



East Hartford High School Credit Recovery Program

Student Handbook Summer 2023

East Hartford Credit Recovery Program
Location: East Hartford Middle School
777 Burnside Ave.
East Hartford, CT 06118
(860) 622-5358

Coordinator: Edgardo Figueroa
Assistant Coordinator: Raymond Bell

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Program Information

Location	East Hartford Middle School 777 Burnside Ave. East Hartford, CT 06108
Program Start Date	Monday, June 12
Program End Date	Friday, July 11
School Closure	<i>No School</i> July 3- July 4
Student School Day	7:10am - 1:25pm
Semester 1	June 12th- June 23rd
Semester 2	June 26th- July 11th

Contact Information

Coordinator: Edgardo Figueroa	(860) 622-5214
Assistant Coordinator: Raymond Bell	(860) 622-5358
Main Office: Daisy Hernandez	(860) 622-5358
Nurse: Lynn Moreland	(860) 622-5603

Rules & Regulations

1. Summer School 2023 will take place fully in-person at East Hartford Middle School, 777 Burnside Ave.
2. A Period class will be held from 7:10 a.m. to 10:15 a.m. and B Period class will be held from 10:20 a.m. to 1:25 p.m.
3. School counselors will register all students through PowerSchool prior to the first day of class. A list of school counselors is provided on the following page.
4. Summer School is only available for EHHS and CIBA students.
5. Students may not enroll after completion of the second day of summer school.
6. Transportation is the responsibility of the student and/or the student's family.
7. Students will supply their own notebooks, pencils, and other supplies.
8. Student devices will be used during the school day, but will not be taken home.
9. Students enrolled in two classes are not permitted to leave the building between classes.
10. Students will park in the parking lot to the left of the main entrance and to the left of the auditorium. The entrance and exit will be via the EHMS front doors.
11. Students will only be permitted in the assigned classroom and lavatory on the same floor—not in any other area of the building, unless escorted by the teacher.
12. Passes will not be issued during class time. Students may not leave class during any test or exam.
13. East Hartford Public Schools' dress code policy will be strictly enforced. Students will be required to wear uniforms.
14. Use or possession of tobacco products, including vaping paraphernalia, is prohibited in the school building and on school grounds including all roadways and parking lots. Violators will be withdrawn from the summer school program.
15. Discipline problems of any kind will not be tolerated. Students will be dismissed from school with no course credit. Any misconduct on or within the school property regarding littering, excessive noise or vehicle code or city violations will result in student dismissal and/or appropriate fines.
16. Personal electronic devices are not permitted in class, unless by the express permission of a teacher.
17. Summer School begins Monday, June 12, 2023. The final day is July 11, 2023.
18. There will be no school on July 3- July 4, 2023.
19. Summer school grades will be available in PowerSchool after the classes have ended.

East Hartford High School

School Counselors

Grade 9		
Dr. Falguni Patel	Patel.fv@easthartford.org	Students A-L
Cameren Judge	ludge.cd@easthartford.org	Students M-Z
Grade 10		
Rachel Shlatz	Shlatz.rm@easthartford.org	Students A-L
Adrienne Cote-Parker	Cote-parker.ae@easthartford.org	Students M-Z
Grade 11		
Danielle Levasseur	Levasseur.dn@easthartford.org	Students A-L
Norberto Candelario- Crespo	Candelario-crespo.n@easthartford.org	Students M-Z
Grade 12		
Cathy Barry	Barry.c@easthartford.org	Students A-L
Sara Johnson	Johnson.sp@easthartford.org	Students M-Z

Attendance Policy

Since summer school consists of only 20 sessions for a full credit course, or 10 sessions for a half credit course, attendance and punctuality are of the utmost importance. Please review the information below. This is not a change in the attendance policy, but rather a clarification. During the summers of 2020 and 2021, attendance was more flexible due to COVID, but most of those flexibilities are now gone.

According to Board Policy 6174 (a), "The secondary school summer program requires a minimum of 55 of 60 hours in order that credit and/or mark evaluation be allowed for a 1 credit course and a minimum of 28 of 30 hours for a ½ credit course. In each case, the program is structured by the Principal since he/she is ultimately responsible for granting the credit and/or mark change. In order to meet the requirement, a student enrolled in a 1 credit course may miss no more than two (2) sessions. A student enrolled in a ½ credit course may miss no more than one (1) session."

In accordance with this policy and the fact that a student needs a prescribed amount of hours to receive credits, tardies and early dismissals count towards attendance. A tardy is anywhere from 1-20 minutes late. If a student is 21 or more minutes late, that will count as an absence. If a student is dismissed early, anywhere from 1-20 minutes, that will count as an early dismissal. Students who leave more than 20 minutes early, will have an absence for that class. Three tardies, three early dismissals, or any three combinations of tardies and early dismissals will count as one absence from a class.

There are no exceptions to these rules. The following is a non-exhaustive list of excuses that will still count towards summer school attendance policy:

- Student or parent is sick
- Traffic
- Doctor's appointment
- Vacation
- Alarm clock malfunction
- Bus and/or car trouble
- Doctor's orders to stay home
- Any other appointment
- Funerals

Dismissal from Summer School Chart

For the sake of this chart, an early dismissal is listed as a tardy.

½ credit course (10 Sessions)	Scenario that would result in loss of credit:
	1 tardy, one absence
	Two tardies, one absence
	Three tardies, one absence
	Four tardies
	Two absences
1 credit course (20 Sessions)	Scenario that would result in loss of credit:
	7 tardies
	6 tardies, one absence
	5 tardies, one absence
	4 tardies, one absence
	3 tardies, two absences
	2 tardies, two absences
	1 tardy, two absences
	Three absences

Uniform Expectations

Parent Support: (EHBOE 5132a) EHHS Uniform policy is in accordance with the regulations set forth by the EHPS BOE. As stated in EHBOE 5132a, "It is the responsibility of parents to ensure that their children's dress conforms to requirements set forth below." For more information regarding the EHPS dress code, please refer to section 8 in the EHPS district Parent/Student Handbook.

Daily Expectations of Students:

Tops: All tops must be purchased from approved vendors or be EHHS issued and approved.

- Short or long sleeve polo or tee shirts with school logo
- Short or long sleeve white oxford shirts with school logo, worn with or without a vendor approved tie
- Other available options include: cardigan sweater, sweater vest, fleece or blazer jacket
- No items considered outerwear may be carried, worn, or kept in the classroom during school hours.

Bottoms

- Pants or sweatpants in solid black, gray, or tan, sized to fit the student, must be worn.
- Capris or shorts in solid black, gray or tan sized to fit the student
- Skirts in solid black, gray or tan that are no shorter than three inches above the knee.
- Bottoms that reveal any portion of the torso or undergarments, or that are too tight are unacceptable.

Shoes: Footwear that marks the floors or is a safety hazard are prohibited.

Acknowledgement & Signature

Student and Guardian signature below indicates that they have read the Rules & Regulations and all other supporting documents and understands that noncompliance with the rules will result in their dismissal from the East Hartford High School Summer Program with no credit earned.

Guardian Name: _____ Guardian Signature: _____

Student Name: _____ Student Signature: _____

Date: _____

Please return this signed sheet to the School Counseling office at East Hartford High School by June 9th. After June 9th, forms may be submitted at East Hartford Middle School until the end of day on June 13th.