

Glastonbury East Hartford Magnet School

Staff Handbook 2022-2023



Common Expectations + Common Goals = Shared Success

Important Links

[Beginning of Year PD](#)

[Behavior Tracking Form \(this is a word file\)](#)

[CREC Policies and Procedures](#)

[Dismissal Plan](#)

[Duties Schedule](#)

[Emergency Substitute Coverage Folders](#)

[Emergency Contact Information](#)

[CREC Employee Manual](#)

[Master Schedule](#)

[Meetings Schedule and Tentative Topics](#)

[Payroll Schedule](#)

[Room 122C Reservation Document](#)

[Room 218 Reservation Document](#)

[Staff Evaluation Meetings Sign-up](#)

[Time Off Request](#)

[Formal grant procedures:](#)

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

CREC Magnet Schools District Calendar 2022-2023

August 2022 (1)						
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 2022 (21)						
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	

Important Dates	
Aug. 22-23	Teachers Academy
Aug. 25-30	Professional Learning
Aug. 26	Fall Staff (CREC employees only)
Aug. 31	FIRST DAY OF SCHOOL
Sept. 5	No School—Labor Day
Sept. 14-16	Early Dismissal—Family Welcome Conferences, Elementary Only
Sept. 21	Early Dismissal—Professional Learning
Oct. 10	No School—Indigenous Peoples' Day
Oct. 19	Early Dismissal—Professional Learning
Nov. 8	No School—Election Day Professional Learning
Nov. 11	No School—Veterans Day
Nov. 23	Early Dismissal
Nov. 24-25	No School—Thanksgiving Holiday
Dec. 7-8	Early Dismissal—Elementary and Secondary School Family-Teacher Conferences
Dec. 9	Early Dismissal
Dec. 23-Jan. 2	No School—Winter Break
Jan. 6	No School—Three Kings Day
Jan. 11	Early dismissal - Professional Learning
Jan. 16	No School—Martin Luther King, Jr. Day
Feb. 20-24	No School—President's Day and Break
March 15-16	Early Dismissal—Elementary and Secondary School Family-Teacher Conferences
March 17	Early Dismissal
March 22	Early Dismissal—Professional Learning
April 7	No School—Good Friday
April 10-14	No School—Spring Break
May 17	Early Dismissal—Professional Learning
May 29	No School—Memorial Day
June 7	Early Dismissal—Professional Learning
June 16	Early Dismissal—Last Day of School (Tentative)
June 19	No School—Juneteenth (if in school)
June 20	No School—Professional Learning

October 2022 (20)						
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					

November 2022 (18)						
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			

December 2022 (16)						
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

January 2023 (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	24	25	26	27	28
29	30	31				

February 2023 (15)						
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				

March 2023 (23)						
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	

April 2023 (14)						
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

May 2023 (22)						
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			

June 2023 (12)						
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	

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

Secondary School Marking Periods	
1st Marking Period:	August 31 – November 4 = 46
2nd Marking Period:	November 7 – January 26 = 46
3rd Marking Period:	January 27 – April 6 = 45
4th Marking Period:	April 17 – June 16 = 44
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.	

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

<u>Address</u>	<u>p.5</u>
○ <u>School Hours</u>	<u>p.6</u>
○ <u>Important Contact Information</u>	<u>p.6</u>
● <u>Introduction & School Mission Statement</u>	<u>p.7</u>
● <u>CREC Mission Statement</u>	<u>p.8</u>

TABLE OF CONTENTS

● <u>2021-2022 School District Calendar</u>	<u>p.2</u>
● <u>General Information</u>	<u>p.5</u>
● <u>CREC Statement of Diversity and Inclusion</u>	<u>p.9</u>
○ <u>District Focus Areas</u>	<u>p.9</u>
● <u>You and GEHMS. You and CREC/Cori</u>	<u>p.10</u>
● <u>Announcements</u>	<u>p.11</u>
● <u>Staff Attendance Expectations</u>	<u>p.12</u>
○ <u>Staff Absences</u>	<u>p.12</u>
● <u>Emergency Contact Information</u>	<u>p.15</u>
● <u>Staff Evaluation Information</u>	<u>p.16</u>
● <u>Supervising Students</u>	<u>p.18</u>
○ <u>Student Arrival/Dismissal</u>	<u>p.18</u>
○ <u>Student Attendance</u>	<u>p.19</u>
○ <u>Recess</u>	<u>p.20</u>
○ <u>Recess Rules</u>	<u>p.20</u>
○ <u>Indoor Recess</u>	<u>p.20</u>
○ <u>Staff Duties</u>	<u>p.20</u>
● <u>Classroom Environment</u>	<u>p.21</u>
○ <u>Teacher/Pupil Relationship</u>	<u>p.21</u>
○ <u>Classroom Technology</u>	<u>p.22</u>
○ <u>Telephones and Cellphones</u>	<u>p.22</u>
○ <u>Educational Supplies and Materials</u>	<u>p.23</u>
○ <u>Cleanliness</u>	<u>p.23</u>

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

○ Lesson Planning	p.23
○ Posting Objectives	p.24
○ Homework	p.24
○ Homework Best Practices	p.25
○ Data and Assessments	p.26
● School and Student Safety	p.27
○ Emergencies and Drills	p.29
▪ Safety Drills	p.30
▪ Fire Drills	p.30
○ Food and Allergies	p.30
○ Mandated Reporting	p.32
○ Student teachers/observers What	p.32
● Timeliness and Transitions	p.33
● Nurse's Office	p.34
● Culture, Climate, and PBIS	p.34
● Student Discipline	p.36
● Communication	p.39
○ Google	p.40
○ Confidentiality	p.40
○ Radios	p.41
● Field Trips	p.42
● Fundraisers	p.43
● Special Education	p.43
● Early Intervention Program (EIP)	p.44
● Family Conferences and Grade Reporting	p.45
○ Family Conference	
○ Report cards	p.45
○ Room Parent	p.45
● Professional Development and Meetings/Double prep	p.46
● Policy/Regulation Appendix	p.47
● Important Links Appendix	p. 54

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

General Information

School Address

Glastonbury-East Hartford Elementary Magnet School

95 Oak Street

Glastonbury, CT 06033

Website: <https://gehms.crecschools.org/>

Facebook: [Glastonbury East Hartford Magnet School | Facebook](#)

School Hours

Student hours: 8:40 am – 3:35 pm

- Begin dismissal procedures no earlier than 3:10 pm. On Early Release begin dismissal procedures at begin no earlier than 12:00
- Before and Aftercare is available (for a cost). This is managed by the Main office and Vicki Radican. 7:30am-8:40 & 3:15-5:30
 - [Before and AfterCare Family Handbook](#)

**staff must sign/out when leaving the building during school hours and sign in when they return

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL**Important Contact Information****Kristi Hummel – Principal**khummel@crec.org

O: 860.633.4455 | C: 860.936.0232 | F: 860.657.8427

Carlos Lawrence – Assistant Principalclawrence@crec.org

O: 860-633-4455 | C: 860-461-6794 | F: 860.657.8427

Jen Gerich - School Nursejgerich@crec.org

O: 860-633-4455 Ext. 4926 | F: 860.657.8427

Jean Graham – Administrative Assistantjgraham@crec.org

O: 860.633.4455 Ext. 4919 | F: 860.657.8427

Shannon Busby – Administrative Assistantsbusby@crec.org

O: 860.633.4455 Ext. 4919 | F: 860.657.8427

Nancy Santiago- Administrative Assistantnsantiago@crec.org

O: 860.633.4455 Ext. 4920 | F: 860.657.8427

Christopher Foster – Behavior Intervention Specialistchfoster@crec.org

O: 860.633.4455 Ext. 4917 | F: 860.657.8427

Kim Brown-Greene – Family and Community Engagement Specialistkgreene@crec.org

O: 860.633.4455 Ext. 4907 | C: 860.508.5080 | F: 860.657.8427

Beth Zaffina – Special Education and Related Services Team Leaderbzaffina@crec.org

O: 860.633.4455 Ext. 495 | F: 860.657.8427

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

Introduction

The purpose of the Glastonbury East-Hartford Magnet School (GEHMS) Teacher/Staff Handbook is to provide an overview of the essential policies, procedures, protocols, and general information in order to facilitate a successful school year for all stakeholders. This document does not include all district policies or procedures, and those included herein are summarized.

This handbook is neither a contract nor a substitute for the official Capitol Region Education Council (CREC) policy manual. It is not intended to alter the status of at-will employees. It is rather intended to serve as a guide and brief explanation; for more detailed information, employees should refer to the CREC Policy Manual.

School Mission

The mission of the Glastonbury East Hartford Magnet School is to prepare students for life in a culturally-diverse, technology-oriented, interdependent world of the twenty-first century. To accomplish this mission, students work together as multi-ethnic explorers of all areas of knowledge with special concentration on science and technology, global education, cultures and issues, and problem solving.

CREC Mission Statement

“Capitol Region Education Council (CREC) is an intentionally diverse social justice organization whose members work to acknowledge, respect, and empathize with people of all different identifiers, such as race, socioeconomic status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality, and religion.

In accordance with CREC’s mission of equity, excellence, and success for all through high-quality educational services, our staff and students commit to participate in and support ongoing equity and inclusion programming through curricular and co-curricular offerings, professional learning, and local and national partnerships. Moreover, CREC staff and students strive to understand and confront the symptoms and causes of systematic oppression—ranging from implicit biases to micro aggressions to discriminatory policies, practices and traditions—that benefit privileged groups.

While at CREC, staff and students commit to affirm and honor the lived experiences of others, to willingly challenge inherited beliefs and ideologies, and consequently learn, grow, and serve.”

CREC Statement of Diversity and Inclusion

CREC Magnet Schools is an intentionally diverse social justice organization whose members work to acknowledge, respect and empathize with people of all different identifiers, such as race, socioeconomic status, gender identity and expression, education age, ability, ethnicity, culture, sexual orientation, language, nationality and religion.

In accordance with CREC's mission of equity, excellence and success for all through high-quality educational services, our staff and students commit to participate in and support ongoing equity and inclusion programming through curricular and co-curricular offerings, professional learning, and local and national partnerships. Moreover, CREC Magnet Schools staff and students strive to understand and confront the systems and causes of systematic oppression-ranging from implicit biases to micro aggressions to discriminatory policies, practices and traditions that benefit privileged groups.

While at CREC Magnet Schools, staff and students commit to affirm and honor the lived experiences of others, to willingly challenge inherited beliefs and ideologies, and consequently learn, grow and serve.

District Focus Areas

1. Racial, ethnic and socio-economic equity
2. Activities of teachers and students in the classroom which is distinct from curriculum and assessment and demonstrates understanding of the challenges and opportunities presented by instructing in a CREC classroom which brings racial, ethnic and socio-economic diversity

You and GEHMS You and CREC

CREC

Employee manual

<https://www.crec.org/careers/docs/You-and-CREC.pdf>

Cori

is the intranet or internal employee portal where all CREC employees can find district wide information, forms, benefits, details and policy.

<https://crecorg.sharepoint.com/>

GEHMS:

- Parking - Please avoid parking in the lot by the Van loop. This lot is designated for Visitors and Prek Parents who need to pick up students daily. Staff may park:
 - In large front lot near Nutmeg/PreK wing
 - Around back of building
 - Along the side of the building
 - In spots closest/lining the soccer field
- Substitutes, visitors, families and any non staff person seeking entry must check in with Security (Raptor system requires a valid ID). Then go to the Main Office for assistance and direction.
- Staff laptop- each staff member should have a school issued laptop. Every staff has an email address and is expected to check email daily. Contact Andres with concerns or put in a Tech Help Desk “ticket”
<https://crecorg.sharepoint.com/Technology/SitePages/Welcome.aspx>
- Staff Keys/key card- Entry through main doors are through key card use. Metal keys open classrooms. Only certain keys open all rooms. Any problems, lost keys report immediately to Main Office. Glastonbury manages our keyed entry system.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

School wide Announcements

Video taped Announcements

In the past, the Specialist team created daily “Morning Announcements” to be broadcast in each classroom. This will not be the case for the 22-23 school year.

Some video taped announcements will be created and shared with all staff in an effort to highlight special whole school information (example: assembly showcase, student awards, PBIS reminders, monthly celebrations). Topics will be inclusive and in keeping with our district’s mission and diversity inclusion statement .Any staff member may request/suggest topics to be included in the Morning Announcements. Please send an email to Kavitha Rogers, Kevin Maki and Kristi Hummel. All announcements must gain approval from admin.

PA system for Announcements

- Morning announcements will be made daily at approximately 9:00. The objective of these brief announcements are to
 - Notify staff of the status of busses
 - Pledge of Allegiance
 - Important information for the day.
- Loudspeaker announcements may be made during the day as needed; the Administrative Assistant(s), Building Administrator, and/or their designee may make these announcements. Instruction time and PreK nap time is important to consider, but at times announcements are necessary.
- Emergency announcements may be made at any time during the school day at the discretion of School Administration.
- *All staff are equipped to make emergency announcements (using the phone system) regarding the safety and security of students and staff.
 - *899 1* in building
 - *899 0* outside and inside

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

STAFF ATTENDANCE EXPECTATIONS:

- ❖ The contracted length of the teacher's day is 8:30 am until 3:45 pm for certified staff.
- ❖ Associate Instructors, Para-Educators, and other staff are a valuable asset to the educational environment of the classroom.
 - Non-certified/Other Professional staff hours: 8:30-4:00
- ❖ Duties. All staff have duties, this is a utility function of our school running safely and efficiently. All staff should be in your assigned duty location during those times you have duties assigned You are responsible for finding a substitute or covering your duty if you are in the building..
- ❖ Upon arrival and before leaving each day, staff need to sign in and out **in the main office**. Please do not go to your classroom or duty and then clock in later in the day. If you are running late, call the Main Office to let us know.

Staff Absences

- ❖ If any staff member is going to be late or absent, they must notify **Kristi, Carlos and the office via text as soon as possible. It is suggested that you create a "text group" with the following numbers:**
 - Kristi 860.936.0232
 - Carlos 860.461.6794
 - Shannon Busby 860.881.9794
 - Nancy Santiago 860.805.1513
- ❖ GEHMS utilizes Kelly Services for substitute coverage for classroom teachers and classroom paraprofessionals.
 - Classroom teachers, 1:1 paraprofessionals and classroom paraprofessionals who are absent must log into Kelly Services to request a substitute. **You must submit your own substitute requests. This is not done by the office.**
 - Associate Instructors, coaches and special education staff are not required to request a substitute (but must still notify administration).

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- ❖ Timesheets must be filled out and submitted on [designated dates](#). **Failure to complete time sheets or Munis online entry may result in paychecks being received late.**
- ❖ Sub Plans - The success of a substitute often hinges on the plans that are left by the teacher.
 - Sub plans must be provided.
 - Emergency sub plans must be available and submitted to the Main Office (sub plan google folder). These lessons should be stand alone and able to pop into any day.
 - Grade level team mates should collaborate if needed.
 - Emergency sub plans should also be provided to the main office. These are generic in nature and can be accessed at any given point in the year.
 - Class lists, emergency procedures, PBIS info and other relevant information must also be left for the substitute in plain sight.

The procedure for a call out (sick, emergency) is:

1. Text office staff **and** admin as soon as possible (**by 6:30am**)
2. Request a Kelly sub. If you are unsuccessful, text or email office staff **and** admin

The procedure for planned absence is:

1. Complete this [form](#)
2. Send an outlook invite for the day you plan to be out so it shows up on calendars. (invite Kristi, Carlos, Shannon, Nancy)
3. Request a Kelly sub.

How to Request sub

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

Enter your absence on the Kelly Services database. Be sure to keep your login in a safe place that you can access from home. Please note that you must enter the absence at least one hour prior to your start time.

****If you have an emergency absence and cannot access your computer or phone, please text Shannon at 860-881-9794**

If you aren't set up w/ Kelly and need to be...reach out to Shannon.

Here are informative How To's for Kelly:

<https://www.youtube.com/watch?v=0BESnWHNI7E&feature=youtu.be>

[https://help.frontlinek12.com/WebNav/Docs/EmployeeQuickStartGuide\(English\).pdf](https://help.frontlinek12.com/WebNav/Docs/EmployeeQuickStartGuide(English).pdf)

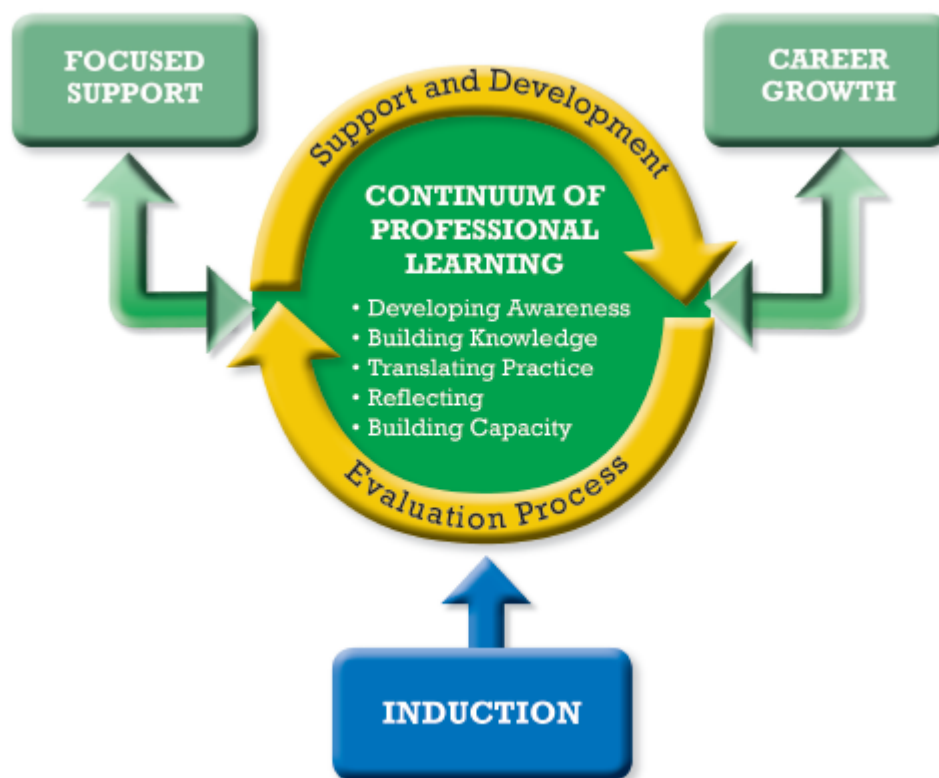
Emergency Contact Information

All staff must submit **emergency contact information** to the office at the beginning of each academic school year. It may be necessary to submit an update during the school year when pertinent data changes. As well as listing home phone and emergency phone numbers in the spaces provided on the personnel card, please also be sure to list a cell phone number (if possible). Note: for administrative use only

Staff Evaluation Information

CREC Magnet Schools is committed to a high standard of teaching in each of its schools. To ensure that every teacher in CREC performs at the highest possible levels, CREC Magnet Schools employs a comprehensive teacher evaluation system based on Charlotte Danielson's teaching framework.

CREC Magnet Schools also stresses the connection between teacher evaluation and teacher professional learning. This graphic defines the interrelationships between evaluation, professional learning, and professional growth.



2022-2023 Evaluation Meetings

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

<u>Event</u>	<u>Date</u>	
<u>Certified Staff Goal Setting Meetings</u>	<u>October 3-7</u> <u>Make-up day is</u> <u>October 11</u>	<u>Click here to sign up</u>
<u>Certified Staff Mid-Year Meetings</u>	<u>January 9-13</u> <u>make-up day is</u> <u>January 17</u>	<u>Click here to sign up</u>
<u>Certified Staff End of Year Meetings</u>	<u>June 5-9 make-up</u> <u>day is June 12</u>	<u>Click here to sign up</u>
<u>Non-Certified Staff Goal Setting Meetings</u>	<u>October 24-28</u> <u>Make-up day is</u> <u>October 31</u>	<u>Click here to sign up</u>
<u>Non-Certified Staff Mid-Year Meetings</u>	<u>January 23-27</u> <u>make-up day is</u> <u>January 30</u>	<u>Click here to sign up</u>
<u>Non-Certified Staff End of Year Meetings</u>	<u>May 22-26 make-up</u> <u>day is May 30</u>	<u>Click here to sign up</u>

Supervising Students

- ❖ Effective supervision of students during non-classroom times and locations is paramount to student safety and success.
- ❖ Staff must spread out amongst the students, engage with students, and be ever-vigilant in surveying the environment.
- ❖ Staff must be cognizant of their lines of sight, physical proximity, and any potential “trouble spots” that may exist. Proactive interaction often prevents the need for reaction.
- ❖ While supervising students, staff must refrain from the use of electronics or engaging in personal dialogue – remain focused on the supervision and safety of the students.
Personal cell phone use is not professional or consistent with appropriate supervision

Student/Arrival Dismissal Procedures

Arrival

- ❖ Parent Drop Off
 - The Cafeteria is the designated parent drop off area for Prek and K students in the morning. Staff is on duty to receive students until 8:50. Staff will be in the cafe to supervise youngest students
 - 1-5 students may be dropped off at the Science entrance, the Cafe entrance or the Chinese entrance and then walk to their classrooms.
- ❖ Powerschool must be entered by teachers every day as soon as possible. Please leave directions in sub plans in case of emergency.
- ❖ If a student is late to school (after 9:00)- the child will receive a pass from Security. If the child arrives late to class without a pass, please contact the office. Powerschool must be updated.

Dismissal

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- ❖ Any notes or changes in student dismissal must be submitted to the office and updated on the google doc INCLUDE student absences. If a parent emails the classroom teacher, please forward to Nancy and Shannon.
- ❖ Students stay in their classrooms until called and the google doc is updated.
- ❖ Bus students will walk down to main foyer and line up with their bus.
- ❖ 2-5 parent pick up students will dismiss directly from upstairs down the emergency staircase. Staff will be posted for duty to provide directions to students.
- ❖ PreK students will dismiss from the gym. Parents sign the students out with the PreK teacher. Prek bus students will wait in their classrooms and be ushered out to busses when called.
- ❖ K-1 parent pick up students will dismiss from the cafeteria with adult supervision.

Student Attendance

- ❖ Taking attendance is a legal and professional responsibility.
- ❖ All teachers are expected to develop a procedure for taking attendance and collecting lunch count at the beginning of the day.
- ❖ Attendance must be entered into PowerSchool by 9:15 every day to assure an accurate count of students in the building, allow for a timely automated call to go to families, and to assure that all students are safe.
- ❖ The attendance team monitors student attendance patterns; however, if you notice a child out for several days or have any concerns, please bring this to the attention of the main office for follow-up. Please feel free to contact the family and check in as well.

Recess

Teachers should provide active supervision by moving around as to be visible and to prevent accidents and trouble before they occur. Dependable supervision for the safety and well-being of the students is a primary responsibility. Staff is encouraged to participate and oversee/interact with students. Recess is an excellent opportunity for community building and social emotional learning.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

Please report any dangerous situations or broken playground equipment immediately.

Please make sure that one teacher is carrying the recess walkie-talkie. Extra walkies have been placed near recess exit points.

Children will be outdoors during recess for active play, unless weather is inclement as determined by the nurse. In which case, staff will be notified, but otherwise staff are encouraged to use best judgment and incorporate outdoor play and experience into the students' day.

If a student needs to go to the nurse, he/she needs to ask for permission, and the staff member should use the recess walkie-talkie to notify the nurse that a child is coming.

Staff members who are on duty for recess should be familiar with the following rules and help enforce them for the safety of the students.

Recess Rules

- At recess we focus on the Rocket Rules. Students need to be both reminded and
- instructed about appropriate recess behavior and expectations.
 - Grade level teams can determine how indoor recess is organized and supervised. Students must stay out of the hallways and remain in designated classrooms. Recess duties apply to indoor recess.

Duty schedule 22-23

Classroom Environment

- ❖ Classroom environments are vital to student learning; there is alignment between physical activities, physical environment and student learning. (Danielson 2e)
- ❖ Classrooms should be organized, safe, vibrant, and conducive to student learning.
- ❖ Items displayed throughout the room should support learning objectives.
- ❖ Data walls, word walls, anchor charts, and sample student work should be timely, relevant, and used in instruction. Be cognizant of the dates on student work.
- ❖ Maintenance or cleaning needs should be communicated immediately to administration and Walter Amado head custodian.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

Classrooms Technology

- ❖ IPAD or Chromebook carts are available for 1:1 student use.
 - Please make sure you plug in and charge devices and the cart.
- ❖ Any repair or maintenance needs should be brought to Hiroe Vestergaard's attention as soon as they become known.
- ❖ Supervision of student use of technology is critically important for student safety and well-being.
- ❖ Inappropriate use of technology should be reported to the administration immediately. Although safeguards and firewalls are in place, please be cognizant of student access.
- ❖ Technology is part of the core of our school's theme; the use of technology to support and further instruction is highly encouraged.

Videos that are shown should have academic integrity, be appropriate to the established curriculum, be preceded by class preparation, given suitable follow-up and viewed with complete supervision.

Telephones and Cell Phones

GEHMS cell phone policy offers general guidelines for using personal and company cell phones during work hours.

The purpose of this policy is to help us all get the most out of the advantages cell phones offer while minimizing distractions, accidents, and frustrations improper cell phone use can cause. This policy applies to all GEHMS employees.

Cell Phone Use Guidelines:

The following are basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when in the presence of students, or when they distract from work tasks including supervision of students:

- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using personal cell phones for work tasks.
- Do not use cell phones during meetings.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- Do not use cell phones to record confidential information.
- Refrain from taking or sharing work related photos on your personal devices.
- You are not expected to use your personal cellphone for communicating with parents
- Take caution in texting or communicating with your own device. Apps like seesaw or remind protect your personal information

Disciplinary Action:

Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work and/or supervision of students may lead to disciplinary action. Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate confidentiality may result in disciplinary action.

Staff members may use cell phones during prep time, or when not in the presence of children. Every classroom has a phone to dial internal, external, emergency and PA calls.

Educational Supplies and Materials

Staff are encouraged to make known any materials, devices or aids that you feel would enhance your teaching. Needs should be known at the time of budget preparation each year. The ordering of educational materials, workbooks, etc., is usually done in the spring. However, ordering may be done during the school year if necessary. Do not purchase materials yourself without prior approval. Reimbursement is not automatic. The PTO also supports our school and has reimbursement policies for teacher materials. Please see their communications.

Cleanliness

Please see that floors are kept free of papers, books, clothing, personal belongings, etc.

- Please do not hang fabric from the ceiling of your classroom due to fire safety concerns.
- Fire retardant spray is available for hanging fabrics. Please do not put tape on the floor or on carpets.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- Doors connecting classrooms should open completely to provide egress in case of an emergency.
- All lights should be turned off when room is not in use.
- All windows should be closed at the end of each day.
- At the end of each day, students' chairs are to be placed on top of desks or tables so our custodians can sweep the floor.

***If these things are not done, it inhibits our custodial staff.

Lesson Planning

- ❖ Lesson planning is the key to effective instruction.
- ❖ Teachers are expected to plan engaging and rigorous lessons that are differentiated to meet the needs of all learners. Lesson plans must include evidence of clear objectives, targeted differentiation, and aligned assessment. Evidence of such planning should be available upon request
- ❖ Teachers are expected to collaborate and plan with colleagues. Common planning time is provided
- ❖ The science lab and planetarium should be accessed by all classes.
 - Teachers are encouraged to use these tremendous resources as often as possible.
 - Please correspond with Jason Archer and Terry Wilson as needed
 - Please notify the main office when you are visiting the planetarium or anytime you leave your classroom.

Posting Objectives

- ❖ Essential Question: In student-friendly language, this question should be at the heart of the lesson.
- ❖ Essential Questions and I Can Statements should be part of the instructional process. Students should know what you are teaching and why it is relevant.
- ❖ Essential Questions may span the course of several lessons, but I Can Statements should change frequently to align to the day's objectives and assessment.
 - I Can Statements: In student-friendly language, describe the learning targets that students should be able to demonstrate by the end of the lesson.
- ❖ Assessment or Success Criteria should be connected back to the objective elements.

Homework

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

The purpose of homework is to reinforce classroom instruction, develop independent study habits, and to encourage parent involvement in their child's academic program. Homework should not be new learning, but review and practice. Students should not be shamed, miss instruction or recess or be otherwise penalized for missing homework.

CREC Curriculum Team put together the following from a review of best practices:
Teacher Responsibilities (All Grade Levels):

- ❖ *Teachers should assign meaningful, appropriate homework that takes into consideration the recommendations given below for each grade band.*
- ❖ *Teachers should provide feedback and make connections to classroom learning on any homework that is assigned*
- ❖ *Teachers should be mindful of our diverse families and their busy schedules.*

CREC Homework Best Practices by grade level:

- **Pre-Kindergarten Homework** should not be assigned. However, reading to children for 20 minutes each day as part of their routine is important. Reading daily will help children to foster a love of reading, develop early literacy skills, and expose them to new words and ideas. Share strategies with parents to encourage children to be inquisitive about the world around them and to engage in discussion with them.
- **Kindergarten - Grade 2** The purpose of homework at this grade band will be to foster positive attitudes about school and develop work habits outside of school. The primary purpose is not to improve students' achievement.
- **Grades 3-4** - The purpose of homework at this grade band will be to foster positive attitudes about school, develop independent work habits outside of school, and reinforce simple skills introduced in class.

Homework should include reading each day at home (inclusive of reading for other subjects) and homework from other subject

Suggested amounts of time to be spent on homework per day are:

- *Grades K-1: 15 minutes,*
- *Grade 2 & 3: 15-30 minutes*
- *Grades 4 & 5: 30-60 minutes.*

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

Weekend homework and long-term assignments extending over vacations, can be given at the discretion of the classroom teacher. Any long-range assignments should be considered part of the time allotments.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL**Data and Assessments**

- ❖ GEHMS utilizes an assessment calendar to guide the timely and consistent collection of data to inform instruction.
 - Teachers must familiarize themselves with this calendar and plan ahead to meet the deadlines within it. Staff should work with Coaches on any questions or needs.
 - Data entry deadlines will be provided in advance.
- ❖ Data and assessments are critical tools for effective instruction; teachers access and understand this data in order to effectively plan and deliver high quality instruction to promote student achievement.
- ❖ Teachers are encouraged to score assessments together in order to calibrate expectations and action plans.
- ❖ Data must be reviewed in preparation and provided according to the meeting schedule prior to grade level data and/or EIP meeting. This information will guide and inform instructional decision-making.
- ❖ All students should have individual goals to be monitored within Tier 1. Students should know their goals and what they need to do to reach them.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

School and Student Safety

CT Gen Stat § 10-222n (2013)

(a) Not later than January 1, 2014, the Department of Emergency Services and Public Protection, in consultation with the Department of Education, shall develop school security and safety plan standards. The school security and safety plan standards shall be an all-hazards approach to emergencies at public schools and shall include, but not be limited to, (1) involvement of local officials, including the chief executive officer of the municipality, the superintendent of schools, law enforcement, fire, public health, emergency management and emergency medical services, in the development of school security and safety plans, (2) a command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization, (3) a requirement that a school security and safety committee be established at each school, in accordance with the provisions of section 10-222m, (4) crisis management procedures, (5) a requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills, conducted pursuant to section 10-231, (6) a requirement that local and regional boards of education annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills, (7) procedures for managing various types of emergencies, (8) a requirement that each local and regional board of education conduct a security and vulnerability assessment for each school under the jurisdiction of such board every two years and develop a school security and safety plan for each such school, in accordance with the provisions of section 10-222m, based on the results of such assessment, (9) a requirement that the safe school climate committee for each school, established pursuant to section 10-222k, collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying, as defined in section 10-222d, and report such information, as necessary, to the district safe school climate coordinator, described in section 10-222k, and the school security and safety committee for the school, established pursuant to section 10-222m, and (10) a requirement that the school security and safety plan for each school provide an orientation on such school security and safety plan to each school employee, as defined in section 10-222d, at such school and provide violence prevention training in a manner prescribed in such school security and safety plan. The Department of Emergency Services and Public Protection shall make such standards available to local officials, including local and regional boards of education.

(b) Not later than January 1, 2014, and annually thereafter, the Department of Emergency Services and Public Protection shall submit the school security and safety plan standards and any recommendations for legislation regarding such standards to the joint standing committees of the General Assembly having cognizance of matters relating to public safety and education, in accordance with the provisions of section 11-4a.

(P.A. 13-3, S. 86.)

History: P.A. 13-3 effective April 4, 2013.

The School Security , Climate, and Safety Committee is responsible for assisting in the development of this Plan, and for administering the Plan. Members of the committee

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

might also include the chief executive officer (CEO) of the municipality, the superintendent of schools, law enforcement, public health, emergency management, school custodian or property manager, local emergency management director, information technology manager, and/or school nurse. The school security and safety committee should also invite subject matter experts to participate as needed, including, for example, the local public works director, high school student council president, food service director, and/or transportation coordinator.

The Safe School Climate Committee is responsible for the duties outlined in Conn. Gen. Stat. Sections 10-222k and 10-222n, including implementing the provisions of this Plan regarding the collection, evaluation, and reporting of information related to instances of disturbing or threatening behavior that may not meet the definition of bullying.

GEHMS operates a School Safety Committee. If you are interested in serving on this committee, please contact an administrator.

School safety and security are of the utmost importance and are everyone's responsibility.

- ❖ If you are aware of a potential security or safety threat, you must contact an administrator immediately. Staff should utilize the intercom to announce lockdowns, etc. if necessary. (include process) IN CASE OF AN EMERGENCY, ANYONE MAY ACCESS THE PA SYSTEM FROM ANY PHONE IN THE BUILDING BY DIALING *899 (pause) 1*
- ❖ Keep door to classroom Locked in case of crisis.
- ❖ All staff members are expected to be familiar with emergency procedures and to teach/practice them with students.

- ❖ Teachers are expected to have a clipboard posted by the classroom door. These clipboards should accompany teachers when evacuating the building for any reason (such as fire, evacuation, drill). Include:
 - class roster
 - the quick reference emergency procedure flipchart
 - emergency procedure attendance forms.

Emergencies and Drills

Staff must have an emergency folder that is easily accessible and visible. It should be available to a substitute teacher and contain The Emergency Response Plan and your class

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

list. It is essential that orderly procedures for evacuation be established during the first week of school.

Safety Drill

Safety drills are conducted on a monthly bases usually without prior notice. The A.L.I.C.E. procedure for each room must followed.

Fire Drills

At the sound of the fire alarm, students are to immediately stop talking and follow the instructions of the supervising teacher. Students should exit the building quietly and orderly.

Teachers should:

- ❖ Close classroom door
- ❖ Make sure students line up at designated areas away from the building.
- ❖ Check attendance and report missing students to the principal
- ❖ When the signal is given, have students enter the building quietly.

All personnel except the custodians, security and principals must evacuate the building immediately during a Fire Drill.

Food and Allergies

- ❖ Student health and safety are the highest priority in all that we do. The inclusion of food in school activities creates the potential risk of allergic reactions or other health implications.
- ❖ If food is to be included as part of a school activity, the “menu” of food to be included must be shared with parents and the nurse in advance to minimize the risk of allergic reactions.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- ❖ As a Green Leaf school and in keeping with our “Healthier Kids Learn Better” initiatives, school sponsored food options must be healthy.
- ❖ Group snacks at GEHMS that are intended to be shared with students. The office purchases snacks teachers can access for their class if needed.
 - Group snacks must exclude the following ingredients:
 - Peanuts or tree nuts
 - High fructose corn syrup
 - Hydrogenated or partially hydrogenated oils
 - Artificial colors
 - Artificial flavors
 - All snacks to be shared must be in the original, sealed container with the label intact.
 - The following list provides examples of acceptable snacks. Most 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
 - String Cheese
- ❖ Food must not be used as an incentive or reward – utilize the PBIS system and Rocket Tickets.
- ❖ Policy regarding parent donated snack and birthday celebrations is clearly articulated in the student handbook and is to be enforced. Consult with administration as needed.

Mandated Reporting

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- ❖ If you have any concerns regarding the safety of a student at home, you must share those concerns with DCF pursuant to your role as a **mandated reporter** as soon as you become aware of them. Do not wait until the day is over to communicate such concerns; we have a time sensitive legal obligation.
- ❖ Permission and/or consultation with Administration is not required. But, please notify an administrator that a report is going to be or was made. If you need support or coverage, it will be arranged for you.
- ❖ Once filed, a copy of the 136 document is to be filed with Jill Soucy (confidential)
- ❖ Staff suspicions or reports **should not** be discussed with other staff members.
- ❖ In the case of suspected neglect or abuse, upon filing a report, you may receive next steps. Please inform your administrator or designee (social worker)
- ❖ **Make a referral to the DCF Careline if you have any suspicion**
Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (CGS§17a-101a) **Staff should not base the decision to report based on if it will be accepted.**
 - dcf 136 form:
<https://portal.ct.gov/-/media/DCF/Policy/pdf/dcf136Fillablepdf.pdf>
 - Careline 1-800-842-2288

Student Observers/Preservice teachers

GEHMS and CREC welcomes pre service educators and observers

- Student Teaching Placements
- Administrative and Clinical Internships
- Research Internships
- Classroom Observations
- Captstone project work

To begin the placement process, candidates are asked to [review this district handbook](#), then candidates must complete one of the appropriate applications linked within. They cannot come

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

to GEHMS until processed and approved by Central Office (which may include fingerprinting and district training).

Any current staff interested in hosting or if contacted by a potential guest directly- please direct interested parties to the above information AND notify administration to assist.

Administration reserves the right to meet with any visitor or guest in advance of their start date, which may include a review of any coursework or project work (especially if there is an impact or direct access to students)

Questions can also be directed to moliveira@crec.org

Timeliness and Transitions

- ❖ Students must be delivered to and picked up from assigned locations in a timely manner (specials, lunch, recess, bus dismissal, etc). If a classroom teacher is late bringing their students, the time is missed and is not added onto the end (in respecting others schedules and timeliness)
- ❖ Students must be taught expectations for hallway transitions. Students should be in a line and move safely from one location to the next without disrupting learning around them. Use of songs or other transitional tools may be useful for promoting effective hallway transitions.
- ❖ Hallway transitions must reflect the same standard as classroom expectations; classes that fail to exhibit this standard must return to their original location, review the expectation, and practice until the standard is met.
- ❖ All staff members should model appropriate transition standards by using silent interactions (thumbs up, hand waves hello) to interact with students who are transitioning from one location to another.

Nurse's Office

- ❖ Teachers should call the nurse when sending a child.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- ❖ Band-aids and gloves are provided to every teacher; minor cuts or scrapes can be treated following the nurse's guidelines to preempt the need for that student to leave class.
- ❖ Class time is vitally important. The school nurse will review situations in which students do or do not need to be sent to the nurse; if in doubt, please call the nurse before sending the student.
- ❖ The school nurse makes the final decision as to whether a child needs to go home sick and makes the call to families.

Culture and Climate

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. We are focused on tiered behavioral intervention for all students and explicitly teaching expected behavior in all settings. Data on office and bus referrals is kept and analyzed frequently.

In general, PBIS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support implementation of these practices.

These four elements are guided by six important principles:

- Develop a continuum of scientifically based behavior and academic interventions and supports
 - Use data to make decisions and solve problems
 - Arrange the environment to prevent the development and occurrence of problem behavior
 - Teach and encourage social skills and behaviors
 - Implement evidence-based behavioral practices with fidelity and accountability monitor student performance & progress continuously
-
- ❖ All staff members are expected to implement the PBIS system.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- ❖ All classrooms should have a “Peaceful Place”
- ❖ Located in the Community Drive are lessons that teach students our common expectations for important parts of the day; these lessons are to be taught within the designated time period at the start of the year and retaught as necessary throughout the year.
- ❖ Frequent staff meetings will include an analysis of behavioral and culture/climate data which will be used for school improvement action planning and other team-based decision-making.
- ❖ Any staff member interested in joining the PBIS team should email one of the PBIS coaches (Kavitha Rogers, and Michelle Garbart). Committee meetings generally meet once a month outside of school hours.

Student Discipline

Student behavior is directly connected to engagement, safety, and achievement. GEHMS has clearly established expectations for student behavior and procedures for dealing with student behavioral infractions that are based in the principles of restorative justice. Clear expectations, consistency, highly engaging lesson plans, and strong relationships with students and families are critical steps to avoiding student misbehavior.

- ❖ Classroom rules are to be posted in each room
- ❖ If a situation arises in which physical contact may be necessary to maintain student safety, call the office for help so a staff member with training can assist you. Do not attempt to restrain or put yourself in a situation that is physical in any way.

Use of Walkie Talkies

Many people have walkie talkies at any given point in the day. Please respect confidentiality. Remember that parents, students, and other visitors may overhear anything stated on the radios.

- Do not say a child’s name on the walkie.
- Do not give specific information about a child’s health or behavior.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- If behavior assistance is needed, or if the nurse is needed. State which adult is needed and provide the location.
- If it is an emergency. State “immediate assistance” or “emergency assistance”
- If the social worker is needed or another staff is needed, call the main office and state “social worker needed”

Use channel 1 during the day. Channel 2 is for arrival and dismissal. Channel 3 is only available on some walkies and for admin use.

Referrals:

Tracking behavior is an important piece of data collection and can inform EIP and special education needs. When a behavioral infraction occurs, staff must determine whether or not the infraction constitutes a minor or major referral.

- Minor Referrals

- Incidents should be addressed through the classroom system of consequences. Tier 1 or 2 tier PBIS; which may include: reflections, the peaceful place, a buddy classroom, parent communication, and loss of privilege. Staff should utilize Circles and restorative conversations.
- Minor infractions are documented using the electronic referral form.
- Minor infraction forms must be fully completed and submitted to **Christopher Foster**. Mr. Foster will enter in mileposts for data analysis.
- Infractions and outcomes of minor incidents should be communicated to parents by the adult making the referral or the classroom teacher.

- Major Referrals/Requesting Classroom Assistance

- Time out of class is detrimental to student success. Removing a student from class shifts the power of behavior management from the teacher to the responding adult. All attempts will be made to keep the child in the classroom.
- If there is a safety risk to other students, evacuate the classroom and call the office.
- Only PMT trained staff may participate in protective holds or escorts.
- Major incidents should be referred immediately to administration, call to the office for support. If you send a child, **call down to explain the situation.**
- If for any reason the main office does not answer, staff may call the nurse or security desk to reach an individual with a radio.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- **Students must never be sent to the office without communication**
 - Time sensitive or safety-related concerns must be communicated to administration immediately –completing a behavior data tracker is not sufficient in these cases. It is not a “major” unless it is dealt with OUTSIDE of the classroom teacher.
 - Major incidents must be documented on the **Behavior Data Tracking Form**. Referral must be fully completed and submitted to **Carlos Lawrence, Kristi Hummel, and Chris Foster**.
 - Once a major referral has been submitted, it is up to administration to determine appropriate consequences.
 - Copies of major referrals will be provided to the referring staff member and delivered home to the student’s parents.
 - Communication will be made to parents by the referring teacher or in most cases, administration.
- Return to Class/Outcome procedures
 - The goal is for students to be in class and to not miss instruction.
 - Students will be returned to class after the major referral is managed.
 - Adult will escort the child to class and may have the child sit in the classroom “Peaceful Place.” Teachers should make their way to the student as soon as possible and welcome them back to learning using the six restorative questions provided.
- ❖ Behavior trackers must be written in a clear, objective, professional manner and must not include other student names or information.
 - ❖ Following any student behavioral infraction, staff must be reflective of how changes in adult behaviors or actions may contribute to avoiding such an infraction in the future. Remain solutions-focused and committed to student success.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

Communication

- ❖ Effective communication is essential for student, staff, family, and school success. All forms of communication must meet the highest standard for professionalism and confidentiality
- ❖ SeeSaw is an excellent tool for communicating with families. Teachers are expected to set up their seesaw classroom, make sure parents are aware and communicate via this app at least weekly.
- ❖ Parent inquiries to staff (emails, phone messages, notes, etc.) should be returned within 24 working hours
- ❖ Parents are our partners; we must communicate any concerns with as much notice as possible – no surprises when it comes to academic progress, behavioral concerns, or assigned consequences.
- ❖ Please include the main office and administration on events and activities that may generate questions for the office

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL**Google**

- ❖ Google is a powerful and important tool for staff communication and document sharing.
- ❖ All staff have access to google drive by using their CREC email and password.
- ❖ Folders with important information are shared with the staff. Please reference as needed.

Confidentiality

- ❖ Confidentiality must be maintained in all forms of communication.
- ❖ Remember that all email is subject to Freedom of Information Act; please be cognizant that everything written in email is available to the public.
- ❖ Never discuss a child with another parent or community member that is not that child's parent or guardian.
- ❖ When receiving any requests for information from outside agencies or individuals, be sure to check with administration – for your protection and the protection of the child.
- ❖ When in doubt, do not share information without checking first with administration.
- ❖ Ensure that all conversations about students with staff are educationally relevant. Avoid discussing siblings, past events or family situations with others.

Radios/ Walkie Talkies

- ❖ Radios/walkie talkies are important tools for communication and safety.
- ❖ Radios must be charged nightly in the office.
- ❖ There are radios in the main hallway near the staircase, these are for teachers to take on their way out to recess. They must be returned.
- ❖ Staff members with radios in classrooms should keep the radios in the off position to avoid disruptions to learning. Staff members with radios in the cafeteria or at recess should keep their radios on.

Use of Walkie Talkies

Many people have walkie talkies at any given point in the day. Please respect confidentiality. Remember that parents, students, and other visitors may overhear anything stated on the radios.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- Do not say a child's name on the walkie.
- Do not give specific information about a child's health or behavior.
- If behavior assistance is needed, or if the nurse is needed. State which adult is needed and provide the location.
- If it is an emergency. State "immediate assistance" or "emergency assistance"
- If the social worker is needed or another staff is needed, call the main office.

Use channel 1 during the day. Channel 2 is for arrival and dismissal. Channel 3 is only available on some walkies and for admin use.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

FIELD TRIPS

All field trips must be scheduled at least 20 days prior to trip. Field trips must be for educational purposes and must be related to the appropriate learning objectives and curriculum. T

he teacher or staff member organizing the field trip and requesting the field trip must follow the following steps in order:

1. Before submitting a field trip request, it's a good idea to review the [CREC's School Sponsored Trips Policy \(6153.11PR\)](#).
2. The [CREC Magnet Schools Field Trip Request Form](#) must be completed by the magnet school employee organizing the trip. Review the [full instructions](#) for completing a field trip request.
3. Once completed, the request is then sent to the school nurse, principal, magnet central office, and finally, an assistant superintendent for final approval. We ask that you allow adequate time for the request to go through the workflow.
4. You will be notified that your request has been fully approved via email. Check your email for any questions and correspondence from the approvers., sometimes the request needs more information or gets “kicked back.” Until fully approved by CREC and GEHMS admin. the field trip will not occur.
5. Once approved, send Outlook invite to Nancy, Shannon, Jen Gerich, Vicki, Carlos, Kristi.

Notes for the employee managing and requesting the trip:

- Adult chaperones:
 - Chaperons are NOT organized by administration, but must be approved by administration.
 - The organizer of the trip should contact potential staff chaperones and list them in advance on the request form. Do not include parents in the mandated chaperone number on the CREC form. Parents may be invited to attend, but should not be official supervisors (due to fingerprinting requirements)

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- Those staff NOT requiring a substitute are preferred. Consider: Special education teacher assigned to your grade, AIs assigned to your grade, FACE staff, Behavior tech, coach, WIN staff.
- Student/Staff Ratio (per CREC)
 - Prek-2: 1 adult for every 6 students.
 - Grade 3-5: 1 adult for every 8 students.
 - full time 1:1 paras are not included
- Organizer must check district and school calendar before scheduling.
- Organizer should make Transportation request in writing and confer with Shannon. Glastonbury busses are preferred and more cost effective. Bus cost needs to be factored into the per pupil cost.
- Teachers should have copies of all Medical/Field Trip forms and confer with the nurse asap.
- One Staff attending has to have completed the Med course. See nurse for details.
- Any concerns about student attendance or behavior can be discussed in advance with administration. Students are not to be excluded from field trips.
- Organizer of the trip will notify cafeteria and provide the number of lunches that will be required at least 10 days in advance.
- Permission Slips go home at least 1 week in advance. Parents should be given adequate notice for trips that involve fees. No child will miss a trip due to cost.
- Please reference the [Field Trip Confirmation Checklist](#) for additional planning for your trip.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

Fundraising

The principal must approve all fund raising activities. Money collected from fundraising activities must be handled by the sponsor or his/her designee and turned into the office administrator DAILY. Sponsors are responsible for security of products being sold and for all monies collected. It is up to the sponsor to be responsible to collect funds; this means making contact with the parent by phone calls, certified letter, etc.

gofundme fundraising is not allowable. Donorschoose is a great resource and approved by CREC, but requires admin approval.

Special Education

- ❖ Student Individual Education Plans (IEPs) are legal documents and must be implemented fully and consistently.
- ❖ Teachers must know and follow their students' special education plans; if there are any questions, consult the special education case manager or an administrator for guidance.
- ❖ Teacher Reports for PPT meetings must be completed and submitted in advance.
 - All written reports should be written in a manner that maintains objectivity and meets the highest standards of our profession. Always include positive attributes.
 - Teacher reports must be provided to the special education case manager 3 days in advance of the meeting.
- ❖ Special education identification is a formal process with many legal requirements; conversations regarding special education, testing, or referrals to special education must take place with administration and a special education case manager prior to taking place with parents.
- ❖ Classroom teachers may not contact sending districts without approval and consultation from administration.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- ❖ Any concerns regarding a special education student, his or her plan, any support personnel, or any other topic should be addressed by:
 - Inform the case manager immediately and work collaboratively to address the concern.
 - If the concern is not addressed, it should be brought to the attention of the Team Leader (Beth Zaffina). The Team Leader, Case Manager, and Teacher will work collaboratively to address the concern.
 - If the staff member believes the concern was not adequately addressed, it should be brought to the attention of the Assistant Principal. The Assistant Principal, Team Leader, Case Manager, and Teacher will work collaboratively to address the concern.
 - If the staff member believes the concern was not adequately addressed, it should be brought to the attention of the Principal. The Principal, Team Leader, Case Manager, and Teacher will work collaboratively to address the concern.
- ❖ Any parent requests or concerns (including questions about testing) should be directed to Special Education Team Leader (Beth Zaffina) immediately, these topics are time sensitive and legal parameters are in place.

Early Intervention (EIP)

- ❖ GEHMS strives to meet the needs of all learners and has a process for identifying extra supports or intervention strategies for students in need.
- ❖ Request for Intervention forms are used to bring attention to student need and to formally begin tracking data in Mileposts.
- ❖ Teachers are expected to implement and document classroom-based interventions and are encouraged to share concerns and classroom-based plans with coaches and intervention staff.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- ❖ EIP meetings are data driven. Tiered intervention data must be provided in order to plan next steps.
- ❖ In class/push in groups support tiered intervention and keep students in their classroom. Pull out groups should only take place if necessary and with administrative permission.
- ❖ Milepost data entry must be maintained and current.

Family Conferences and Student Grade Reporting

Family Conferences

- ❖ Family Conferences and meetings are an important way to further our relationships and partnerships with families.
- ❖ Conferences in person or zoom. Take note of which families attend. Make every effort to meet with all. Admin may collect attendance sheets.
- ❖ Avoid making recommendations that fall outside the realm of teaching and learning
- ❖ Feel free to invite administration or student services personnel to any family meeting; please provide enough advance notice to account for scheduling arrangements.

Report Cards

- ❖ Report cards are due in powerschool 1 week before they are sent home to families
 - November 30, 2022
 - March 8, 2023
 - June 9, 2023 (tentative on last day of school)
- ❖ Administrators review report cards in advance of them going to families, and reserve the right to contact classroom teachers with necessary edits.
 - Grades must be based on data and student work. Teachers should be ready to explain with work samples and objective data any grade given.
 - Any lines on the report card that have not been addressed may be NA/grayed out, but must be consistent across the entire grade.
 - Comments must be concise and specific to each student. Comments must include positive statements and objective progress notes.
- ❖ Report cards are sent electronically to families (via powerschool)

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

➤ Dec 6, March 14, Last day of school.

Professional Development and Staff Meetings

After school meetings

- ❖ Held weekly on Wednesdays (unless otherwise noted in advance) begin promptly at 3:45 and end by 4:45. Certified staff are required to attend per contract. All other staff not working aftercare are encouraged to attend (with pay).
 - Staff members are expected to be fully prepared and entirely engaged in the important work at hand. Staff must avoid checking email, accessing laptops, or engaging in other work during meetings.

Double prep days

- ❖ Teachers are allocated an extra prep time (students go to an extra special) this time is used for meetings with coaches. The typical special time will be used for the meeting (so teachers have common time together). The extra prep time is staggered and for the teacher's personal use.

	double prep topics	staff meeting topics
9/5 - 9/9	First Week of School	Planning- how grade levels plan
9/12 - 9/16	Intake Conferences	
9/19 - 9/23	Equity	Half day - Lit EIP and Math small group
9/26 - 9/30	Lit WIN	Rotation EIP (Social Work, OT and Speech, MLL)
10/3 - 10/7	Math WIN	Rotation EIP (Social Work, OT and Speech, MLL)
10/10 - 10/14	M/L	Rotation EIP (Social Work, OT and Speech, MLL)
10/17 - 10/21	Equity	Half Day - TBD
10/24 - 10/28	M/L	SBA Planning
10/31 - 11/4	Equity	Progress Monitors and Family Contact Time
11/7 - 11/14	3 Day Week	Equity
11/14 - 11/18	Math WIN	Book Study
11/21 - 11/25	Thanksgiving	Thanksgiving
11/28 - 12/2	Lit WIN	Report cards and Culture and Climate survey
12/5 - 12/9	Conferences	Conferences
12/12 - 12/16	M/L	Equity
12/19 - 12/23	M/L	Progress Monitors and Family Contact Time
12/26 - 12/30	Winter Vacation	Winter Vacation
1/2 - 1/6	3 day week after vacation	Book Study

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

1/9 - 1/13	M/L	Half Day - TBD
1/16 - 1/20	Equity	Progress Monitor and Family Contact
1/23 - 1/27	M/L	SBA Planning
1/30 - 2/3	Combo WIN	
2/6 - 2/10	M/L	Book Study
2/13 - 2/17	Equity	Progress Monitor and Family Contact
2/20 - 2/24	February Vacation	February Vacation
2/27 - 3/3	M/L	SBA Planning
3/6 - 3/10	Lit WIN	Report Cards
3/13 - 3/17	Conferences	Conferences
3/20 - 3/24	Math WIN	Half Day - TBD
3/27 - 3/31	M/L	Equity
4/3 - 4/7	Family Contact Time	SBA Planning - Testing Coordinator
4/10 - 4/14	Spring Break	
4/17 - 4/21	M/L	Progress Monitor and Family Contact
4/24 - 4/28	Equity	Book Study
5/1 - 5/5	Teacher Appreciation Week	Teacher Appreciation Week
5/8 - 5/12	M/L	Progress Monitor and Family Contact
5/15 - 5/19	Equity	Half Day - TBD
5/22 - 5/26	M/L	Class Lists
5/29 - 6/2	Lit WIN	
6/5 - 6/9	Math WIN	Half Day - TBD
6/12 - 6/16	Report Cards	Report Cards

Professional Development

- ❖ Contracted work days when students are not present will be used for professional learning either at the school or district level. All certified staff and paras are expected to attend. Non union staff are invited/encouraged with pay.
- ❖ Aug 25-30, Sept 21, Oct 19, Jan 11, March 22, May 17, June 7 & day after the last day of school.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

If you have [suggestions for other topics](#) to be included or questions that are not answered, you are encouraged to communicate these ideas to administration for inclusion in future iterations by clicking the embedded link.

Policy/Regulation Appendix

Please note that due to the length of the full text, summaries have been provided but are not a replacement for the full text.

All full texts can be found at: <https://www.crec.org/about/policies.php>

Policy/Regulation Summaries (alphabetical):

Attendance/Excuses/Dismissal (Full Policy: [5113](#))

Policy Summary:

- Connecticut state law requires parents to cause their children five years of age and over and under eighteen years of age to attend school regularly during the hours and terms the public school is in session. Classroom learning experiences are the basis for public school education. Time lost from class is a lost instructional opportunity. The CREC Council requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent. Guidelines for addressing absences and tardiness are contained in the individual school parent-student handbooks.

Bullying –Safe School Climate Plan (Full Policy: [5131.911](#))

Policy Summary:

- The Capitol Region Education Council is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

thus free from bullying, harassment and discrimination. In accordance with state law and CREC's Safe School Climate Plan, CREC expressly prohibits any form of bullying behavior 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 CREC; or through the use of an electronic device or an electronic mobile device owned, leased or used by CREC.

CREC also prohibits any form of bullying outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

Students who engage in bullying behavior shall be subject to school discipline, up to and including recommendation for expulsion, in accordance with CREC's policies on student discipline, suspension and expulsion, and consistent with state and federal law. CREC does not expel students. CREC may recommend that the local board of education enrolling the student in a CREC program expel a student in accordance with the law.

Directory information (Full policy: [5145.15](#))

Policy Summary:

- Directory information or class lists of student names and/or addresses shall not be distributed without the knowledge or consent of the parent or legal guardian of the student or by the student who has attained majority status.
- Parents or students may choose to have their directory information removed from one or more the specific activities without jeopardizing other activities.

Family life education (Full policy: [6142.1](#))

Policy Summary:

- Family life education shall help students acquire knowledge, attitudes and values which will contribute to the well-being of individuals, families and society.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- Students and parents or guardians shall be informed of their right to exempt the student from the family life program.

Food Service-Charging Meals (Full Regulation: [3542.43](#))

Regulation Summary:

- The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings we are helping to teach students the value of good nutrition. Although not required by law, because of CREC's participation in the Child Nutrition Programs, the CREC Council authorizes administration to establish a system to allow a student to charge a meal to his/her automated prepayment account.

Hazing (Fully Policy: [5131.91](#))

Policy Summary:

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours.
- A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Health and Safety protocols (Full policy/regulation: [3516.1](#))

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL**Policy Summary:**

- Safety protocols will be established specific to COVID and are expected to be adhered to for all CREC sanctioned activities.

Media access to students (Full policy: [1112.5P](#))**Policy 1112.5 Summary:**

- School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools.
- Other than activities attended by the general public (i.e. sporting events), media representatives shall be required to report to the administration for prior approval before accessing students.
- Parental/guardian permission must be obtained for students to be interviewed, photographed or videotaped by the media other than for events attended by the general public.
- Parents/guardians who do not want their student interviewed, photographed or videotaped by the media shall inform the school principal.

Non-discrimination (Full policy: [5162 P/R](#))**Policy 5162 Summary:**

- The CREC Council complies with all applicable federal and state laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, marital status, pregnancy, disability, or on any other basis prohibited by federal or state law. The prohibition of discrimination in educational programs or activities extends to academic, nonacademic and extracurricular activities, including athletics.
- CREC strives to provide a safe, positive learning climate for its students. Harassment, in any form, whether by students, staff members, board members, parents, vendors, contracted individuals, volunteers, employees or visitors - on CREC grounds or property or on property within CREC's jurisdiction; on buses operated by or for CREC; while attending or engaged in CREC activities - will not be tolerated.
- Any incident or complaint of discrimination or harassment will given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Every student shall

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

have a ready means of resolving any complaint of discrimination or harassment.
(See full policy for Incident Investigation Form.)

Pesticide application/management (Full policy/regulation: [3524.1](#))

Policy Summary:

- The Capitol Region Education Council has adopted an Integrated Pest Management (IPM) policy for pest control within our buildings and grounds.
- The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds.

Protection of undocumented students (Full policy/regulation: [5111.3](#))

Policy Summary:

- All students have the right to attend public school and enjoy access to equitable educational and programmatic services regardless of their immigration status or that of their family members.
- CREC personnel shall not take any steps that would deny students access to education based on their immigration status or that would impede the rights of any students to public education under the U.S. Supreme Court's 1982 ruling in Plyler v. Doe, the Family Educational Rights and Privacy Act (FERPA), the Connecticut General Statutes, and any other applicable state and federal law.
- If any member of the CREC community (including students, families, or staff) has questions about their immigration status, CREC employees shall not refer them to the Immigration and Customs Enforcement Office ("ICE") or any other government agency. Instead, employees shall refer them to state and/or local non-profit immigration law organizations.
- It is the general policy of CREC not to allow any individual or organization to enter a school site if the educational setting would be disrupted by that visit.

School uniform (For elementary and schools with no dress code) (Full regulation: [5132.1-R](#))

Regulation Summary:

- The decision to implement school uniforms shall be made by the Executive Director or his/her designee, with input from administration, staff, and parents/guardians.

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

- The school shall communicate information to parents/guardians regarding the uniform policy, including its rationale, benefits to students, and specific information.

Sexual harassment (Full policy: [5145.5 P/R](#))

Policy 5145.5 Summary:

- The CREC Council does not discriminate on the basis of sex in its education programs or activities, including employment. Sexual harassment is a form of sex discrimination and is forbidden, whether engaged in by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Council. The Council is committed to safeguarding the right of all students of the school district to a learning environment that is free from all forms of sexual harassment.

Student discipline (Full policy: [5144 P/R](#))

Policy Summary:

- The CREC Council believes that good student behavior in a school is extremely important in creating the kind of educational environment in which students will be able to realize their greatest opportunities for growth. Good discipline habits assume consideration for the rights and privileges of others, cooperation with all personnel in the school community, basic self-respect as well as respect for real and personal property, pride in one's work and achievement within one's ability.
- The purpose of this Discipline Policy is to encourage accountability for students' behavior and to assist them to recognize and learn proper decisions so they can become independent and productive members of our democratic society.

Students Dress Code (Full policy: [5132.1-R](#))

Policy Summary:

- The decision to implement school uniforms shall be made by the Executive Director or his/her designee, with input from administration, staff, and parents/guardians. In schools where a school-wide uniform is implemented, the Principal with input from staff, and parents/guardians of the individual school shall select the specific uniform to be worn. Once selection has been made, the school uniform shall be mandatory for all students.

Student nutrition and physical activity (Full policy: [6142.10](#))

GLASTONBURY-EAST HARTFORD MAGNET SCHOOL

Policy Summary:

- In accordance with federal and state law, it is CREC's policy to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served to meet or exceed the stricter of either the federal nutritional guidelines issued by the U.S. Department of Agriculture or the "Connecticut Nutrition Standards for Foods in Schools".
- In developing goals for nutrition promotion and education, physical activity, and other school based activities that promote student wellness, CREC will, as required, review and consider evidence-based strategies and techniques.

Student Records; Confidentiality (FERPA) (Full policy: [5125 P/R](#))**Policy Summary:**

- Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process. It is the policy of the CREC Council that staff will comply with all applicable laws and regulations regarding confidentiality and access to all students' records. Procedures shall be implemented to ensure strict confidentiality of student records while providing proper parental and/or student access to records. Availability of these policies and procedures shall be made known annually to all parents/guardians of children within the district.

Truancy (Full policy: [5113.2 P/R](#))**Policy Summary:**

- The Capitol Region Education Council believes that regular school attendance is essential to the academic success of students. The Executive Director is authorized to establish procedures for monitoring school attendance so as to identify students ages 5-18 inclusive who are truant and to enlist the cooperation of the LEA, of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

Important Links Appendix

[Morning Announcements Request](#)

[Morning Announcements Calendar](#)

[Time Off Request](#)

[Emergency Contact Information](#)

[Evaluation Meetings Sign-up](#)

[Staff Duties](#)

[Policy/Regulations Full Text](#)

[Meetings Schedule and Tentative Topics](#)

[Room 218 Reservation Document](#)