Student/Parent Handbook
2018-2019

440 Broadview Terrace
Hartford, CT 06106
860-695-3760
www.environmentalsciencesmagnet.org
Nondiscrimination Clause

The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The board of education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

The board will not make employment decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and terminations on the basis of race, color, religion, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification.

For the purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or family member. (See HPS Policy 4118.1/4218.1.)

https://www.hartfordschools.org/non-discrimination-policy/
August, 2018

Dear Students & Parents/Guardians:

Welcome to a new school year!

The ESM Handbook is a collection of information for the school. Please review the Handbook and keep it as a reference throughout the year. The Handbook will help us maintain a safe and orderly school environment by communicating and guiding our expectations, procedures, and policies. Please contact the office should you have any questions or concerns regarding the Handbook. Each family will be issued a copy and asked to sign a receipt. The Handbook is also found on our website along with district Board of Education policies.

We hope you have a great, productive year!

Lindsey Thompson, Principal
Julie Morrin, Dean of Students
Important Contacts
www.environmentalsciencesmagnet.org
Office Hours: 7:30 am to 4:00 pm
(860) 695 – 3760

Principal: Lindsey Thompson
Dean of Students: Julie Morrin
Executive Assistant: Danita Wilson
Nurse: Carol Clarke-Montaque
Family Support Service Provider: Doreen Clapis
School Social Worker: Rendene Oakley
PTA President: Eddie Perez, Jr.
OPMAD (before/afterschool): (860) 548-0301 (Jeanette Rivera)
Boys/Girls Club: (860) 951-6416
Bus Transportation (CREC): (860) 524-4077
Bus Transportation (Hartford): (860) 695-8547
Mission & Vision:

Our mission is to ensure that all students attain High Academic Achievement through e-STEAM* programs. Our vision is that students will be successful, thoughtful citizens who pursue high schools, colleges, and careers of choice. And, that they will be passionate environmental stewards, be problem solvers, and lead others to be compassionate, inclusive leaders.

- DRA 2
- MAP
- CMT Science
- SBAC Curriculum-Based Assessments
- Climate Survey
- PBIS Data
- SRBI/RtI Data
- Enrichment/Gifted Data
- Magnet Standards & Curriculum-Based Assessments

*e-STEAM (environmental science, technology, engineering, arts, and mathematics)
Revised 5/14/14
Mary Mather Hooker
Mary Mather Hooker was a person of many talents and interests. She was the first woman legislator in the state of Connecticut. She was a representative from Hartford during 1921 and 1925. She achieved her greatest distinction in education. For a quarter of a century she was associated with educational progress in Hartford. In 1915, she was named to complete the unexpired term of her late husband on the Board of education, former Mayor Edward Hooker. On February 13, 1918 she was elected to the Board of Education and served for nearly 20 years until 1937.

What is a Magnet School?
A magnet school is a public elementary or secondary school that provides unique or specialized curriculum in such a way as to attract a racially diversified student body. Magnet schools are distinct from other public schools because they offer specialized academic focuses or themes, known as a magnet program. They are open to students outside the normal school district boundaries and offer rigorous, competitive, programs. [www.education.com/definition/magnet-school](http://www.education.com/definition/magnet-school)

Compact
A compact is defined as an “agreement or a covenant” which makes us accountable to each other in our school community. We are committed to build a partnership between students, faculty, and parents to provide the best possible education for our students. In order to achieve our goal of high achievement for all, we ask that all members of our community sign and abide by this compact. You, your student, and your student’s homeroom teacher will sign a copy of our School Compact, which is the Compact agreement. A copy of our Compact is on the last page of this Handbook.

Academic Expectations
We are committed to delivering a rigorous and relevant guaranteed, viable curriculum to all students. In order to do this, we will use Common Core State Standards, school curricula, grade level expectations, common learning plans, curriculum pacing charts, and effective instructional practices. Student learning and achievement will be measured by common formative, summative, and district/state assessments. Grade level/academic teams will meet weekly to review, plan, and analyze performance data to accelerate all students towards high achievement.

Arrival Procedures
Students walking or being dropped off by a parent/guardian must use the front door between 7:45am and 8:05am. Parents/Guardians may NOT use the front bus lane. Rather, families are asked to park in the visitors’ lot on Broadview Terrace or use on-street parking.

Students can enter the building at 8:05am entering at Sherbrook Avenue, Broadview Terrace, or the back parking lot entrance and go directly to their classrooms. Attendance will be taken at 8:15am by the classroom teacher.

Students will not be supervised or let into the building before 7:45am, regardless of weather. Students may not exit the café or building once they have entered. If a student is eating breakfast and they arrive between 7:45 and 8:05am, they must use the front doors to enter and go directly to the cafeteria. **Do NOT drop students off before 7:45am.**

Late Arrival to School
After 8:15 a.m. students will be marked “Tardy” unless there is a problem in bus transportation. Students must take a late pass and go directly to their homeroom. Students will be unable to report to class without a pass. Students with excessive tardies or who have a pattern of tardiness will be referred to administration for disciplinary action.

Attendance/Student Absences
Daily attendance is imperative to ensure your child’s success in school. It is for this reason that we ask you to limit the amount of days your child is absent by doing everything possible to schedule all none emergency appointments such as
doctor, dentist, etc. after school hours or during a school break or vacation. Student attendance will be recorded according to the following:

**Excused Absences:**
Excused absences include any absence from school for one of the following reasons:
- Sickness, Court appearance, Religious Holidays
- Funeral or death in the family
- Emergency situations (fire, accident, etc.)

For absences one through nine, parents must provide a note explaining why the child was absent to be considered for an “excused absence.” Approved excused absences will be recorded as such.

For the tenth absence and all absences thereafter, a student’s absences from school are, with appropriate documentation (see Board of Education policy 5114 for list of appropriate documentation for each listed excuse) in accordance with this regulation, considered excused for the following reasons:
- student illness verified by an appropriately licensed medical professional;
- student’s observance of a religious holiday;
- funeral or death in the student’s family, or other emergency beyond the control of the student’s family;
- mandated court appearances (additional documentation required);
- the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
- extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance and this regulation.

**Unexcused Absences:**
All absences will be recorded as “unexcused” until the parent/guardian provides written notification that the absence qualifies for an “excused absence.” All unexcused absences will be recorded and will negatively impact your child’s successful completion of the school year. Please understand that retention can and will be considered in situations where excessive absenteeism has been documented. A student’s grade may also be impacted in a case of excessive absences.

**Parent/Guardian Request for Extended Student Absences:**
Parents must submit a request for approval of any extended student absences. Administration, on a case by case basis, will determine if the trip is approved and/or if it will be excused. A letter will be mailed/ emailed home, provided to the homeroom teacher, and placed in the student’s file indicating the approved extended absence.

**Return After Absence:**
In the event that your child is absent from school, he or she must bring a written note to school within 10 days of returning to school explaining the reason for the absence.

For further information on student attendance policies, please see Hartford Public Schools Board of Education Policy 5114 regarding student attendance.

**Backpacks**
Backpacks, book bags, purses/personal bags are to be used to and from school only. During the school day all backpacks, purses, and bags are to be kept in lockers or student cubbies. Students may not use a backpack to bring clothes to gym. Any student needing the use of a backpack during the day for medical reasons must receive permission from the nurse.
Back Pack Express/Notices
The office will send out notices each week on Wednesday via our Virtual Backpack Express on our website as well as e-blasted from the office to the parent/guardian email addresses we have on file. Please daily check your child’s backpack for any notices from his or her teacher and check your email regularly for important announcements.

Banned Items
Please leave these banned items at home. School is a place to learn. Some items or ‘toys’ can distract the educational process at school or can be potentially harmful to others. In order to better focus on school activities and maintain a safe atmosphere, the following items should be left at home:

- All Aerosol Type Items (including body sprays)
- Hair Paint
- Cologne/Perfume
- Playing Cards
- Toys of any kind
- Pets
- Electronic Games
- Roller Blades/Heelies (sneakers with wheels)
- Cameras
- Ipods, MP 3 players, CD players
- Other items deemed to cause an educational disruption

If a student violates this policy, administration will confiscate the item and require a parent/guardian to pick it up from the Main Office. Violations may result in disciplinary action. The administration reserves the right to update this list.

Bathrooms
Teachers will schedule supervised bathroom breaks for students. Students are discouraged from using the facilities during instructional times and may be asked, if not an emergency, to wait for an appropriate time. Students who need to use the lavatory during unscheduled times will be given a pass to use the facilities. Any student needing unlimited or frequent use of the bathrooms during the school day for medical reasons must receive permission from the nurse. All students in grades 6-8 use the passport in the back of their Agenda Book for written passes from their teacher or staff members in the school.

Behavioral Expectations/ School Rules
ESM has adopted the Positive Behavior Intervention & Supports framework (PBIS). As described by pbis.org, “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. More importantly, PBIS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

The school-wide positive behavioral expectations are the HAWKS Rules:
- Have Respect
- Act Responsible
- Work Together
- Keep Safe
- Soar to Success

Using these simple expectations, our students will be taught, encouraged, reminded, rewarded, and supported how to follow these rules throughout the building including their classrooms. Everyone in the building will use these expectations. Positive behavior will be encouraged and taught systemically throughout the year. Students will earn “Talon Tokens” for following these rules. Students who need support and intervention will be assisted by the classroom teacher, administration, and support staff. Discipline data will be carefully collected and used to help guide decisions at ESM.
Breakfast
Breakfast is served from 7:45-8:05am each morning in the school cafeteria. Students are not allowed to leave the cafeteria until they are dismissed to their homerooms at 8:05am. Late arriving students who take the school bus will be allowed to eat breakfast in the cafeteria. PreK students wishing to eat breakfast must do so with an adult family member before being signed into the classroom at 8:05am.

Bullying Behavior In Schools
The Hartford Board of Education and ESM promote a safe and secure school climate conducive to teaching and learning. In accordance with state law, it is the policy of the Hartford Board of Education that any form of bullying behavior, whether in the classroom, on school property, traveling to or from school, or at school-sponsored events, is prohibited. Such behavior is disruptive of the educational process and, therefore, not acceptable behavior in this district.

Definitions:
Bullying shall mean any repeated, overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, traveling to or from school, or at a school-sponsored activity, which acts are repeated against the same student over time. Bullying could include such behaviors as physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, actions, cruel rumors; false accusations; and social isolation.

“School-sponsored activity” means any activity that the Board of Education sponsors, recognizes or authorizes on or off school property, including travel between home and school. Students who engage in bullying behavior shall be subject to school discipline that may include expulsion in accordance with the Board’s policy on student discipline.

Bullying Policy and Procedure
1. Students/adults may anonymously report acts of bullying to teachers and school administrators by using the Bullying Box in the main office.
2. Parents or guardians may file written reports of suspected bullying in the main office.
3. Teachers and other school staff who witness acts of bullying or receive student written reports of bullying must notify school administrators.
4. Administration must investigate any written report.
5. Administration will notify both the parents/guardians of students who commit any verified acts of bullying and the parents/guardians of students against whom such acts were directed.
6. The administration will maintain a list of the number of verified acts of bullying in such school.
7. A team will develop case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.

Anti-Bullying Student Strategy
Students are encouraged to “Talk, Walk, and Squawk” when challenged with bullying like behaviors. They are instructed to talk to the student and tell them to stop the behavior. Then, they need to walk away from the situation. And finally, students should “squawk” to an adult to ensure that they are safe and solving the problem appropriately.

Board of Education Policies
Please refer the HPS Board of Education Policies Handbook. Many of the ESM policies were developed around this document. A copy of the Hartford BOE policies can be obtained from the office or by visiting the school’s website. The policies pertaining to students are also attached at the end of this Handbook.
**Bus Passes**
On occasion and with administration approval, students may be allowed to ride home on a different bus. Students who wish to use a bus NOT assigned to them must bring in a written/signed note from the parent/guardian to the office NO LATER THAN 9:30am. Calls or emails will not be accepted notification. Students will be given a bus pass to be given to the driver. No exceptions will be made.

**Cell Phones & Electronic Devices**
Cell phones and electronic devices are common and widely used for many reasons. Safety is usually the reason why many parents send students to school with cell phones. Sadly, cell phones continue to be a significant distraction and problem within the school. Most importantly, they are simply not needed as each classroom and office contains phones with outside lines. With a legitimate reason and permission students may use school phones to contact parents/families. However, should a student decide to bring a cell phone or electronic device to school the following policy is in place:

Cell phones/Electronic communication devices (including but not limited to mp3 players, smart watches, and gaming devices) must remain **off and out of sight** while a student is on school property. If the device is heard or seen (even if in a pocket), including text messaging another person, it will be confiscated by administration and/or their designee. ESM is not responsible for lost or stolen cell phones or other electronic communication devices. Violation of this policy will result in disciplinary consequences. Text messaging devices are not allowed while on school property or while attending a school sponsored events.

**Cell Phones & Electronic Devices Violation and Consequences:**
- **1st Offense:** Electronic device is confiscated by the administration until the end of the school day. **Student will be given a warning.**
- **2nd Offense:** Electronic device is confiscated by the administration until a parent conference is held and the electronic device is **returned to the parent.** Student may receive a detention or other age-appropriate consequence.
- **3rd Offense:** Electronic device is **confiscated by administration until the end of the school year.** A parent conference will be held. **Student may be suspended or have other age-appropriate consequence administered.**

**Classroom Parties**
Classroom parties from time to time can be an important event for your child. Please note that teachers must secure approval for parties in advance as they cannot interfere with instructional time. Food/snacks served must meet our Wellness Pledge (cupcakes, candies, sweets are discouraged). Before planning to send any treats or recognitions into the classroom, please contact the teacher to plan accordingly.

**Computer Use Policy**
Electronic information resources include access to the Internet and information contained on any of our local area networks. ESM is committed to providing our students with access to electronic information as part of the learning process. It is expected that students and supervising faculty/staff abide by the policies outlined here. Please note that if the terms of this policy are violated, the student and/or faculty/staff member is subject to disciplinary action.

1. Students will **use electronic information resources only for educational purposes**, and only as those purposes are **consistent with the curriculum and educational objectives** of Hartford Public Schools and ESM. Students may not check personal email.
2. Students will use electronic information resources in a responsible, ethical and legal manner at all times.
3. Students will use electronic information resources only **with the permission** of the supervising teacher or staff member.
4. Students will be considerate of other electronic information users and their privacy and will use polite and appropriate language at all times while accessing and using these resources.

5. Students will not give out any personal information about themselves or anyone else while using these resources unless approved by the teacher.

6. Students will never give out their passwords or telephone number. They will only access the electronic information resources using their own password and username.

7. Students will not knowingly tamper or disrupt electronic information resources, services or equipment. This includes tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks, network services, proxy servers, or programs. Students should understand that such activity is irresponsible and in some cases may be considered to be a crime.

8. Students will report all security problems they may find while using the electronic information resources to a teacher or to the school staff who is responsible for the use of the resources.

9. Students will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the regular school environment.

10. Students should be aware that the inappropriate use of these resources can be a violation of local, state and federal laws and that they may be prosecuted for violating those laws.

11. Students must never use other persons’ information as their own. They must always give credit to the original creators of the information they find online.

12. Students will honor all copyright laws and will seek assistance if a question arises.

**Conferences: Parent/Student/Teacher**

Conferences will be scheduled four times during the school year. It is important that students are included in this process and that families attend conferences together.

**Dates for Conferences 2018-2019:**

- November 7th and 8th, 2018
- January 30th and 31st, 2018
- April 24th and 25th, 2018
- May 29th, 2018
  - November will be for goal setting and review of the first report card.
  - January will be to review the second report card and update on your child’s progress toward his/her goals
  - April will be to review the third report card and update on your child’s progress toward his/her goals
  - May to review end of year progress, and for all students who will need to attend Early Start or will be retained in the same grade level for the following school year.

**Dismissal Procedures**

At the start of the school year, each student has their parent/guardian complete an “ESM Emergency Contact Information and Dismissal Form” on which they indicate in writing who may pick up their student(s) from school. The homeroom teacher keeps a copy of this form in their Red Binder in their classroom and sends a copy of the form to the Main Office to be kept in a binder at the main desk. Teachers keep an updated Dismissal Student Roster that indicates their students’ dismissal plan, who can pick up the student (taken from the “ESM Emergency Contact Information and Dismissal Form,” and is where the parents sign when they pick up their students at dismissal.
Parent Pick-Up and Walkers:
Students that will be picked up by an escort will be dismissed at 3:25pm using the Sherbrook Avenue exits only. Sherbrook Avenue parking lot will be blocked off during dismissal using road barriers.

- **Pre-K and Kindergarten** students are picked up from their classroom starting at 3:25pm. All students must be picked up and signed out by a parent, legal guardian, or escort who has been designated in writing by the parent(s) or legal guardians.

- **Grades 1-5 students** are picked up in the Sherbrook Avenue curved parking lot at 3:25pm. All students must be picked up and signed out by a parent, legal guardian, or escort who has been designated in writing by the parent(s) or legal guardians.
  - **Exception:** Parent(s) or legal guardian(s) may provide written permission for students in grades 3 through 5 to be dismissed and walk home unescorted. ("Permission Slip – Walking Home Unescorted" form)

- **Grades 6-8 students** are dismissed from their last class at 3:15pm, to then exit through the 1st grade exterior doors at 3:20pm. Students in 6th through 8th grade may walk home unescorted.

- **Teachers:**
  - Have parents/guardians/escorts sign out their student on the Dismissal Student Roster when they pick up their child.
  - If an older sibling is picking up their sibling, they must sign out the student on the Dismissal Student Roster.
  - Only allow an approved escort to pick up the child at dismissal. If they are unfamiliar to the teacher, the teacher will ask to see their ID to verify who they are.
  - Any students not picked up at 3:35pm are to be walked to the Main Office and the Dismissal Student Roster given to the Office Assistant. Students remain in the Main Office and are signed out by the parent/guardian when picked up. Please ensure that the child is handed off to the Office Assistant and given the Dismissal Student Roster. The teacher is to call the parent to make sure they are coming to pick up the child. Relay who is picking up the child to the Office Assistant before leaving the Main Office. If you called the parent, but they did not pick up the phone, please relay that information as well.
  - Once the week has finished, signed Dismissal Student Rosters are turned into the Main Office where they are kept in a binder.
  - Teachers are to notify the Main Office if their student’s dismissal plans have changed permanently or if they have changes to who can pick the student up from school. These changes are to be reflected on the teacher’s Dismissal Student Roster as well as the ESM Emergency Contact and Dismissal Forms.

**Parent Pick Up Dismissal Area Map (Sherbrook Avenue Parking Lot):**

![Map of Sherbrook Avenue Parking Lot](image)
Bus Students:
All bus students use the Broadview Terrace Exit (near Main Office). Attendance is taken on each bus before they leave the school. If a student is not present when attendance is taken, the staff member radios the office to locate the student.
- **Kindergarten students** who ride the bus will be escorted to the Library Media Center (LMC) at 3:15pm and will be dismissed with a faculty escort from the LMC using the PA starting at 3:20pm.
- **1st-8th grade students** who ride the bus will be dismissed from a classroom using the PA starting at 3:20pm
- **All 7th and 8th grade students** are to go to their lockers to get their things AFTER their bus has been called on the PA starting at 3:20pm.

OPMAD Students:
All students going to OPMAD will wait in their designated classroom for OPMAD staff to walk them to the cafeteria. OPMAD takes attendance when the students arrive to the cafeteria. If a student needs to meet with a teacher or go to a club after school, the teacher is to pick the students up in the cafeteria and sign him/her out. When the student is returned to the cafeteria, the teacher escorts the students back to the cafeteria and signs them back in.

Boys and Girls Club Walking Club Students:
Students attending Boys and Girls Club after school, meet the BGC staff member in the cafeteria at 3:20pm (announced from the PA). BGC staff take attendance and walk the students to BGC across the street.

Changes to Pick Procedures for your Child:
Parents/guardians MUST NOTIFY the office AND the classroom teacher as soon as possible if there are any changes to the child’s dismissal plan (ie normally takes the bus, but today will be picked up). **Students will NOT be dismissed early after 3:00pm from the office.**

Early Pick-up
**Parents wishing to pick students up earlier may do so before 3:00 pm.** Please send a note in with the student indicating the date, time, and reason for the early pick-up. When you arrive, please go to the main office to sign your student out. Students will not be dismissed between 3:00 and 3:20 pm due to safety and traffic concerns.

**Dress Code (Uniform) Policy**

**Purpose:** The ESM dress code and uniform policy, consistent with HPS BOE Policy 5140, has been established to help create a safe, identifiable community of students and to minimize the distractions of clothing styles and brands.

**Shirts:** Collared long or short sleeve solid navy blue or hunter green with logo

**Pants:** Khaki/light tan worn at the waist; belt may be required

**Shorts:** Khaki/light tan worn at the waist; belt may be required

**Jumpers:** Khaki (includes skirts, dresses, skorts)

**Sweaters:** Navy blue (no sweatshirts); School approved fleece with school logo purchased through approved vendors

**Footwear:** Closed-toed shoes/sneakers (appropriate for PE, recess, and/or work outside in gardens/nature trails)
Purchasing Uniforms:
Pants, shorts, and jumpers can be purchased at any store of your choice or through our vendors. Green and Navy polo shirts can be purchased with the embroidered logo from the following vendors:

Living Word Imprints **www.livingwordimprints.com** 450 Homestead Ave Hartford, CT 06112 860-882-1679  
Lands’ End: **http://www.landsend.com** preferred school number is 900148958  
JIMIS Custom Shop: **http://www.jimiscustomshop.com** 100 Airport Rd Hartford 860-801-2579  
Tommy Hilfiger: **http://www.globalschoolwear.com**

For more uniform information please go to the ESM website at **www.environmentalsciencesmagnet.org**.

Physical Education:
Students may change into a set of sweat pants/shirts for physical education class. Students will be given time to change during PE class. Under no circumstance may students come to school wearing sweats.

Violations:
Students must come to school every day wearing the appropriate uniform. Students who are not wearing the approved uniform will be required to change and will be issued consequences. Parents/guardians are responsible to ensure that students have the appropriate clothes for each day of school.

**Items/Clothing Not Allowed:**

- Jeans  
- Outerwear (coats, non ESM fleece, vests)  
- Open toed foot wear  
- Sleeveless shirts or blouses  
- T-Shirts/non-collared shirts  
- Hooded sweatshirts/sweaters  
- Flip flops or slippers  
- Hats/Headgear/bandanas  
- Oversized jewelry  
- Visible undergarments  
- Excessively tight/loose fitting clothing  
- Sunglasses  
- Clothing which is distracting to the learning environment

The decision of whether or not a student’s clothing is acceptable will be made by the faculty. The dress code was thoughtfully developed and approved by the School Governance Council. Failure to comply with the dress code guidelines is considered to be an insubordinate act and will be treated as such.

**Dress Code: Procedure for Violations**
1. Student will be asked to correct the problem. *If they cannot*…
2. Student will be asked to contact a parent/guardian to help correct the problem. *If they cannot*…
3. Student will be sent to the Family Resource Aide who will contact a parent/guardian. *If they cannot*…
4. Family Service Support Provider will assign a temporary uniform to be worn that day. *If the problem is still not resolved*…
5. Student who does not comply with 1-4 and cannot correct the uniform/dress code issue will be suspended (in-school) for the day.

**COLD Weather & Dress Code**
As the weather changes, please remember that students are not allowed to wear jackets, hoodies, or other examples of outerwear in the building. We recognize that there are times in which some of our rooms are cold. With teacher discretion,
students may be allowed to wear jackets within the classroom on a temporary basis. However, as a general practice, before students leave the room, they must be compliant with the school’s dress code.

**Emergency Drills**

Emergency drills are important events. Not only are they required by state law, but a well-organized emergency drill may someday save students from serious injury – or worse. When the first signal sounds, students should proceed single file, without talking or running and under the direction of the teacher, out the designated fire exit. Should the alarm sound between classes, students should leave by the nearest exit. Once outside, students should move a safe distance from the building; then stand silently and await directions from an adult. If students are in the cafeteria, they should exit out the café entrance door.

**Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hartford Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Hartford Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hartford Public Schools to include this type of information from your child’s education records in certain school publications.

Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Hartford Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Hartford Public Schools has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- The most recent school attended
- Participation in activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

**Field Studies/Trips**

ESM views field studies as a very important part of students’ academic and social development. The school encourages all parents to ensure that their children meet all requirements to participate in field study activities. Students should meet
attendance, behavior, academic requirements. Students will not be allowed to attend a trip if the permission slip is not signed and returned by the collection date.

For some field trips, there is a small fee for students to participate. Please reach out to your child’s teacher if you need assistance with paying for the trip. There are some exciting, extended opportunities such as our Discovery Center camping trips and the 8th grade Washington, DC trip which will require parents/families to financially assist the student. Fundraising, scholarships, and/or payment plans will be offered to students who need this support.

**SECTION 504 GRIEVANCE PROCEDURE**
It is the policy of *Environmental Sciences Magnet (ESM) School at Mary Hooker* not to discriminate on the basis of disability. **ESM and the Hartford Public Schools (HPS)** has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of **HPS District 504 Coordinator**, who has been designated to coordinate the efforts to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for **ESM and/or HPS** to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

**Procedure:**
- **Grievances must be submitted to the Section 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.**
- **A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.**
- **The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records relating to such grievances.**
- **The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.**
- **The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Administrator/Chief Executive Officer/Board of Directors within 15 days of receiving the Section 504 Coordinator’s decision. The Administrator/Chief Executive Officer/Board of Directors shall issue a written decision in response to the appeal no later than 30 days after its filing.**
- **The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.**

**ESM and the Hartford Public Schools (HPS)** will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

**Gifts/Awards/Incentives**
Gift giving should be a discouraged practice. Teachers should not plan grab-bag or gift exchanges. Given our mission and theme, teachers should encourage gifts of service, time, and talents. Awards and incentives must be educational and aligned to BOE policy. Students may not be given cash, generic gift cards (mall, VISA, etc), fast food gift cards, or...
music/media items (iPods, iTunes cards). Teachers should review BOE policy before accepting any gifts and should advise families before such events occur.

**Health Services**
If a child appears to be ill or has requested medical attention, please sign the agenda pass and send the student to the nurse. If the situation is serious call the nurse immediately. Do not send a student alone if the student is exhibiting any symptoms of a serious nature. Please be alert to any student who may develop a pattern of visiting the nurse often. In such cases, consult the parent.

**Administration of Medication**
- CT State Law requires a physician’s written order and the authorization from a parent or guardian for a nurse to administer all prescriptive and non-prescriptive medication.
- Children are not allowed to carry or have medication in their possession at any time.
- Should medication need to be brought to the school nurse, it must be hand delivered to the nurse by a parent or guardian.
- Do not send medication with students.
- All medication will be administered by the nurse, or in her absence, by the principal or his designee.

**Homework Expectations**
Homework is an important part of our school program. Its purpose is to:
- Supplement and reinforce classroom work
- Give increase practice in particular skills
- Make up work lost through absences.
- Develop independence, self-direction and responsibility
- Assist in developing good study habits

**Recommended Homework at each Grade Level**
- All students read for at least 20-30 minutes each night in addition to any homework. In addition:
  - Kindergarten: 3-4 times per week; 15-20 minutes per day
  - Grades 1 and 2: 4 times per week; 20-30 minutes per day
  - Grades 3-5: 4-5 times per week; 30-40 minutes per day
  - Grades 6-8: 4-5 times per week; 60-70 minutes per day

**The Role of the Parent with Daily Homework**
- Parents should ensure that their child has a quiet place to work as well as a definite time for doing homework.
- Parents can check student agendas/planners for homework
- Encourage students to make up any missed assignment from an absence.
- Please check your child’s backpack each day.

**Library Media Center**
Students are encouraged to check books out regularly. However, they must return books and/or pay for lost/damaged items to continue with this practice. Students will be scheduled periodically to visit the library. In addition, there are posted open hours before, during, and after school for students to visit this area.

**Lockers**
Students in Middle School (grades 5-8) will be assigned a locker. Lockers are the property of the school and are subject to routine administrative inspection. They should be kept clean and organized. Students will be held responsible for the
condition of the locker. Students may not put stickers or any permanent markings in the locker. **Students must use a lock and provide the homeroom teacher with the combination and/or key.** Failure to follow any of these guidelines may result in the loss of the use of a locker. Students must complete a Locker Use Agreement form with their homeroom teacher. Teachers are asked to monitor use and condition.

**Lost/Damaged Books/Materials**
Students and/or families are responsible for any materials assigned to a student. If items are lost or damaged, the family will be asked to cover the cost of the repairs or replacement. If a student has an outstanding balance, they will not be allowed to check materials out, bring text books home, and may be restricted from attending special events such as field trips and/or promotion ceremonies.

**Lunch/Café**
Lunch and breakfast are served every day and are free to all students. Vegetarian options are available every day. If your child has a known food allergy or dietary restriction you must let the classroom teacher, kitchen manager, and nurse know. Students may elect to bring their own lunch to school.

**Movies**
Using multimedia in the classroom can be a powerful experience if teachers embed viewing in best practices and instruction. Instead of watching an entire, full length movie, showing brief clips within a lesson can achieve the same results. **Movies should not be shown as rewards during instructional times.** Teachers who wish to show a movie must follow these guidelines:
- Movies must be G rated and **approved by administration**
- Content of movie is directly connected to current studies/curriculum
- Students must be given an interactive guide/questions during the viewing
- Does not impact instructional minutes in intervention time
- Teacher has previewed the entire movie to ensure appropriateness

**Nut-Free Cafeteria and Classroom**
Please monitor and implement the Nut-Free Policy which means that students, staff, and visitors must not bring in any nut product for consumption into the cafeteria. Based on health considerations, we may have to create nut-free classrooms.

In an effort to keep our children and others safe and healthy, we are:
- Serving only **NUT FREE** meals in the cafeteria.
- Asking families to not send nut or peanut butter products with your child for **snack or lunch**. This includes any nut, peanut butter and jelly sandwiches, peanut butter cookies, peanut butter candy, and peanut butter granola bars.
- Encouraging alternative snacks/foods that are **NUT FREE** such as: fruits, vegetables, cheese, crackers, pretzels, raisins, dried fruit snacks, and yogurt.
- Promoting hand washing before and after meals
- Posting informational signs declaring that we are a **NUT FREE** cafeteria.

**Parent Request for Student Placement**
Students are assigned and scheduled to classes based on many different variables including academic, social, and emotional factors. The goal of scheduling is to create positive, balanced classrooms which meet the needs of each child. The administration makes the final decision for placement. Parents/guardians may make a written request that will be
reviewed by administration. However, the final decision will still be at the principal’s discretion. Placements are always based on student needs and not on parent requests.

**Parent/Guardian Volunteers**
Parents/Guardians are strongly encouraged to take an active role in their child’s education through school volunteering. Parents can volunteer to:
- Serve on the School Governance Council
- Join the School Parent Teacher Association (PTA)
- Assist classroom teachers
- Assist office staff
- Participate in special events

All volunteers must complete a volunteer application with the Family Service Support Provider. All volunteers are approved by the Family Service Support Provider and administration before they can begin volunteering at school. They must properly sign in and must wear a visitor’s badge at all times.

**Parking**
Visitor parking is in the front of the building on Broadview Terrace. If you are volunteering or staying for a long period of time, please use the parking area in the back of the building and walk to the Main Entrance on Broadview Terrace to enter and sign in.

**Personal Calls/Messages/Use of Personal Cell Phones**
Students may not use their cell phones during school hours. We ask that all adult visitors follow this guideline as well.

**Pledge of Allegiance/Period of Silence**
Each morning administration and/or their designee will lead the school in the reciting of the Pledge of Allegiance and a moment of silence during the morning announcements (8:15am). Teachers should model and encourage appropriate, respectful behavior during this routine. Students do not have to participate in the pledge but must remain silent and seated. Students may sign up for the leading the pledge in the office. Classrooms must be silent during all announcements.

**Promotion/Retention/Early Start**
The state and district set criteria which are used to determine if students are eligible for promotion into the next grade level. The administration will make the final decision for promotion, retention, and enrollment in Early Start summer school. Students who are performing below proficiency in reading, have excessive absences, and/or are performing poorly on summative assessments should be marked “promotion in doubt” on report cards. After the Spring MAP (grades 1-8) and DIBELS (grades K-3) assessments, the teachers make recommendations to the administration for any students to possibly be retained. The administration reviews the data and meets with the teacher about the possible retention. The administration makes the final decision regarding retention and works with the student’s parent(s) to make the decision that is best for the child.

**8th Grade Promotion Ceremony**
Participation in 8th promotion is based on a student successfully passing academic classes, being promoted to high school, and meeting all behavioral requirements which will be shared by administration during the third trimester. Generally, students may not participate in the ceremony if they have been suspended or expelled in the last trimester of school.
Recess
Pre K through 5th grade
Recess is scheduled daily for designated grade levels. It is a protected, guaranteed 20 minutes of time that cannot be taken entirely away for disciplinary reasons. For inclement weather, teachers must provide a structured indoor-recess with appropriate opportunities for games, socialization, and movement.

Inclement Weather Recess:
(Determined by Office: Precipitation, winter conditions such as excessive snow/ice, Temperatures below 32°F). Recess will run in doors during inclement weather.

CT Public Act 13-173 (Childhood obesity and physical exercise) was passed in late June 2013, and went into effect on July 1, 2013. The law requires all elementary schools to provide 20 minutes of physical activity daily to all students in grades K-5.

Additional requirements include:
1. Minimum of 20-minute lunch daily for all full time students
2. Minimum of 20 minutes per day devoted to physical exercise for all students in ELEMENTARY school (grades Prek – 5)
3. Cannot deny a student their full daily physical activity as a punishment
4. Cannot use physical activity as a punishment

School Closing Announcements
You will be notified of delays or closing using School Messenger (automated phone service). You can also listen to local news stations or call 860-695-SNOW to find out if there is school on days when there is inclement weather. PLEASE DO NOT CALL THE SCHOOL TO CHECK IF THE SCHOOL IS CLOSED.

Service Learning
Students in grades 7 and 8 must complete a minimum of 10 hours of community service per year before 8th grade Promotion. Students may elect to serve more than 10 hours in one year in order to meet the goal of 20 hours. Students may not participate in the promotion ceremony in 8th grade if they have not met this requirement.

Student Agendas/Planners
Every day, students in grades 1-8 will record their assignments in their agenda, use it as a pass, and record intervention/enrichment goals and progress daily. Teachers will monitor and ensure that students are using the agenda. Teachers and parents can use the agenda for notes and communication. Some students may be required to have the agenda signed on a daily basis. The agenda also serves as a calendar of events.

For students in 6th-8th grade, in a specially designated area of the agenda, there will be a running record of places and times that your student visited, “the Passport”. This will assist faculty and parents in monitoring the frequency and locations that students are using a pass.

Responsibilities regarding agendas:
- Students are responsible for writing down their daily assignments in their agenda books
- Parents are asked to check their child’s agendas daily to become familiar with their homework for the evening, read any comments made by the teacher and write down any concerns or questions they may have.
- Teachers are responsible for reviewing agendas for parent questions and/or concerns and to monitor the students’ use of the agenda book.
- Administration to monitor and reward the use of agendas
**Student Behavior: Violation of School-Wide Expectations**
The goal of ESM is to reduce the number of violations and referrals through teaching behaviors, rewarding and providing incentives for students to follow school rules, structuring environments to support students, using active supervision and modeling, and to pre-correct problem behaviors.

Should an educator need to document a violation, the teacher needs to complete an office referral form. It is imperative that the office referral form is completed correctly and has all needed information. Forms that are not completed correctly will not be processed and will be returned to the teacher.

**Level 1/Minor Violations Teacher Managed Behaviors:** The teacher completes the form, conferences with student, and calls home, issues any other additional consequence, and submits the form to the office. Should a student have more than 3 or more level 1’s in a given month for the same offense OR 3 or more level 1’s in a given day, the referral will be considered a Level 2 or Level 3 major.

**Level 2 and/or 3 Major Violations Teacher/Office Managed Behaviors:** The teacher completes the form, conferences with the student, and calls home. The referral is sent to the office as soon as possible. If the referral is for fighting/physical aggression, drugs/alcohol, weapons, or arson the teacher will call the office for the student to be immediately escorted by administration or the SPO.

**Student Discipline**
Students whose conduct at school or during a school sponsored activity violates the Uniform Code of Discipline or whose conduct out of school is significantly disruptive of the school environment are subject to discipline by the school in a variety of ways, including removal from the classroom, loss of privileges, detention, in-school suspension, out-of-school suspension, and expulsion. Students who are suspended – meaning removal from school for up to ten days– are entitled to an informal meeting with the school administrator as an opportunity to provide information about the incident and have input into the suspension decision. Parents and guardians will be provided immediate oral and written notice of suspensions. When a student returns from an out-of-school suspension, a meeting with the parents, student, Administration, security officer, and/or teacher will be had at the school to discuss the plan for moving forward.

Students who commit more serious offenses may also be recommended for expulsion from school for up to 180 school days. In such cases, a formal hearing will be conducted. The determination will be made as to whether or not the student will be expelled and if so, the duration of the expulsion. In some cases, an alternative educational program may be provided for students who have been expelled. See Board Policy No 5131 for complete information.

**Telephone Calls to Classrooms**
Telephone calls to teachers during instructional time will be directed to voice mail. Teachers will respond to messages within 24 hours. Emergency messages should be given to the office. Teachers are available for calls before/after school and during preparation periods.

Students may use the office phone only with permission from a staff member, and only in an emergency. **All student telephone use must be under direct adult supervision when using the phone.** Any other use of a school phone must be done with permission. Students are not allowed to use the telephone during instructional time.

**Title IX**
Title IX remains a critical federal civil rights law that prohibits sex discrimination in our schools. It protects male and female students and employees in any educational entity that receives federal funds. The preamble to Title IX of the Education Amendments of 1972 states that:
**No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.**

Title IX requires that each public school district, as well as state-approved nonpublic special education programs, have at least one person designated as the Title IX Coordinator. The Title IX Coordinator coordinates compliance with the law. Many school districts now have a Title IX Coordinator in each school building. The ED 607 - Title IX Coordinator Survey collects the contact information for Title IX Coordinators and posts a directory on the Connecticut State Department of Education’s (CSDE) Web site. The Title IX Web pages can be found by going to: http://www.sde.ct.gov/sde

**Contact District Coordinator:** Kim Schulte  
**School Coordinator:** School Social Worker

**Transporting Students**  
Under no circumstance will a faculty or staff member transport a student in a personal vehicle.

**Unified Arts/Specials/Electives**  
Unified Arts or “special” classes will meet on a 15-day rotation. For example, students will have art for 15 days in a row and then have physical education for 15 days in a row. The classroom teacher will make sure that students and families are aware of the rotations in order to help children prepare for the changes in classes.

**Visitors/Parents in the School Building**  
All visitors should feel welcomed in our building, but checked for a proper visitor’s pass issued by the office staff. Visitors must enter the building through the front door on Broadview Terrace and report to the Main Office immediately. The office will contact the faculty/staff member to let them know that the person is here. The visitor must wait in the office until the faculty/staff member is notified. If the visitor does not have an appointment, they may not visit unless they have approval from administration and the faculty/staff member. All visitors must sign in and wear a Visitor’s Pass.

**Wellness Pledge/Classroom Treats-Food**  
All classrooms must have the Wellness Pledge posted and teachers must spend time discussing the pledge with their students. More importantly, any reward/party classroom food should reflect this pledge. Teachers are asked to guide students and families in making healthy choices for snacks. Cupcakes, doughnuts, and candy should not be given out by staff. Instead, staff is encouraged to bring in fresh vegetables, fruits, or treats with greater nutritional value.

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![Classroom Wellness Pledge](image-url)
ESM School Compact 2018-2019

As an ESM Student I promise to...

- arrive at school on-time, every day, in uniform, and ready to learn.
- use the environmental sciences, problem solving, and critical thinking skills to explore my curiosities about the natural world around me.
- participate in service learning events.
- do all my school work and all at-home assignments.
- ask for help from an adult when I have a question or a problem.
- support respectful, positive, and polite communication among faculty, parents, and other students.
- follow HAWKS* school-wide expectations.

Student Signature: ___________________________________________ Date: ____________

As an ESM Faculty Member I promise to...

- provide a safe, fair, nurturing learning environment for all.
- support students’ academic, social, and emotional growth by meeting their individual needs.
- model and integrate the environmental sciences into all aspects of the students’ educational experience.
- support respectful, positive, and polite communication among students, parents, and other faculty.
- have high expectations for myself, students, parents, community members, and other staff members.
- communicate effectively and appropriately with students, parents, staff, and community by responding in a timely fashion to all emails, voicemails, notes, and requests.
- practice, review, and model HAWKS* school-wide expectations.

Faculty Member Signature: ___________________________________________ Date: ____________

As an ESM Parent/Guardian I promise to...

- send my child to school every day, on-time, and in uniform.
- support and challenge my child by monitoring and ensuring that they have a structured time and place to complete all at-home assignments.
- support the school’s theme by helping my child explore the natural world through the environmental sciences.
- support respectful, positive, and polite communication among students, faculty, and other parents.
- attend school conferences and participate in varied school events.
- make every effort to schedule your child’s appointments outside of the school day or during vacation.
- practice, review, and model HAWKS* school-wide expectations.

Parent/Guardian Signature: ___________________________________________ Date: ____________

*HAWKS: Have Respect, Act Responsibly, Work Together, Keep Safe, Soar to Success

Revised 6/4/2018 by SGC