reach resolution through your contact with the teacher, you should contact me, and then Marc. If you are still not satisfied with the solutions/response at the school level, you may contact the PPS Administrator for our school, Karen Vitti. The next level of problem resolution would either be Mary Forde, Chief of PPS or Ann Carabillo, Deputy Superintendent. Please follow this hierarchy in attempting to resolve any concerns or issues you may have with your child's program. This will allow the staff members who are closest to the problem the opportunity to solve the problem before involving administrators outside the building.

Emergencies

In cases of emergency, please call the main office number: 203-531-9287.

Procedural Safeguards

Copies of the Procedural Safeguards in both English and Spanish can be found on the district's website, <http://www.greenwickschools.org>. Also included, in English and Spanish, are the Safeguards regarding Restraint and Seclusion and the Transition Rights. If you would like to obtain a paper copy of any of the Procedural Safeguard documents, please contact me at the school or you can contact the district Office of Pupil Personnel Services and make your request to

Joan Pritchard. Her phone is 203-625-7493, fax 203-625-7490 or email
Joan_pritchard@greenwich.k12.ct.us.

Parent Education and Communication Opportunities

School-based Coffees

This year, we will be hosting a number of Parent Coffees and informational sessions. This is an opportunity to meet the staff and other parents and provide time to discuss issues that are important to your children in our school. You will receive notice of the first coffee to be held in September.

We hope you had a chance to relax and reconnect this summer. Everyone at Glenville School is looking forward to a wonderful 2018-2019 school year full of success and inspiration. Please feel free to contact me with any further questions or concerns.

Sincerely,

Barbara Brennan Oxe
Assistant Principal
Glenville School