

Hoffman-Boston Elementary



Staff Handbook
2019-2020

Hoffman-Boston Elementary School

Mission and Vision Statements



Mission Statement

Hoffman-Boston Elementary School is dedicated to providing authentic, inquiry-based learning experiences that encourage students to collaborate, experiment, and create solutions to real-life problems. We dare to use innovative techniques and technology to enhance lifelong learning. Hoffman-Boston Elementary School staff use differentiated instructional practices that promote critical thinking and embrace diverse learning styles. As a community, we demonstrate respect, integrity, perseverance and self-worth.

Our Beliefs

At Hoffman-Boston:

We are a community of learners.

We explore, question, and seek answers to understand our world.

We value, celebrate, and embrace our many cultures.

We respect ourselves, others and the environment.

We model integrity, dignity, and self-worth.

We strive to develop innovators, problem-solvers, independent thinkers and risk-takers.

Our Guiding Principles

Teachers who collaborate in learning teams hold themselves to higher standards, improve their practice, and lift student achievement. Collaborative learning teams establish shared vision and goals, build collective responsibility, raise achievement for themselves and their students through planning instruction together, creating common and authentic assessments, collecting and analyzing data, participating in professional learning, and engaging in self-reflection.

It is important to establish a clear vision for school-wide data use. A strong culture of data use is important to ensuring routine, consistent, and effective data-based decision-making. (ex. using data to guide instruction, providing timely feedback, collect and interpret data on how to support student learning)

Students should feel connected to their classroom community.

The entire school community must work together to create and maintain a safe and supportive environment that promotes teaching and learning.

Clearly stated expectations, understood by everyone in the school, form the foundation for schools to deal effectively with student behavior.

Children learn at different rates and in different ways. Instruction is organized in a variety of ways so that students can explore, demonstrate, express, and expand understandings in order to make meaning out of important ideas.

STEM is vital in elementary school because it integrates mathematics, sciences, engineering, and technology while introducing young minds to creative problem solving, inventiveness, design thinking, reflection, and instilling the importance of collaboration and teamwork.

[STEM Student Profile](#)

Innovators
Critical Thinkers
Problem Solvers
Decision makers
Self-Confident Learners
Cooperative Learners
Independent Thinkers
Motivated Learners
Effective Communicators

General Information about Hoffman Boston

Hoffman-Boston Elementary School
1415 South Queen Street
Arlington, VA 22204

Phone: (703) 228-5845
Fax: (703) 892-4526
Website - www.apsva.us/hoffmanboston

Principal: Heidi Smith
Assistant Principal: Catherine Han
Superintendent: Dr Patrick Murphy

General Information about Arlington Public Schools

General information, quick facts and School Board Members and information may be accessed in the APS website at the following address: www.apsva.us

School and County Instructional Plans

APS Strategic Goals:

- **Multiple Pathways to Success for All Students**
Ensure that every student is challenged and engaged while providing multiple pathways for student success by broadening opportunities, building support systems, and eliminating barriers. APS will eliminate opportunity gaps so all students achieve excellence.
- **Healthy, Safe, and Supported Students**
Create an environment that fosters the growth of the whole child. APS will nurture all students' intellectual, physical, mental, and social-emotional growth in healthy, safe, and supportive learning environments.
- **Engaged Workforce**
Recruit, hire, and invest in a high-quality and diverse workforce to ensure APS is the place where talented individuals choose to work.
- **Operational Excellence**
Strengthen and improve system-wide operations to meet the needs of Arlington's growing and changing community.
- **Strong and Mutually Supportive Partnerships**
Develop and support strong connections among schools, families, and the community to broaden opportunities for student learning, development, and growth.



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Absences

Absences are monitored to ensure our students are appropriately supported. Attendance must be entered into Synergy no later than 9:20 am. The Synergy system automatically calls each child's home each morning after attendance is taken to determine the reason for the absence.

After School Events

Teachers are encouraged to attend at least 2 evening events (this does not include Back to School Night). Events may include Multicultural Night, Winter Festival, STEM Night, Math Night, or others.

Instructional staff will also be expected to attend Back to School Night and Parent and Teacher Conferences.

Arrival Procedures

Students in grades Pre-K-5 will report to the hallway of their designated classrooms when they arrive to school. Students may enter the building at 8:35 a.m. All classroom teachers should place a book bin outside of their classroom. Any student arriving before 8:45 am will sit outside of their classroom, select a book from the book bin, and read. Please review these expectations with students the first few days of school. Staff members on duty are encouraged, to carry a book and model reading behaviors to the students when they arrive.

Breakfast coolers will be delivered to the staircase by Door # 3 (bus lane doors) by 8:00 am. Please pick up your breakfast cooler and bring it to your classroom in the morning. At 8:45 am, classroom teachers will greet and invite students into the classroom. Breakfast will be served from 8:45 am - 9:10 am in the classroom. Please make exceptions for students arriving late to ensure that all students have had the opportunity to eat in the morning. The cafeteria staff will come around to pick up the breakfast coolers by 9:15 am.

Student rosters will be provided with the cooler each day. Classroom teachers, not students, must check off students who have eaten breakfast every morning on the roster prior to 9:15 am. Please **do not** have students check off their breakfast selection.

Attendance Procedures

Students must be marked as present or absent in Synergy by 9:10 a.m. Students who arrive after 9:10 a.m. must report to the Main Office and present a tardy pass to enter class. It is important that teachers mark attendance on a daily and consistent basis. Accuracy of reporting student attendance is critical to ensuring that students are attending school on a consistent basis.

Tardiness:

When students arrive at school after class attendance has been submitted, they must sign in at the office and obtain a pass from the secretary before being admitted to the classroom. This helps reduce the anxiety of parents who are called because the report to the office shows their child is absent. If you are concerned about frequent absences or tardiness, please discuss with an administrator so we can make a plan to improve attendance. If a student arrives after 9:10 am, please check to make sure that they present a "Late Pass". If they do not enter with one, please send them down to the office to collect one. If instruction has begun, please e-mail Elizabeth Clavel-Love so that she can keep a record of their late arrival.

Following an absence, the student needs to bring in a written note explaining his/her absence. All notes should be submitted to Elizabeth Clavel-Love, School Registrar, in the Main Office.

If you are concerned about a student's excessive absenteeism, please alert the School Social Worker, Natalie Coccozza and Elizabeth Clavel-Love, School Registrar.

Attendance for the first 2 weeks

Enrollment counts will occur for the first two weeks of school. We must accurately count EVERY child. Specific details and information will be provided to staff during the Pre-Service Week.

Staff's Daily Schedule

7:00 a.m. - Staff may enter building

8:30 a.m. - Staff workday begins

8:45 a.m. - Teachers welcome students into the classroom. **Breakfast is served!**

9:00 a.m. to 3:41 p.m. - Instructional Hours

4:00 p.m. - Staff may leave for the day

*Instructional staff may be required to extend the contractual day to attend faculty meetings, professional development opportunities, parent conferences, evening events, etc.

Early Dismissal Schedule

7:00 a.m. - Teachers may enter building

8:30 a.m. - Teacher workday begins

8:45 a.m. - Be prepared to welcome your students

9:00 a.m. to 1:26 p.m. - Instructional Hours*

4:00 p.m. - Teachers may leave for the day

Lunch/Recess

Students will use their student number to access money to purchase lunch. Parent and families may elect to place money on their child's account via the internet or sending cash and/or check to school.

Breakfast for students cost: \$1.70 regular;
Lunch for students costs \$2.90 regular;

Staff members may purchase lunch from the cafeteria. You can purchase an entire meal or a la carte.

Staff Breakfast: \$2.65

Staff Lunch: \$3.65

Milk: \$0.75

Recess Locations:

Students in Pre-Kindergarten to 2nd grade will have recess on the playground
students in grades 3rd to 5th will have recess on the field.

In the event of inclement weather, recess will occur in the classroom. Inclement weather includes freezing temperatures during the winter months and hot temperatures during the Spring/Summer months. This decision will be communicated through the REMIND APP to reduce disruption during the day. Please make sure you sign-up during pre-service week!

Staff members assigned to monitor the students during recess are expected to **actively** monitor and supervise students to ensure that students are engaged in safe activities and to decrease the occurrence of accidents and injuries. This is especially important to staff monitoring recess on the field. Please make sure that you and your teammates coordinate where you will stand to ensure proper coverage during recess.

All major accidents and injuries should be immediately reported to the clinic and administration. Additionally, staff members should report any suspicious individuals and/or activities to the Main Office immediately.

Walkie Talkies will be available to ensure effective communication between staff supervising recess and the Main Office. The recess walkie talkie is housed in the staff lounge across from the cafeteria. Staff supervising recess must hand off the walkie talkie to those coming after them to ensure that this communication process can occur throughout the entire recess time. If the Walkie Talkies are unavailable, please text or call Heidi, Catherine, or the main office for support.

Clinic

Students who are not feeling well and need medical attention should be sent to the Clinic. Students should be sent to the office with a completed Clinic Pass. Copies of the form are located in the Main Office and in the Appendix.

Students are not permitted to consume over the counter medications, including cold remedies and cough drops, without written notification from the parent. All medical inquiries should be forwarded to the clinic. If a child takes prescription

medication, the clinic will work directly with family to ensure appropriate procedures are followed.

Student Dismissal

Students should remain in the classroom until mode of transportation is populated on the dismissal notification on the Smartboard or called on the PA system. Classroom teachers will stand in the hallway and monitor students walking out. Select staff members on duty will have walkie-talkies to communicate with office staff and other staff managing the dismissal process.

Students will be dismissed in the following order:

Patrols supporting PM dismissal only
Car Riders and Walkers to Auditorium
Bus Riders (Busses will be dismissed by color)
Extended Day

Grade level dismissal procedures are as follows:

VPI Pre-K, Pre-K Sped, & Montessori - Assistants will dismiss

MIPA - Classroom Teachers and Assistants will dismiss

Kindergarten - Assistants and Teachers will organize students based on mode of dismissal within the Kindergarten Hallway.

Grades 1 - 5 - Patrols or staff on duty will be located in the hallway holding signs. When the mode of transportation is called, students should line up with the Patrol assigned. The Patrol or staff on duty will walk students to their dismissal location (i.e. auditorium, bus lane, etc.)

Car Riders and Walkers will meet in the auditorium. Staff members managing the Kiss & Ride Lane will use WhatsApp on their phones to communicate which student is being picked up to staff members supervising students in the auditorium. Staff members on duty in the auditorium will hand off the child/ren to the staff members manning the Kiss & Ride Lane. Parents should meet Car Riders and Walkers at the front entrance.

Note: The Main Office will maintain records for student dismissal. Staff members are expected to verify dismissal procedures for each child in their classroom the first week of school. Staff members will maintain records for student dismissal procedures to ensure that students arrive to the appropriate destination. Any changes to dismissal routines must be accompanied by a written note from parents and families. It is critical that teachers communicate any notifications regarding changes to dismissal plans to the School Registrar and the Main Office. **Parents seeking to change their child's dismissal plan on the day of notification must do so before 3:15pm. Please make sure this is communicated to all families during Open House, Back to School Night, or as a newsletter.**

If the child usually goes to Extended Day, please give a copy of the note or a phone call to Duana Brooks, Extended Day Supervisor. If you are keeping the children after school, please contact Duana before dismissal.

Duty List

A copy of the duty list is attached to the Appendix. Please review.

Building Maintenance

Edwin Hernandez is our facility manager. All facility and building maintenance requests are managed by the Facilities Manager. Please email Edwin Hernandez in the event that you would like to have furniture moved, need additional boxes, problem with heating/cooling, classroom repairs, etc.

In the event of emergency, i.e. faulty wires, damaged outlets, unfamiliar odors, etc., email the Facilities Manager and inform Administrators immediately.

To report pest problems, please complete Pest Control forms located near the bulletin board in the main office or in the Google form created by Edwin.

Posters on Windows, Walls, Doors

The staff is encouraged to display student work and other forms of student recognition in the halls of the building. In doing so, however, **avoid the use of adhesives or other fasteners, such as glue, hot glue, staples, tacks, push pins or tape, in a manner that may mar or damage the building appearance.** As a general rule, attach no adhesive to a painted wood or metal surface. No items should be attached to the glass or doors in the main entrance and at the entrance to the main office without the prior approval of the principal.

Safety Inspection Reports

At least twice during the year the building is checked for compliance with regulations relating to school health and safety. Many of the 92 items apply to classrooms; the cooperation of staff members is most often needed on the following:

- Item 13: Material on the walls of halls, foyers, etc. must be at least 36 inches from any door frame;
- Item 14: Doors and door frames are free of paper, decorations, and other combustible materials;
- Item 15: Glass windows on classroom doors must be kept uncovered with unhampered visibility;
- Item 16: Fire extinguishers and light fixtures are free of decorations or hanging materials;
- Item 17: Drapes and area rugs must be fire-retardant, with a certificate showing the date of the retardant treatment. If you bring in drape or

carpet pieces of your own, you must submit a copy of the certificate to the principal showing when the item was last treated;

- Item 18: Paper and other combustibles are kept away from heat producing equipment;
- Item 36: Electrical panel boxes must remain unobstructed. All stored materials must be at least five feet away;
- Item 53: A copy of the fire evacuation plan must be posted in each classroom (by the door).
- The use of extension cords to plug in personal appliances, printers, and other electrical equipment is not permitted.

Communication

Intercom

- You may use the call button in your room to contact the office.
- The office may call the whole school/single classrooms during the day to announce assemblies, students leaving early, or to address other immediate needs.

Phone System

(Do not call during instructional hours)

- To call other teachers/classrooms use Dial 199+room #
- If a staff member has an extension, dial the extension
- To call out of the building Dial 9 first, then #

Email

- To conserve paper and expedite interschool communication, staff members are expected to check their email daily to ensure awareness of important information and activities at the school.
- Frequent communication will be provided to staff via email.
- Check your email at least twice a day (AM/PM). Messages should be returned within 36 hours.

Canvas

- Canvas will house the Master Schedule, Handbook, and other pertinent information for staff.
- Staff members are expected to check Canvas for postings on a regular basis.

Teacher Websites and Parent Communication

- Classroom teachers are expected to communicate regularly with parents to provide updates on student progress and growth in the classroom. Communication may occur via email, phone calls and/or conferences. Teachers are expected to maintain a parent log to record communication that has occurred throughout the course of the school year.

As a staff, we agree that we will utilize the following communication tools:

- Agenda Books for grades 3-5
- Daily notes and "Friday folders."
- Posting year-long curriculum map on the grade-level website.
- Twitter, monthly classroom blogs entries / newsletters or calendars of class activities.

Your choice of method(s) should be communicated to the principal and be consistent across the grade level. In deciding what to include in your communication, bear in mind that parents like to know the following and that grade levels should rotate responsibility to send weekly emails with information about

- Upcoming units of study
- Upcoming tests/quizzes/ due dates
- Upcoming class activities such as dates for field trips, reports, or special projects;
- Special materials students, or you, may need for activities;
- Any specific changes in the routine such as in grouping or schedule.

Parents like emails, phone calls or notes about changes in their child's individual schedule or progress. Classroom teachers are expected to send home newsletters to parents and families highlighting important information, curriculum focus and activities. Copies of newsletters or calendars should be copied to the principal.

Classroom teachers and specialists will be required to maintain a teacher webpage. Information regarding specific content to be included on your webpage will be provided by Odessa Miller, Instructional Technology Coordinator. Webpages should be updated on a **monthly** basis to reflect current information, activities, etc.

Parent Communication

Notes & Notices

Classroom Newsletters:

Each grade level will be expected to send out a bimonthly newsletter to families. Prior to sending any notices home, provide a copy to an administrator for review.

Opt Out Forms:

This form provides parents a chance to prohibit their children to be photographed or videotaped for public use. These forms go home at the beginning of the year. Maintain a copy for your records and submit original copy to Elizabeth Clavel-Love and Molly Haines.

Intercom/Phone Communication:

There should be no phone calls during instructional time. The intercom will be used to call your room. There is an emergency call button in your room to page the office. Please only use the emergency call button on the event of an emergency. Students should not use your classroom phone, except in the case of an emergency.

Back to School Night

Families will come to visit the classrooms in September. All staff are required to attend. Please share instructional plans for the year with your families. This is not the time to hold individual conferences about specific students. This year's Back-to-School night is scheduled to take place on Wednesday, September 11th.

Parent Teacher Conferences

- Fall Conference Days- October 24 (Early Release for students/ conferences scheduled until 8pm) & 25 (full Day)
 - Complete the Fall Conference form with parent during the conference. The form can be found on the T: drive, under Teachers, Handbooks
- Spring Conference Days- March 5 & 6 (Early Release for students/ conferences scheduled until 8pm) (full Day)
 - Refer to completed Fall Conference form to help guide your parent discussion.

If you need a translator, contact your ESOL/ HILT Lead Teacher.

Staff Expectations

Meetings

There will be several meetings and professional development training sessions scheduled throughout the course of the school year. Professional development training session will be offered internally in addition to countywide sessions.

Licensed staff members are expected to attend all meetings and sessions unless otherwise cleared by administration.

Instructional staff will also participate in grade level Professional Learning Community meetings and Quarterly Planning Days.

Committees

Staff members are asked to sign up for at least 1 committee. Staff members will need to actively participate as a member of the committee.

Substitute Plans/Folder

Classroom teachers and special teachers will be required to leave plans in the event of an absence for the substitute. Please leave detailed plans to allow students continuity with their regular schedule. Plans should include: your daily schedule, routines, emergency, behavior, lunch/recess, and arrival/dismissal procedures, detailed plans and activities with all materials. Leave the plans in a visible location so your sub may find them easily.

Teachers will also submit emergency substitute folders to Sonia Reyes, Administrative Assistant, be housed in the Main Office during Pre-Service Week. The emergency plans will be used in the event that there is an emergency. Specific information regarding the content of emergency folders will be distributed during Pre-Service week.

Leaving and Returning

Staff are permitted to leave the building during the instructional day pending approval from administration. Approval from the Administration is needed when leaving the building at any time other than your lunch period.

Staff Mailbox

- Check your mailboxes before school and at lunch time. DO NOT SEND STUDENTS.
- Phone messages will be forwarded to your voicemail. Check your voicemail daily. Messages should be returned within 24 hours.

Dress Code: Staff members are encouraged to dress in a professional manner.

Classroom Responsibilities

- Students must always be supervised by an adult.
- Teachers should always stay with their children.
- Secure all valuable equipment whenever possible in locked closets, supply rooms, or areas not visible from the exterior of the building.
- Computers should be used only for attendance and instruction during your teaching time. Please refer closely to the APS guidelines for acceptable use of computers, internet, etc.
- Cell phones should not be used for personal use during instructional time.

Instructional Assistants

Overall Expectations

- Work hours are 8:30-4:00. Please be ready to work when you arrive to Hoffman Boston. If an alternative schedule is needed, please schedule a meeting with Administration to discuss.
- Students must always be supervised by an adult.
- Secure all valuable equipment whenever possible in locked closets, supply rooms, or areas not visible from the exterior of the building.
- Computers should be used only for attendance and instruction during your teaching time. Please refer closely to the APS guidelines for acceptable use of computers, internet, etc.
- Cell phones should not be used for personal use during instructional time.

Specials Participation

- Be an active participant
- Help the teacher with materials, student behavior/ participation, clean up and dismissal from the area or classroom
- Share with the teacher questions or concerns you have for your students
- Cell phones used only for an emergency

Leave

- Staff are permitted to leave the building during the instructional day pending approval from administration. Approval from the Administration is needed when leaving the building at any time other than your lunch period.
- Please make sure absences are in STAN no later than 6:30am to assure coverage for the day.

Student Needs

- Ask for help with challenging student behaviors
- Redirect students with words rather than with physical manipulation
- Consider being CPI trained to learn the safe and appropriate way to manage an aggressive student

Evaluations:

You will be given one formal evaluation a year. Your evaluation and rating scale is based on the Professional Standards:

- Quality of Work
- Quantity of Work
- Demonstrates Human Relations Skills

- Maintains Safety & Security
- Professionalism

	Rating Level	Behavioral Indicator
1	Exceeds Standard	The employee consistently exceeds the normal performance expectations for the position. Employee takes initiative, actively seeking additional knowledge and assignments, and can be counted on to complete tasks in a timely and accurate manner.
2	Meets Standard	The employee knows the job duties, does the amount of work required and is fairly resourceful, occasionally raising questions or suggestions for improvement.
3	Does Not Meet Standard	The employee's work product is below the acceptable levels listed in the standards; may not have adequate understanding of the job, or work product is below standards in quality or quantity. Effort level is below that expected of the job.

Nuts & Bolts for Life at Hoffman Boston

Leave

All staff members must submit a leave form to request personal, sick, and/or professional leave. Leave forms are available in the office and should be turned into Binh Tran. In addition to submitting leave forms, all staff members must report their absences using STAN. STAN will provide the option to request a substitute for your absence. Instructional staff members must request a substitute via STAN. When you request a half day sub: the time period for a morning substitute is 8:45 - 11:45 a.m.; the time period for afternoon pm sub is for 11:45 a.m. - 3:45 p.m.

- Sick leave - request a sub through STAN online or call STAN at 703-228-7652. Please call no later than 6:30 a.m.
- Personal leave - request for personal leave must be submitted to the principal at least two working days before the date leave is to begin.
- Professional leave- Principal authorization required. Forms are available in the office.
- How to request a sub on STAN 1. To create a STAN account please call 571-303-0317
 2. Enter your employee ID (Ex. 123456)
 3. Enter your temporary pin (Ex. 123456)
 - Your temporary pin will always be the same as your access ID 4. The automated system will prompt you to make a unique 6-8 digit pin
 5. When completed log onto arlingtonps.eschoolsolutions.com
 6. Enter your employee ID and NEW unique pin
 7. Click "Create an Absence"
 - Keep in mind the earlier you create an absence the more likely you will find a sub, jobs put in 5 pm or later the day before the job are highly unlikely to find a sub.
 8. Select Reason from the drop-down menu
 9. Answer the question "Is a substitute required" Yes or No
 10. Enter your Start and End days
 11. If the days are non-consecutive, uncheck the days not needed from the weekly schedule portion
 12. If the times a sub is needed is different please change the times on the substitute end.
 13. If you have a substitute that agreed to sub for you, you can enter their ID or lookup their name
 - If you do not have a pre-picked sub skip entering their name, and STAN will call available subs and post online for subs to select.

14. You must click YES that the substitute selected to lock the job in if prearranged.
15. Enter special instructions (Ex. What grade level you teach, field trips, test days, preliminary instructions etc.)
 - Please include special instructions, subs are more inclined to pick up jobs with instructions attached.
16. Click Continue You will know a sub has picked up by getting a confirmation with a job number, or checking when you log onto you STAN account.

Funds

You will receive a small amount of funds from the county to supplement costs for your classroom supplies only. You must have an original receipt for you to be reimbursed for supplies. The forms are available in the office, see Binh Tran

Additional funds will be allocated to instructional staff from the schools operating budgets. Staff members will need to obtain approval prior to making purchases for reimbursement. Staff members are strongly encouraged to complete the formal requisition process. Deadline for submission of requisitions is May 15, 2020. Deadline for supplemental supply reimbursement is May 31st. All expenses must be submitted by June 7th.

When collecting money from students:

- Please use collection sheet located in the Office (see Binh Tran).
- Turn all money into Binh Tran- do not keep money in your desk.
- Return all monies collected to Binh Tran

Instructional Leadership Team

The Instructional Leadership Team will meet monthly with administration to maintain progress on school goals and priorities, discuss student data and make instructional decisions that impact the school. Additionally, Instructional Lead Teachers are responsible for dissemination of information for content, data, materials and other related topics. Listed below are the members of the team for the 2018-2019 school year:

Instructional Lead:	Kelly Barrett
Social Studies:	Deitra Brady-Pulliam
Math Coach	Leyla Plunkett
Science:	Teresa Fields
ESOL/HILT:	Christianne Chong
SPED:	Gregg Siegal
English Language Arts:	Emily Nehring
Grade Level Lead Teachers:	
Kindergarten	Caitlyn Chemlick
1st	Claudia Campos
2nd	Megan Cleary
3rd	Maryanne Mercede

4th
5th
Specialist

Sierra Marsicek
Emily Bye
Dalila Casswell

Little School House

The Little School House is located outside of the library. The school house holds our HBTV studio and Mac Computer Lab. Teachers may also access materials to complete bookbinding, die cuts and make buttons.

To obtain access to the School House- get the key from under the library check-out desk. Please lock the doors when you enter the house and exit the house. Please return the key when you are done. See Renee Shaw for additional help/information.

Supply Needs

General supplies will be purchased for instructional staff members. Listed below is additional information to obtain access to other instructional resources:

- Classroom supplies- Email Binh Tran to request classroom supplies. If materials/resources are not available, please submit a purchase order.
- Butcher Paper for Bulletin Boards - see our Art Teachers, Brandi Brittain or Emily Wade
- Lamination - Jennifer Bream, Volunteer Coordinator, can assist with your laminating needs.

Safety of Students

The number of students under a single employees' supervision will be no larger than that deemed by the Principal to be reasonable in terms of the age group and type of activity.

Daily Classroom Management

- Stack student chairs at the end of the day
- Report spills immediately
- Do not cover windows or doors
- Pick up large items off the floor (i.e., pencils, paper wads, books, etc.)
- Close and latch all windows and doors
- Energy Conservation: Turn off lights and computers when you leave the room, recycle paper, boxes, bottles and cans.

Student Lockers & Desks

- Establish a regular maintenance schedule for lockers and desks.
- Grade level teachers should schedule opportunities for students to clean lockers throughout the course of the school year.

- Do not put locks/permanent labels on lockers.

PBIS

Hoffman-Boston Elementary School incorporates the use of the Positive Behavior Intervention and Support (PBIS). PBIS is a school-wide system that proactively defines, teaches, and supports the demonstration of appropriate student behaviors to create a positive school environment for both students and staff.

At Hoffman-Boston, the three keys to student success are:

1. Respect for Self
2. Respect for Others
3. Respect for Surroundings.

These three keys have been operationally defined for both classroom and non-classroom settings. Students are recognized for demonstrating positive behaviors associated with respect. The use of PBIS enables Hoffman-Boston students and staff to have a clear and consistent understanding of behavioral expectations, a systematic method of reinforcing the development and demonstration of positive behaviors, and a method of collecting data that can be used in identifying school and student needs. Hoffman Boston uses the online platform HERO to collect positive rewards as well as collecting disciplinary actions. Please be set up your account- ask Suzanne Paul for help, if needed.

Please review the APS policy on Student Discipline in the APS Handbook.

[Procedures for Emergencies and Safety Drills](#)

Accidents

Workman's Compensation:

Inform an Administrator and Binh Tran immediately after injury. Depending on the severity of the accident, staff members may be required to complete necessary medical forms. Forms and other pertinent information may be obtained from Binh Tran.

Student Injury:

In the event that a student is involved in a serious accident/incident that results in a major injury, send student immediately to the nurse. If the injury does not permit the student to move, contact the office for assistance. In an emergency call 911 and inform an administrator. Once the student has been secured, reporting staff member should complete the accident report.

Minor Student Injury:

Refrain from sending students to the clinic for minor injuries. Instructional staff will be provided with OSHA training and a first aid kit to include band aids,

bacterial wipes and gloves. Use your classroom first aid kit to treat minor student injuries and inform parents of the incident. When in doubt about the severity of a student's injury, please err on the side of caution and send the student to the clinic.

Please refer to the Emergency Procedure Flipbook:

Fire Drills

HOFFMAN-BOSTON ELEMENTARY SCHOOL FIRE/EVACUATION DRILL PROCEDURES

The purpose of a fire/evacuation drill is to practice proper procedures making sure all persons are out of the building in a quick/efficient, safe and orderly manner. The following guidelines have been established for a drill/emergency evacuation at Hoffman-Boston Elementary School.

All individuals, groups, or classes must vacate the school building as quickly as possible. If individuals are not in an assigned classroom, they should vacate the school building via the nearest exit. After vacating the building ALL PERSONS must be on the big field and the field near the bus lane. Please make sure you review the Fire Drill Exit Route located on the Red/Green Clipboard next to your door. The Clipboard and Student Emergency Contact Information should be taken with you in the event of a Fire Drill or Fire Emergency.

Students in classrooms must vacate the building by the following evacuation plan below:

Fire Drill Exit Route

ROOMS 115, 117, 119 and 120

EXIT DOOR #1

Community Room, Computer Lab Auditorium

Classrooms Main Office/Clinic- Queen Street Parking Lot

ROOMS 125-129 and 225-228

EXIT DOOR #2

Classrooms PAC, Kindergarten, 4th, 5th grades, 113- BUS LANE FIELD

ROOMS 132, 218-232

EXIT DOOR #3

Classrooms Music, ESOL, Science Lab and SpEd,

Math and Counseling and Resource Offices- BUS LANE FIELD

EXIT DOOR #8

Cafeteria, Extended Day

EXIT DOOR #4

GYM - Bus Lane Field

ROOMS 113-114

EXIT DOOR #16 (Library)

Library and Conference Room 113 and 114- BIG FIELD

ROOMS 212-215 and 217

EXIT DOOR #17

Classrooms 3rd grade, Literacy Coach Title 1 and Art Room- BIG FIELD

ROOMS 201-208

EXIT DOOR #18

Classrooms 1st, 2nd grades SpEd and ESOL- BIG FIELD

ROOMS 101-107

EXIT DOOR #19

Classrooms VPI and MIPA- BIG FIELD

ROOMS 1-13

All classrooms on the GROUND level can use their exterior classroom doors.

PROCEDURES

All staff not with a class during an evacuation drill are to report to the Preschool/MIPA wing to assist in removing students for the drill.

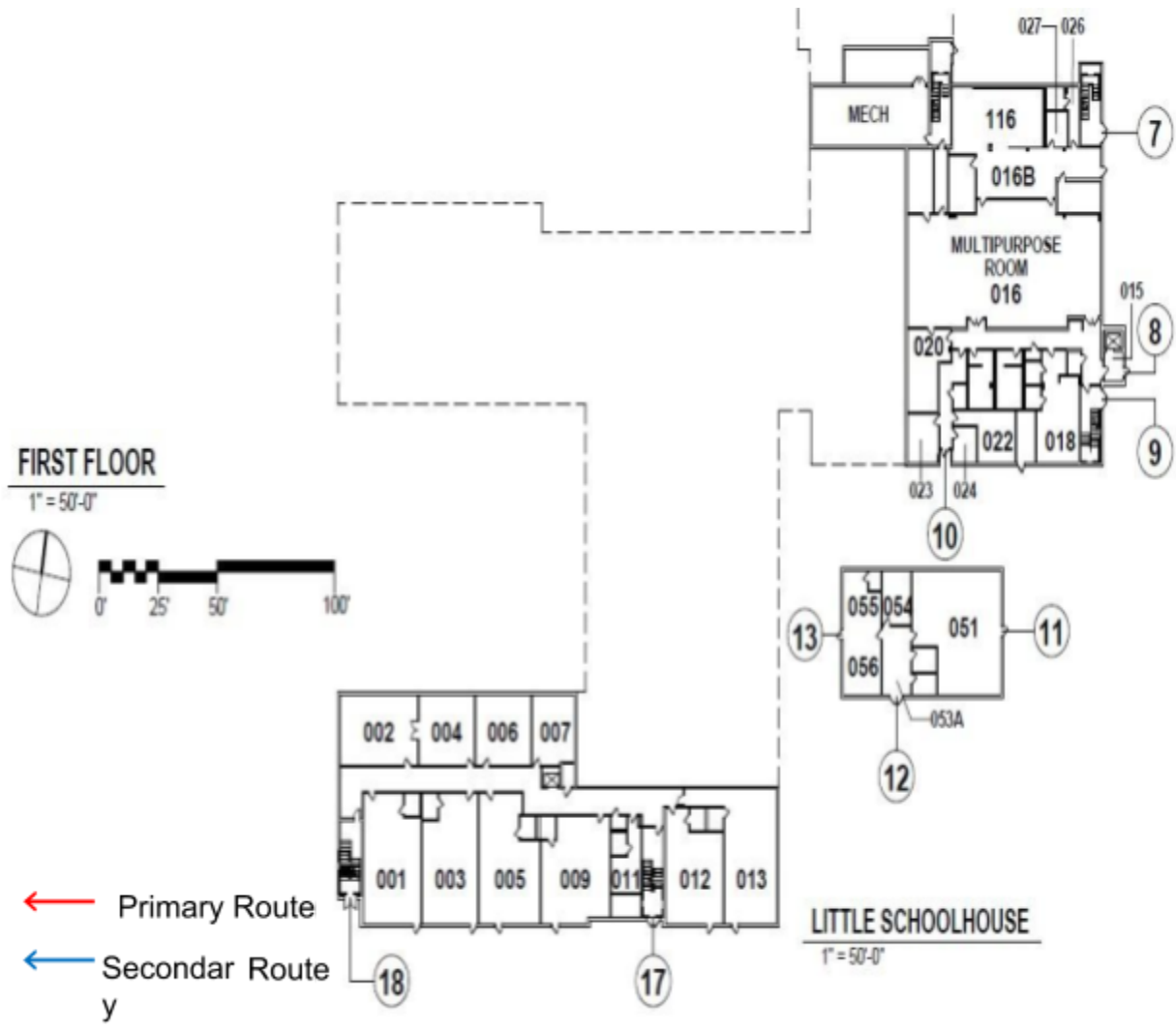
When the alarm rings, students and staff should walk quickly to the nearest exit out of the building and line up.

The staff must assist in monitoring the behavior of students during the evacuation drill. Students are to walk, be quiet, and lineup when in designated area for class. All classes are to report to the BUS LANE field, BIG FIELD or tennis court. We need to have all individuals from school situated at a safe distance from the building and keep the entrance area of the school open for emergency personnel. Our main priority is to ensure that all students and staff have valuated the building.

Staff members should know where all students are located. To conclude the fire/evacuation drill a signal will be given by the person in charge to indicate that it is safe to return to the building.

Fire Route Maps

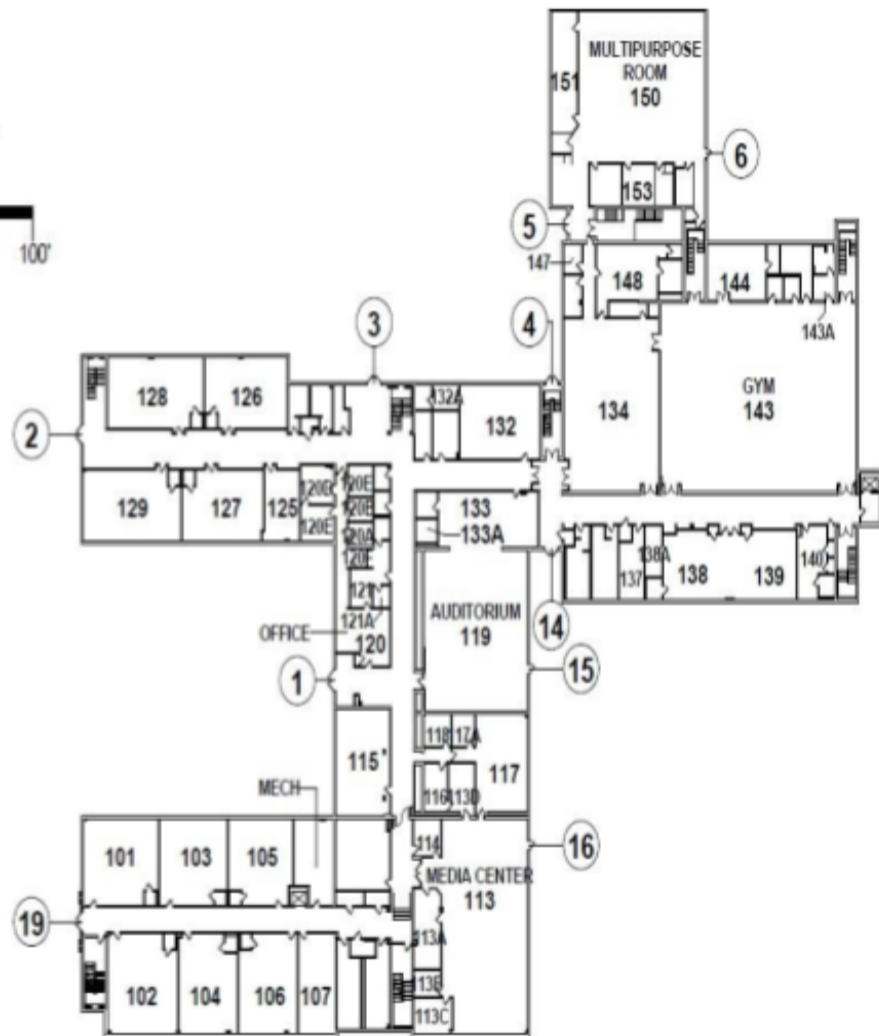
Ground (First) Floor



Second (MAIN) Floor

SECOND (MAIN) FLOOR

1" = 50'-0"

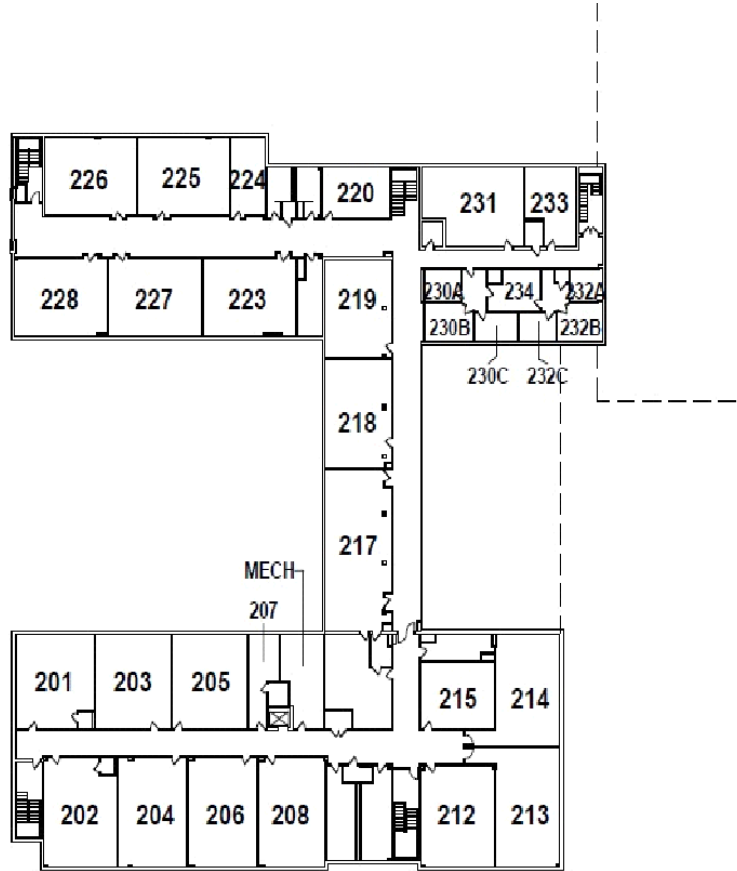


← Primary Route
← Secondary Route

Third Floor

THIRD FLOOR

1" = 50'-0"



← Primary Route

← Secondary Route

Procedures for Lockdown

Note: If the PA system is not working, adult runners will come around to each teacher's room to notify them of directions. Runners will be staff not assigned to classes, located in each hallway if possible.

In the event of an emergency that affects the daily operations of the building, and it is determined that all staff and students will remain in the building, the following message will be made over the PA system:

"Attention staff, (will be followed by our code word/s). Everyone remain silent."

Please close locked classroom doors and have students lie down on floor/out of sight until further notice. Close blinds, put paper over door/windows.

- Teachers will make sure that the classroom is LOCKED, Close the door, blinds, and cover door/windows with paper. *If for some reason you do not have keys to lock your doors, place a desk or any other piece of furniture to obstruct the entrance. Via walkie-talkie Elizabeth/Sonia will inform of the doors that need to be locked. One of us or an Office staff will come around and lock your doors.*
- Use **Emergency Procedure** booklet for your door or windows. Red indicates "life-threatening" situation in the room, and green indicates a "non-life threatening" situation in the room. Do not place the card on the door until an announcement is made by an administrator indicating that it is ok to do so.
- Teachers will NOT release any student from the classroom
- Do NOT turn on the TV, radio or access the Internet
- Keep telephone lines open unless there is an emergency situation inside the classroom. Minimize cell phone use
- Teachers will be prepared to take a class roster with them in the event of an evacuation.
- Students and staff who are outside the building will remain outside and move to the closest secure location.
- Teachers check hall for people in need of shelter as you lock the door
- People in hallways, open spaces, etc. must go into the nearest room
- Students in the cafeteria are to remain in the cafeteria (if it can be secured) lie face down away from windows and doors, and remain out of sight to await further instructions. (If possible, move into kitchen area)
- Any staff member in any hallway should check bathrooms and hallways. Escort students found to the first accessible room, lock it, and remain with the students out of sight until further instructions.
- Teachers and related service personnel should stay in their locked classrooms during their planning period. If their location is not secure, they should move to the nearest secure location.
- Support staff should stay in office or move to the nearest secure location
- Administrative office staff should lock office doors and remain in the office and await further instructions.
- All administrators and staff with walkie-talkies should remain on all call and move to the nearest command site.

- Do not respond to the fire alarm unless told to do so.

Procedures for Shelter-In-Place

Notification message on P.A.:

"Attention staff please follows our Shelter -In-Place procedures now."

Staff and students should report to the gym. Teachers will make sure that all windows and doors are closed before leaving the room.

NORTH WALL

Montessori
Kindergarten
First Grade
Second Grade

EAST WALL

K-5 MIPA
ESOL / HILT
Third Grade

SOUTH WALL

Fourth Grade
Fifth Grade
Special ED

WEST WALL

VPI
Pre School Special ED

- Teachers should bring their Blue tote
- Carver Center visitors should stay in their room, close windows immediately and seal windows with duct tape.
- Using a megaphone, Chippy and or Charles will alert those on the playgrounds to come inside and report to the cafeteria. These individuals will remain in the cafeteria for a minimum of 15 minutes to be monitored for exposure. Anyone showing signs of exposure will have their clothes cut off and put in trash bags and will wash with soap and water. Showers are available in the gym and in the custodial closet. Students/staff who are showered can wear trash bags or available extra clothing.
- Resource teachers who are inside the building with students should escort them to their designated location.

- Any teachers or students in the School House should also report to the cafeteria.
- The building will be in external lock-down. No one will be allowed in or out until we receive notice that it is safe to do so.
- *Do not respond to the fire alarm unless told to do so.*

Location of supplies:

Supplies are located in the Cafeteria storage closet.

On/Off HVAC, etc.

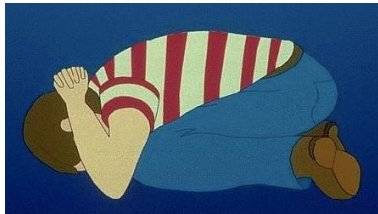
The Head Custodian and Facility Manager will shut down the school's heating, ventilation and air condition (HVAC) system, exhaust and roof ventilators.

Procedures for Tornado Drill

***If you do not have an assigned location during the drill, please meet by the hallway entrance to the nurse's office to receive further instructions.

Follow the procedures below:

1. Administrators will announce through PA system tornado procedures.
2. Remain calm.
3. Students and staff move to identified safe areas away from doors and windows.
(See next page for details on your safe area location.)
4. Close classroom doors as you move to your identified safe area.
5. Instruct students to sit facing walls crouched on elbows and knees with their hands over the backs of their head. (See images below.)



6. Stay alert for warning signs of an approaching tornado.
7. After a tornado passes, direct students to remain on the floor to limit the risk of injury from debris and broken glass.
8. Follow administrators or Public Safety's directions for post-tornado management

Identified Safe Areas

Despite your tornado drill safe area, please have your students line up flush against the class next to you to ensure that there are no gaps between students.

Grade Levels/ Classrooms	Tornado Drill Location
Safe Area 1: Basement	
Toddler Program	Inside Room 2
Room 1	Room 6 (aka Regulation Station)
Room 3	Along the wall by Room 2
Room 5	Along the wall by Room 1
Room 9	Along the wall by room 3
Room 12	Along the wall right outside of the classroom
Room 13	Along the wall by room 4
Grade 2 & 3	Along the wall on either side of the wall starting from Room 5 & 6 as space allows
Safe Area 2: First Floor- 1st grade hall	
Room 115	Right inside the blue double doors
Room 105 & Room 201	Inside Room 112 (Book Room)
Room 202	Inside Office
Room 106	Along the wall right inside the blue double doors
Room 103	Along the wall by the book room
Room 101	Along the wall by the elevators & room 105
Room 104	Along the wall by the library
Room 102	Along the wall by the bathrooms
Room 107	Right outside of the Classroom
Classes held in the computer lab & library	Inside the Auditorium along the walls or between the seats on the left hand side only when facing the stage.
Safe Area 3: First Floor- Kindergarten Hallway	

Kindergarten & Room 128	Music Hallway
Music	Inside Room 133 along the walls on the stage
Safe Area 4: Carver Center* *Please do not line up students past the electrical outlet closest to the double doors.*	
PE & Classes held in room 138/139 in the Carver Center	Extended Day/Cafeteria Hallway
Art Room Hallway, 4th Grade, 5th Grade, Little Schoolhouse	PE Hallway

Procedures for Earthquake - Drop, Cover, and Hold

This drill prepares students for what to do if an earthquake should occur during school time. These procedures are to be followed until the earth stops shaking, and it is safe to evacuate the building.

1. An administrator/teacher will announce that a Drop, Cover, and Hold Drill will begin.
2. The administrator/teacher will announce that you do not need to leave the classroom for this drill.
3. At the administrator/teacher's command, all students will drop under their desks.
4. All students will drop under or next to the desk, hold the desk, and remain there until told to return to the seated position by the administrator.
5. Teachers should monitor students to be sure all students are under their desks.
6. The administrator/teacher will tell the students to return to their seats.
7. The administrator/teacher will remind students of the need to follow this procedure whenever there is an earthquake and to remain in the duck hold position until they are told to evacuate the building.

Procedures for Evacuation (Bomb Threat, etc.)

1. Determine need to evacuate, if appropriate.
2. For certain events, a fire alarm will be pulled to indicate evacuation procedures. For incidents such as a bomb threat, verbal commands should be given with a megaphone or other means. (Do not use PA system for bomb threat.)
3. Take class rosters to the designated outside area.
4. Students and staff will depart through their normally assigned fire drill exits. Once outside, they should report to their designated staying area.

5. Teachers and staff will take roll in the outside area and account for all students with them.
6. Report missing students to appropriate administrator or staff person.
7. Teachers will remain with their students at all times.
8. Do not use or allow students to use cell phones during the incident.
9. Staff not assigned direct student responsibilities will assist in managing the situation and maintaining order.
10. Administrators will coordinate with public safety officials until the incident is over.

Parent Teacher Association (PTA)

The PTA meets on the 2nd Tuesday of each month to discuss events, plans, etc. that help Hoffman-Boston grow as a school and community. There is a role for everyone. All teachers are encouraged to join.

The 2019-2020 PTA Officers are:

President: TBD
Vice President: TBD
Treasurer: TBD
Secretary: TBD

Grading/Report Cards/Interim Reports

Use the County Grading Scale. If you work with a student please comment about his/her progress on the report card. Grade level teams will need to develop a grading plan to be used by members of the team. Students that have attended school for at least 15 days need to have a report card completed, even if they withdrew from the school.

Report Card Timelines

	End of Quarter	Report Cards Issued
1 st Quarter	November 4, 2019	November 22, 2019
2 nd Quarter	January 30, 2020	February 19, 2020
3 rd Quarter	April 3, 2020	April 29, 2020
4 th Quarter	Last Day of School	Last day of school or Mailed

	Synergy Window	Final Edits
1 st Quarter	Teachers Finalize Grades October 28 - November 6 by 4:00 PM	School Administrators Complete Grade & Comment Changes by November 13 by 9:00 AM
2 nd Quarter	Teachers Finalize Grades January 23 - February 3 by 4:00 PM	School Administrator's Complete Grade & Comment Changes by February 11 by 9:00 AM
3 rd Quarter	Teachers Finalize Grades March 27 - April 14 by 4:00 PM	School Administrator's Complete Grade & Comment Changes by April 21 by 9:00 AM
4 th Quarter	Teachers Finalize Grades May 15 - June 3 by 4:00 PM	School Administrators Complete Grade & Comment Changes by June 9 by 4:00 PM

Field Trips

Field trips serve as an opportunity to extend learning experiences outside of the classroom. To go on a field trip you must complete a field trip request form that needs to be approved by the Principal. Field trip request forms are located in the Main Office. Completed forms should be submitted to Elizabeth Clavel-Love to arrange for transportation.

Classroom teachers are also expected to communicate with the Cafeteria Manager, at least two weeks in advance, of any schedule changes or to arrange for bag lunches.

Signed permission slips must be collected for each student prior to attending the trip. Maintain a copy for your records and submit originals to the Main Office. Give permission slips to the office. Make a copy of the 2nd page (insurance info) and keep on file for all trips.

If a student is not attending the trip, you must arrange for another teacher to supervise your student. Please prepare assignments or tasks for them to complete.

Visitors

All visitors must enter via the main doors and check in at the office. Visitors must wear passes while in the building. Visitors without proper ID (APS ID or Visitor sticker) should be sent back to the office.

Please make every effort to inform the office of scheduled appointments.

End of Year Procedures

EOY Checklist

At the end of the year, staff will be provided with a checklist which outlines important information pertinent to end of year check out procedures. Staff will be expected to obtain signatures to complete the EOY Checklist. Completed forms should be returned to Heidi Smith or Catherine Han.

Cumulative Folders

Student cumulative folders are held in the Main Office. Cumulative folders contain pertinent information about students including previous assessment data, report cards etc. You can access them in the file room, via Elizabeth Clavel-Love, Registrar. Ask Elizabeth Clavel-Love if you have any questions.

Grouping Cards

Prior to the end of the school year grade level learning teams including teachers, specialists, counselor and administration will create tentative grouping/classes for

the upcoming school year. Teachers will be provided with grouping cards to assist with creating lists. Use these cards to help group students for the next year.

Professional Development Opportunities

Walkthroughs

The Principal and Assistant Principal will visit classrooms to observe and monitor instruction and student learning. Staff from the Office of Instruction will also conduct walkthroughs to observe instruction and program implementation. These visits are usually 5 - 10 minutes long. You will receive feedback via a walk through form. Written and/or verbal feedback will be provided after walkthroughs are conducted.

Observations

- 30+ minutes
- Very structured format
- Announced/Unannounced
- Post conference with administration

APS Teacher Evaluation Process

Listed below are several links to provide teachers with direct access to review information on the new teacher evaluation system. Specific information will be provided by administration at the beginning of the year.

[APS Teacher Handbook](#)
[Evaluation Timelin](#)

Electronic Registrar Online

There are a variety of professional learning opportunities provided by the county. The Electronic Registrar Online (ERO) serves as a tool to assist teachers with signing up for County wide professional development opportunities. The ERO will also provide you with a transcript of the sessions you have attended. To access ERO, go to: <http://ero3.eschoolsolutions.com/user/Login.taf?function=>

The Organizational ID: **55103**
ID: APS ID#
Password: birthdate (00/00/0000)

Child Abuse Clearance

VDOE Clearance- All new hires must complete the program. Look on the Department of Education website for training:
http://www.doe.Virginia.gov/teaching/licensure/child_abuse_training.shtml

APS Policies

Listed below is a summary of a number of APS policies for your review

Sexual Harassment Policy

Employees have the right to a work atmosphere free from sexual harassment. Anytime you feel uncomfortable in your work place because of the activities of another staff member, please see an administrator.

Copyright Law

Copying without permission is a violation of the copyright act of 1976. Under the act, published, copyrighted educational materials are protected like other literary works. Materials that are intended to be consumable must not be copied. Please check labels/ copyright information on all materials (including computer software).

APS Instruction

The APS Elementary Handbook can be found on the APS website under "Parents" and "Quick Picks".

Homework Policy

The Arlington School Board believes that homework is one important component of the educational process. Homework consists of learning activities assigned by the teacher to be performed primarily outside of the class by the student by a certain date, without the direct supervision of the teacher, and assessed by the teacher after it is performed. Homework should: 1). Prepare for, relate to, build on, reinforce, and/or enhance learning in the classroom. (2)Encourage a student's sense of responsibility, develop a sense of personal accountability, promote learning, and improve study habits. (3) Strengthen the communication between home and school. (4) Be appropriate for the age and stage of development of the student. (5)Acknowledge individual differences among students through differentiation when feasible.

Teachers should clearly explain assignments to students and make the assignments available to students and parents by a variety of means, with the understanding that homework is primarily a student/teacher interaction.

The length of time spent on homework assignments should avoid undue intrusion on the time students may spend in other activities outside the school day.

In general, the following total amount of time spent daily on homework over four nights a week represents an average for the typical student:

Grade K: maximum of 15 minutes plus an additional minimum of 15 minutes of reading or being read to by another individual

Grade 1: maximum of 20 minutes plus an additional minimum of 20 minutes of reading or being read to by another individual

Grade 2: maximum of 30 minutes plus an additional minimum of 20 minutes of reading or being read to by another individual

Grade 3: maximum of 45 minutes plus an additional minimum of 20 minutes of reading

Grade 4: maximum of 60 minutes plus an additional minimum of 30 minutes of reading

Grade 5: maximum of 60 minutes plus an additional minimum of 30 minutes of reading

Go to www.apsva.us or see the Electronic Handbook for additional information about the following topics:

- Gifted Talented Policy
- Custody Rights Policy
- Child Abuse Policy
- Child Neglect Policy
- Family and Medical Leave Policy
- Weapons Policy
- Recognition of Holidays/ Beliefs/ Customs Policy

Codes of Conduct

Classroom Expectations

- Share the school rules with students. Work with students to create 3-5 student-friendly classroom rules.
- Create a bathroom pass system. Use the school-wide pass for other times when a student is traveling without an adult.
- All staff members are expected to enforce and implement school rules and the code of conduct when children are in their care.
- Have differentiated daily lesson plans available for classroom visitors.
- Post a daily schedule and student-friendly objectives for children.
- Classroom displays should be centered on student learning. They may be interactive displays or highlight recent children's work (within past month).
- Watch list students should have individual student data folders in the homeroom.

- All students should have monthly progress monitoring for reading and math.
- Each student should have a name plate on their desk.

Hallway Expectations

- Expect students to respect others in the hallway by walking in line, being quiet and keeping hands to themselves.
- Teach students to follow the hallway safety signs.
- Work with the other staff members on your hall to post additional hallway safety signs as needed.
- Students should always have a pass in the hallway. Show you care by checking on students without a hall pass.
- Help adults without visitor stickers find the Main Office.
- Student work should be attractively displayed. Choose final drafts of student for the hallway.

Assembly Expectations

- Follow announcements for grade level dismissal to the assembly (starting with upper grades first).
- Take students to assigned seating. Assigned seating will start with the youngest grade levels at the front.
- Expect students to respect others by sitting up straight, listening to the presenter, and showing appreciation at appropriate times.

Arrival Routines

- Pre-K instructional assistants will be organized to meet students at designated locations. Assignments will be distributed before the beginning of the year.
- For the remainder of the year, K-5 children will move directly to their classrooms. Pre-K children will continue to meet an instructional aid throughout the year. Teachers should be in their classrooms at 8:45 a.m. to help children prepare for the school day.
- Instruction begins promptly at 9:00 a.m.

Dismissal Routines

- Maintain a record of children's normal after school routine (e.g., ride bus, walk, attend after school program). Make sure the office has a copy of this record. Students should have a parent/guardian note if changing their after school routines.
- Dismissal is at 3:41 p.m. Follow daily announcements about packing up for dismissal.
- Once students are dismissed from class, precede to assign posts or stand in the doorway to monitor hall.

Lunchroom Expectations

- The cafeteria should be treated like a restaurant. Students are expected to stay in their seats and raise their hand should they need any assistance.
- We will have 3 cafeteria teachers on staff to help maintain the expectations in the cafeteria.
- Heidi, Catherine, or Suzanne will be in the lunchroom during the first month of school to communicate expectations to the students.
- A bathroom system will be in place in the lunchroom. Students will be sent to the bathroom one to two students at a time (1-2 boys/ 1-2 girls) to minimize time spent in the bathroom.
- Teachers should arrive five minutes before lunch ends to help students move back to the classroom in an orderly fashion.

Student Recognition

Several student recognition celebrations will occur throughout the course of the school year to highlight and showcase the achievement and improvement of our students. Listed below are examples of varying types of awards for students:

Possible Awards for Students

Character Awards: Each month a different character trait will be highlighted and a student from each class will be recognized for demonstrating that trait

Spirit Awards: Each Friday, students and staff are invited to wear blue and gold to show school spirit. The class with the highest percentage of blue and gold wins the spirit stick.

Academic Achievement Awards: Recognition of students who have shown significant improvement or consistent high achievement in academics.