

MOSER AND STEVENS  
ELEMENTARY SCHOOLS



STAFF HANDBOOK

2009-2010

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# ROCKY HILL PUBLIC SCHOOLS

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## ROCKY HILL PUBLIC SCHOOLS

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# INTRODUCTION



The role of any staff member in the Moser and Stevens Elementary Schools is a fusion of many tasks, duties, and responsibilities. The overall operation of the schools requires shared responsibilities and respect for all members of the school community. It also calls for the cooperative participation of all staff in completing the wide variety of tasks which will arise. Adherence to common procedural practices in a consistent manner results in the uniform operation of the whole school program. For this purpose, you are presented with this handbook.

## LESSONS FROM GEESE

BY ANGELES ARRIEN

Geese flying in a V-formation have always been a welcome sign of spring as well as a sign that heralds the coming of winter. Not only is this a marvelous sight, but there are some remarkable lessons that we can learn from the flight of geese, because all that they do has significance.

1. As each goose flaps its wings, it creates an uplift for the others behind it. There is 71% more flying range in a V-formation than in flying alone.

LESSON: People who share a common direction and a sense of purpose can get there more quickly.

2. Whenever a goose flies out of formation, it feels drag and tries to get back into position.

LESSON: It's harder to do something alone than together.

3. When the lead goose gets tired, it rotates back into formation and another goose flies at the head.

LESSON: Shared leadership and interdependence give us each a chance to lead as well as an opportunity to rest.

4. The geese flying in the rear of the formation honk to encourage those up front to keep up their speed.

LESSON: Encouragement is motivating. We need to make sure our "honking" is encouraging and not discouraging.

5. When a goose gets sick or wounded and falls, two geese fall out and stay with it until it revives or dies. Then they catch up or join another flock.

LESSON: We may all need help from time to time. We should stand by our colleagues in difficult times.

# MOSER & STEVENS SCHOOLS

## Staff Responsibilities

### **THE SCHOOL DAY**

All staff members are to be in their classroom at 8:30 a.m. unless the staff member has a morning duty assignment. If the staff member has a morning duty assignment, the staff member shall be at that assignment at 8:35 a.m. Staff members shall dismiss their students no earlier than the end of the school day at 3:25 p.m. Staff members who have an afternoon duty assignment shall be at the assigned location performing that duty at 3:25 p.m. Staff members may leave the building at 3:45 p.m. or after the conclusion of the assigned afternoon duty.

### **OFFICE HOURS**

The office is open Monday through Friday from 7:30 a.m. to 4:30 p.m.

### **DUTY OF CARE**

At no time should students be left unsupervised. Per Connecticut school law, staff members have a duty of care which includes the physical supervision of students at all times during the school day. (e.g. a student shall not be placed in the hallway as that student would be without supervision in that location, a staff member may not leave students under his/her supervision to use the bathroom, make copies, use the telephone, etc. without appointing an appropriate designee in his/her place).

### **PARKING**

Staff members may park in areas designated for staff parking.

*Stevens School:* Parking lot along side the building. Staff may not park in the upper parking lot unless a space as been specifically designated or if permission is granted by the principal.

*Moser School:* Parking lot behind the building.

### **ORGANIZATION OF THE SCHOOL**

The teaching staff, custodial staff, and office personnel are directly responsible to the principal. Matters which arise concerning questions of authority or control should be referred directly to the principal. All staff members are required to follow regular channels of communication.

### **SCHEDULE CHANGES**

Many factors go into the development of the master schedule. Therefore any staff member's schedule may be changed only by the principal.

### **DRESS CODE FOR STAFF**

Although there is no formal dress code for staff members, it should be remembered that we are professionals and that our behavior and appearance is not only a reflection on ourselves but on our colleagues also. Consideration should be given to public relations especially as we attempt to demonstrate our professionalism as well as achieve our educational goals.

### **CHECKING E-MAIL**

Each staff member is required to check their district e-mail account each work day for messages.

### **DAILY BULLETIN**

Notices from the office and teachers will be issued daily. Teachers who wish to post notices on the bulletin must present them to the office no later than 2:00 p.m. the day before they wish the notice to be posted.

## **IDENTIFICATION BADGES**

*Staff members:* Staff members receive an identification badge from Central Office. All staff members are required to wear this badge in the schools during school hours.

*Visitors:* Visitors to the schools are required to sign the Visitors Log in the main office and are given "Visitor" badges to wear during their visit to the school. Staff members shall take note of unfamiliar faces on school properties. Staff members shall direct individuals who neither have a staff identification badge nor a visitor badge to the main office. If the individual is noncompliant, the staff member shall notify the main office immediately. The staff member shall use discretion in electing to contact 911 for assistance if appropriate.

## **MORNING DUTY**

Staff members who are assigned a morning duty shall be at the assigned location performing that duty from 8:35 a.m. until 8:50 a.m.

## **STUDENT ATTENDANCE**

Teachers are responsible for completing attendance and submitting it to the office daily. Lunch forms will be provided by the cafeteria. The lunch forms should be completed and submitted no later than thirty (30) minutes after the start of the school day.

Students are required to submit a written excuse from the family for each absence. Teachers are to submit these excuses to the nurse as they are received. If a student is absent ten (10) or more consecutive school days due to illness, a written release from a physician certifying that the child is physically able to return to school must be obtained prior to the student being readmitted to school.

Staff members are responsible for taking attendance for after school activities under their direction. Absent students should be checked against the absentee list of students. Phone calls should be made to the family regarding any student who is absent but was not found on the absentee list.

## **PLEDGE OF ALLEGIANCE**

All classes shall open the school day with the Pledge of Allegiance followed by a moment of silence. Any student or staff member may refrain from this practice as a matter of conscience.

## **EARLY DISMISSAL OF STUDENTS**

Students who leave prior to the scheduled end of the school day must be dismissed through the office or the nurse. Students may not be released to anyone other than a legal guardian unless a written directive, expressly identifying his/her designee, has been received from the legal guardian in advance. In the case of an emergency, a phone call may be accepted in place of the written notice.

## **BEHAVIOR MANAGEMENT**

*Classroom:* All teachers shall create and post a list of rules of behavior for students. The list shall emphasize positive and respectful behaviors. Grade levels should work cooperatively to create these rules in order to ensure consistency of expectations for students. Variations and adjustments to meet the needs of particular classrooms are of course acceptable.

*Hallways:* It is the responsibility of the staff member to ensure that students behave with respect for others as they pass through the corridors. Students are expected to proceed in a quiet and orderly manner.

*Removal from Class:* Assistance is available for serious behavior concerns. Staff members may call the main office to request assistance with such a situation. Removal of a student from a learning area may occur for up to forty-five (45) minutes per the discretion of the principal. The staff member shall submit a completed Principal Referral Form (see appendix) no later than the close of the school day. Behavior incidents resulting in removal from the learning area must be reported to the principal immediately, and the teacher concerned is responsible for same day notification to the family of the incident and consequences.

## **CARE OF BOOKS AND SIMILAR PROPERTY**

It is strongly encouraged to have students cover all books which are loaned on a yearly basis within a reasonable time period after issuance. Teachers shall enumerate or otherwise individually identify all books and other property issued to students (with the number of each item listed) and maintain an inventory of these items. If a student loses or destroys the item which has been entrusted to him/her, the teacher is to issue a new item immediately and then notify the student's family of the situation and the cost of replacement.

## **FIRE DRILLS**

Fire drills will be conducted regularly throughout the school year. It is the responsibility of the staff to prepare students in advance by reviewing procedures and expectations. Staff members are responsible for students under their supervision at the time of the drill. Staff members are also responsible for completing an Emergency Student Accountability form (see appendix) for each fire drill.

Clear directions and procedures with exit routes shall be posted in all classrooms and other learning areas. All teachers and specialists shall practice fire drill routes and procedures with their classes during the first two weeks of school. This packet should be easily accessible for substitute teachers working in the classroom.

Please refer to the map in the appendix to identify appropriate areas of egress.

*Stevens School:* Students and staff exiting from the main office shall assemble by the flag pole near the upper parking lot. All others shall gather behind the school at the edge of the pavement. The principal shall collect the Emergency Student Accountability form at this time.

*Moser School:* Students and staff shall assemble on the grass by the fence in front of the school. The principal shall collect the Emergency Student Accountability form at this time.

## **PLAYGROUND**

Teachers should review with their students the expectation of respectful use of the grounds and equipment with consideration to the safety and concerns of others. Time limits may be established for use of equipment pieces as the demand by students requires (e.g. three [3] minutes on swings, etc.) Discretion and fairness are to be exercised in establishing these rules. Rules should be determined by grade level for consistent implementation.

## **LUNCH**

Teachers are to strictly adhere to the drop-off and pick-up times for their recess and lunch schedules. Teachers shall review with their students expected behaviors in the cafeteria. Emphasis should be placed on courtesy, cleanliness and respect for others.

## **HEALTH CONCERNS**

Staff members with an urgent health concern shall contact the main office immediately to notify the nurse. With the exception of the nurse, no staff member shall administer or dispense any form of medication to a student.

It is important that staff members be aware the following symptoms may be indicative of a severe allergic reaction to things such as bee stings, peanuts, etc.:

- Itching, rash, flushing
- Swelling, puffy appearance
- Difficulty breathing, difficulty swallowing
- Restlessness
- Fainting

Staff members shall use personal discretion in electing to call 911 for emergency assistance.

## **ANIMALS**

Service animals will be accommodated in the schools in compliance with the Americans with Disabilities Act of 1990. Staff members who wish to bring other animals must submit a request to the principal at least three (3) full school days in advance.

If approval is given, the animal must be appropriately and humanely caged/contained; cleanliness must be maintained with particular regard to odor and potential shedding; location must be chosen to minimize potential distraction for students and staff members; students are not to touch the animal except under direct supervision of the caretaker or staff member.

## **ACCIDENTS**

All accidents and injuries shall be reported to the nurse and/or principal at the time of the occurrence. A completed accident report (see appendix) shall be submitted to the principal by the close of the school day.

## **CARE OF ROOM**

It is each teacher's responsibility to care for equipment in his/her possession. Be sure all windows are locked, shades are adjusted and lights are off before leaving. Please notify the office if any damage has occurred. Tack boards and ceilings are to be protected from paints, colored chalk, crayons, tapes and other damaging materials. Tape may not be used on carpeted areas without express permission from the head custodian.

Desks may be arranged at the discretion of the teacher. Care should be exercised in ensuring routes for entry into and exit from the room are clear in the event of an emergency. Please avoid having children sit in seats facing windows. Students should be actively involved in the upkeep and maintenance of the room. Floors should be cleared of all materials before dismissal. Chairs should be put on top of the desks at the end of each day. Students should place their assigned chairs in the appropriate position each morning and at the conclusion of each school day. If a student is absent or unable to do so, a neighboring student should place the absent student's chair on the floor in the morning and then return the chair to the top of the desk in the afternoon. Teachers may assign this task to appropriate students as necessary.

## **AFTERNOON DISMISSAL**

Students in grades 3 – 5, with the exception of students in room 5 will be dismissed from the gym. Students in Grades K-2 will be dismissed from the cafeteria. Walkers line up under the primary overhang and will proceed up the walkway. Parent pick-up students are dismissed through the particular classroom designated for that grade level following the 3:25 p.m. dismissal time. Teachers are to be aware of his/her students' dismissal patterns — including walkers and students' bus numbers. Teachers are to remain in their classrooms until all students have been dismissed. In the event that buses arrive late for dismissal, duty teachers are expected to remain at their assigned post until the buses arrive. If only one bus is late, the remaining students will be called to a central point and supervised by the office. At no time should teachers allow students to leave classrooms without appropriate notification.

When dropping their bus students off in the gym, teachers shall take the laminated strip marked with their name and place it on the Velcro strip on the wall. This shall indicate to the staff member on duty which classes have been brought down and which classes have not yet arrived.

## **AFTERNOON DUTY**

Staff members who are assigned an afternoon duty shall be at the assigned location performing that duty from 3:25 p.m. until 3:45 p.m. or until the duty is completed.

## **BUILDING RE-ENTRY**

No student is permitted to re-enter the building after dismissal from the classroom. Students are responsible for their books, musical instruments, etc. at the time of their dismissal so as to have no need to come back to school afterward. Students may return to the office up until 4:00 p.m. Students will be allowed to return to the classroom at the discretion of the principal.

## **COMMUNICATION WITH FAMILIES**

Formal report cards are sent home with the students three (3) times each year. Additionally, progress reports are to be sent also to the families of students, who are performing in an outstanding manner; who have shown significant improvement during the course of the marking period; or who are not achieving their academic potential. These progress reports will be issued in October (see the “Marking Periods/Report Cards” section).

All notes and permission slips sent home regarding activities, programs, field trips, etc. are to be distributed to the office also. A copy of each notice must be placed in the mailbox of each office secretary and the principal. This will facilitate internal communication as well as enable the office to answer questions from families.

## **PARENT — TEACHER CONFERENCES**

Families and teachers are strongly urged to discuss students’ problems directly, but it is equally important to discuss the positive accomplishments of individual students as well. Plan your conference time to provide families this opportunity. Plan time each week to call the family of a student who has performed well.

## **RETENTION**

Areas of concern will include the following: attendance, ability, previous retention, effort, potential future programs, and other pertinent factors. The final decision shall be made by the principal in consultation with the student’s families. Families of students who are considered for retention shall be notified by May 1. (See appendix for the Retention Recommendation form).

## **HOMEWORK**

In keeping with the district philosophy and standards regarding homework, teachers shall work with appropriate staff members in consultation with the guidelines provided below to determine homework assignments for the class and individual students.

*Why Is Homework Assigned?* Homework is assigned to our students for the following purposes:

- supplement classroom work
- provide practice to reinforce & apply specific skills taught
- complete work not done because of absence
- develop initiative, independence, self-direction & responsibility
- foster good study habits

*What Kind of Homework Is Assigned?* Homework is not assigned as mere “busy work” and will gradually increase as the school year progresses.

- Basic assignments will consist of book reports, independent reading, spelling drill, and handwriting.
- Specific assignments will consist of English, spelling, mathematics, social studies, science, and reading.
- Research assignments will enable student to secure material either from the school or public library.
- Long term assignments (those of two weeks or more) may be completed within the daily homework requirements for the grade.
- Homework appropriate to the individual grade may be assigned during school vacation.
- Each student is expected to complete homework assignments regardless of extra-curricular activities.

*How Much Time Is Spent on Homework?* Every student is expected to spend the following daily minimum estimated amount of time completing homework assignments:

- GRADE 1: 15 to 20 minutes
- GRADE 2: 20 to 30 minutes
- GRADE 3: 30 to 40 minutes
- GRADE 4: 40 to 50 minutes
- GRADE 5: 50 to 70 minutes

### **VIDEOTAPING/PHOTOGRAPHING**

Staff members shall check with the main office prior to videotaping or photographing any student to ensure that authorization for such activities has been received from the family of the student(s) in question. Staff members may also decline to be videotaped or photographed.

### **USE OF THE BUILDING**

In the event that a teacher wishes to reserve the building for daytime or evening use, it is necessary to fill out a request form (see appendix) one week in advance. The form is to be submitted to the principal for approval and inclusion in the school's master calendar. Town agencies often use our facilities, but activities involving students are given priority over other activities.

### **PLANNED EVENTS**

The scheduling of field trips, assemblies, programs, events and items of a similar nature must be approved in advance by the principal and must be entered into the master calendar for the school.

### **SIGN-OUT POLICY**

Staff members are expected to request permission from the principal, to notify the office and to sign out prior to leaving the building during assigned work hours. If coverage is required, staff members are expected to make the appropriate arrangements.

### **PERSONAL/PROFESSIONAL DAYS**

All necessary forms for personal/professional days are available in the office. All requests must be submitted in writing on the appropriate form to the office in advance. Copies of the forms are kept in the office. See the office staff to request this form.

Staff members should keep close account of their own paid time off usage.

For more specific information, please refer to your Professional Agreement and the Board Policy Manual (available in the main office).

### **MEETINGS**

Certified staff members are required to attend the following mandatory meetings:

- Staff meetings
- Building collaboration meetings
- District grade level meetings
- Grade level coordinator meetings (for grade level coordinators only)

A complete schedule of meeting dates and times shall be distributed at the beginning of the school year.

### **PARENT — TEACHER ORGANIZATION**

The Parent — Teacher Organization was formed for the purpose of developing an open channel of communication between students' homes and school. The organization is actively involved in contributing to the positive performance of the teachers, families, and students at the school. Meetings are scheduled periodically throughout the year and are attended by both families and teachers. Teachers are urged to support the organization through membership and active participation. The PTO makes many valuable contributions to the school community.

### **EXTERIOR DOORS**

All outside doors shall remain closed and locked at all times.

## **SUBSTITUTES**

Individuals are responsible for securing their own substitutes unless the reason for the absence is district initiated (e.g. a training session mandated by the school district). If you require a substitute for a district-initiated purpose, please notify the school office at your earliest opportunity.

For all other absences, you are required to secure your own substitute. Requests for planned time off must be submitted in writing in advance on the appropriate forms found in the office.

1. Notify the principal at the end of the school day if you will be requiring a substitute for the next day. Paraprofessionals shall also notify the certified staff member to whom they report.
2. Teachers who require a substitute should call the service at **(866) 408-0913**. This service is available 24 hours per day. Please be aware, requests coming in after 11 p.m. will not be filled before 5:30 a.m. the next morning. Messages left after 6:45 a.m. will not be received in time to secure coverage for that day.
3. The "Sub Service" is not available to paraprofessionals. Paraprofessionals may find coverage by another available paraprofessional.
4. To ensure a positive classroom environment during the teacher's absence, each staff member is to prepare a substitute folder and place it on file in the office. This file should include a full day of substitute plans, all relevant copies, a class list, and a copy of fire drill and emergency/lock-down procedures. This folder is due in the office by October 1<sup>st</sup>.
5. When a staff member is absent, the substitute is expected to assume that staff member's duty (including morning duty, afternoon duty and lunch duty). Instructions for these assignments should be included in the "sub plans".
6. If a teacher or paraprofessional cannot perform his/her responsibility whether due to an absence or a conflicting obligation, (s)he must find his/her own substitute. Teachers may use the substitute contact information which is posted in the office for this purpose.
7. Some staff members do not have substitutes to cover their absences. These staff members must still find appropriate coverage for any duty assignments during their absence.

The staff member is always responsible for advising the office in advance of any planned absence and identifying the substitute who has been secured for coverage.

## **CONTACTING THE PRINCIPAL**

The principal has an open door policy. If you have a question or concern, you are encouraged to speak directly to the principal. Day to day situations may require the principal to be less available at some times than others. If the principal's door is open, the principal is available and no appointment is necessary to speak with him. If the door is not open, this means that the principal is unavailable for non-emergency situations. Please send an e-mail to the principal or contact the head secretary to make an appointment for a meeting.

Staff members should anticipate all e-mails will be received by the principal within minutes (in most cases) of their being sent. Any communication of a more urgent nature should be brought to the head secretary so that the principal may be made aware.

## **DRUG FREE SCHOOL**

Possession, use or distribution of illicit drugs or alcohol is prohibited on school property at all times. Staff members found to be in violation of this mandate will be subject to disciplinary action up to and including termination and criminal prosecution. Staff members shall report any suspected violation of this mandate to the Superintendent of Schools who will conduct an investigation into the allegation. Appropriate respect for confidentiality will be preserved.

Employees are encouraged to obtain information regarding counseling and rehabilitation programs. The school nurse is an excellent resource for information on relevant programs. Information regarding programs is available through Central Office also. Please contact Human Resources for information on benefits and available support. Appropriate respect for confidentiality shall be preserved.

### **MONEY ACCOUNTABILITY**

Money collected for any reason is to be kept in an envelope (clearly marked with the name of the staff member, the reason for collection and the amount enclosed). Staff members shall store the collected money in the safe each night and are responsible for verifying the correct amount is collected each morning.

### **AUDIO VISUAL AIDS**

Audio visual equipment may be obtained by contacting the Media Specialist via the A-V Sign-Out Book in the library at least one day in advance. Arrangements for long-term loan of frequently used equipment are possible.

### **PRESS/MEDIA**

To prevent confusion or dissemination of incomplete/inaccurate information, a spokesperson shall be designated to communicate with the press. All staff members are to direct press inquiries to this spokesperson or to the principal.

### **AFTER SCHOOL ATTENDANCE**

To account for all students who attend an after school activity teachers will follow the procedure listed below:

1. Take attendance.
2. Check the absentee list of students.
3. Call the family to check the whereabouts of an absent student.

### **ASSEMBLIES**

Student assemblies provide opportunities for students to have experiences in both performance and audience situations.

The scheduling and arrangements for use of the cafeteria for a class or unit must be made through the principal at last one week prior to the assembly. Assembly dates, times and units (or classes) involved will be announced ahead of time by the principal. Classes come to scheduled assemblies without any further announcement by the announcement from the office.

If an assembly should be held at a time when the student in a class or unit is scheduled for a special, the special teacher will supervise the class in the Cafetorium. This, of course, would not apply if the special area teachers are responsible for the assembly.

### **CRISIS MANAGEMENT TEAM**

To insure that all crisis situations, such as fights, outside intruders, weather problems, building problems, etc. can be met with a reasonable preplanned response, the organization of a Crisis Management Team is essential.

### **TELEPHONE USE**

1. Long distance telephone calls are made only to conduct necessary school business that cannot be handled any other way.
2. When long distance calls are made, notify the head secretary.
3. Long distance calls for purposes other than conducting necessary school business are not to be billed to the district. Staff members may use their own credit cards, call collect, etc. The improper use of district phones will result in disciplinary measures.
4. Students are allowed to use the telephone in the office only in emergency situations and only with the permission of administration. Forgetting homework, gym clothes or projects, getting permission to go to a friend's house, etc. are not emergencies and students should not be allowed to come to the office for these types of purposes. Please use your discretion.

## **FIELD TRIP**

A field trip or excursion is a planned activity in which a class or group of students leave the school area for the purpose of continuing and reinforcing the program of instruction. Field trips should be educational and related to the subject matter at the particular unit or grade level, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. Field trips should be planned well in advance. Teachers will need to make all inquiries regarding place, time, schedules, etc.

In making arrangements for a field trip, follow these procedures:

1. Discuss the proposed trip with the principal.
2. Contact the place that you plan to visit.
3. The teacher will submit a Request for Field Trip form to the principal or enrichment coordinator at least three weeks ahead of time if the trip is within the state and four weeks ahead of time if the trip is out of state. You may request this form from the office.
4. Once the field trip is approved by the principal or enrichment coordinator, he/she submits the form to the superintendent for approval.
5. After the final approval has been received, the following procedures are to be followed
  - A. Secretary
    - i. Arranges bus transportation (note: only bus transportation is allowed on field trips).
    - ii. Distributes a copy of the approved request to the principal, teacher in charge of the trip, kitchen and lunch aides.
    - iii. Confirms the transportation arrangement on the day preceding the trip.
  - B. Teachers
    - i. Confirms the site reservations and send home permission slips at least two weeks before the trip. All children must have a permission slip to attend. Provide copy of the notice home to each office secretary and the principal.
    - ii. Get the chaperones (Grades K-3 student to adult ratio should be 1:7; Grades 4-5 should be 1:10).
    - iii. At least three days prior to the trip, the teacher in charge should submit a copy of the trip confirmation to the vendor (destination, date and costs), a list of the pupils attending, and the money, accompanied by a student activity fund requisition to the student activity fund treasurer.
  - C. Student Activity Fund Treasurer
    - i. Issue a check to the teacher in charge at least one day prior to the trip.

## **STUDENT ACTIVITY FUND**

The following procedures must be adhered to

### **A. Collecting Money**

1. Fill out Monies Collected Form (this sheet should include the list of all your students).
2. Keep money collected in a manila envelope labeled with proper identification. Keep in safe overnight. When complete, separate into coins, checks and cash — like denominations together.
3. Note: All funds collected for a trip must be submitted to the student activity treasurer no later than three school days before the planned trip.
4. Complete the reimbursement form to request a check and submit this to the student activity treasurer with the manila envelope.
5. The person in charge of the trip will receive a receipt from the student activity treasurer when the money is deposited in the bank.

### **B. Requesting a check**

1. Student activity fund requisition form — use this form if you are ordering materials through the student activity fund.
2. Reimbursement form: fill out this sheet and attach a receipt. No reimbursements will be made without a receipt, invoice or other required documentation (pamphlets, brochures, etc.)

## **SCHOOL BUS RULES**

All elementary schools are required by the Board of Education to conduct a school bus safety program at the beginning of the school year. Teachers are required to conduct portions of the program and it will include the following considerations:

- A minimum of one hour of formal instruction on bus safety to be given in the classroom situation. Review school bus rules and regulations during this period of instruction
  - Following classroom instruction, an expert on bus safety will be made available through the bus company to provide safety instruction on actual school bus, including jumping from the bus at the emergency exit.
1. Students who do not comply with these rules will receive a warning the first time.
  2. A student who disobeys these rules a second time will be reported to the homeroom teacher and recess will be taken away the next day. This student will stand with the teacher on duty.
  3. In the case of a third violation this child will be reported to the principal.
    - a. He will notify the student's family and keep him or her after school for one detention.
    - b. If this misbehavior continues for this student the principal will make alternate arrangements with the family.

## **LESSON PLANS**

Careful planning should be an important part of providing more effective instruction for your students. The planbook should outline plans and should be available for all teachers and reflect objectives of the lesson being taught.

Please implement the following procedure:

1. Name, grade, room number on cover.
2. Clearly indicate the following information at the front section of the planbook:
  - a. Emergency procedures, Fire Exit Plan, and Crisis Codes
  - b. Special health information (serious handicaps)
  - c. Other information which would be useful to a substitute
3. List the following information at the back section of the book:
  - a. Homeroom list, reading and math groups (if different from homeroom) and the titles of textbooks for reading and math groups
  - b. Names of instrumental music, speech therapy, remedial reading, guidance, social worker, speech and language resource, learning disabilities resource, with the days and times they receive instruction.
4. Include the specials schedule in your plans
5. A time schedule should be included in the left margin
6. Any duty schedule should be included and your lunch schedule listed.

## **MEDICAL EMERGENCY & MEDICATIONS**

A variety of medical problems may present themselves during the course of a school year. It is imperative that all standing orders as issued by a physician be followed. Whenever a staff member encounters a medical emergency, the following steps should be followed:

1. Immediately send for the school nurse or individual trained in emergency first aid
2. Notify the building administrator of the problem
3. Provide first aid

## CHILD ABUSE

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Child abuse is defined by Public Act 73-205 as “physical injury inflicted by other than accidental means: maltreatment, including malnutrition; sexual molestation; cruel punishment; or deprivation of necessary food, clothing or shelter”.

School personnel **ARE MANDATED TO REPORT** suspected child abuse. To facilitate this process, the following steps should be taken:

1. Each teacher should report an incident of suspected abuse to the principal immediately. In the principal’s absence, the school nurse or psychologist should be notified.
2. Depending upon the nature of the report, appropriate steps will be taken by the nurse, psychologist, and principal.

Certainty of abuse is not required. Personnel must have reasonable cause to suspect only. The following circumstances are often indicators of abuse. These red flags should be taken into consideration combined with personal discretion and experience when considering the possibility of abuse:

- Disclosure by a student of acts of abuse
- Repetition of seemingly neglectful acts over a period of time
  - a. wearing the same outfit on multiple consecutive days
  - b. unexplained or dubious stories given to explain injuries
  - c. inconsistent stories given to different adults in different situations of questioning
  - d. excessive absences , especially unexplained or with dubious explanations

Reporting of suspected abuse should occur as soon as practicable, but no later than 12 hours after the staff member identifies a suspicion of abuse. The principal should be notified immediately of the suspicion and of the report.

Reports should be made to **DCF (800-842-2288)** or the **police department (860-258-7640)**.

The following information will be of assistance in filing the report:

- Name and address of child and the child’s caregivers
- Age and gender of the child
- Nature of injury or cause for suspicion of abuse
- Circumstances in which the injury or cause for suspicion of abuse occurred/became suspected
- Names of siblings
- Name(s) of the suspected abuser(s)
- Information regarding action taken to treat the child
- Any other information which may be helpful in any way

## **SEXUAL HARRASSMENT**

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### **WHAT IS SEXUAL HARASSMENT?**

SEXUAL HARASSMENT IS UNWANTED AND UNWELCOME BEHAVIOR OF A SEXUAL NATURE WHICH SUBMISSION TO OR REJECTION OF THIS CONDUCT EXPLICITLY OR IMPLICITLY AFFECTS AN INDIVIDUAL'S EMPLOYMENT, UNREASONABLY INTERFERES WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATES AN INTIMIDATING, HOSTILE OR OFFENSIVE WORK ENVIRONMENT. UNDER FEDERAL AND STATE LAWS AND POLICIES, SEXUAL HARASSMENT IS ILLEGAL AND IS PROHIBITED.

WHILE THE MAJORITY OF INCIDENTS OF SEXUAL HARASSMENT INVOLVE A MALE HARASSING A FEMALE, HARASSMENT ALSO CAN INVOLVE FEMALE TO MALE, MALE TO MALE, OR FEMALE TO FEMALE BEHAVIORS. HARASSMENT MAY BE STUDENT TO STUDENT, TEACHER TO STUDENT, STUDENT TO TEACHER, OR TEACHER TO TEACHER.

### **WHAT ARE MY RESPONSIBILITIES AND RIGHTS RELATED TO SEXUAL HARASSMENT?**

INDIVIDUALS ARE LEGALLY PROTECTED AGAINST SEXUAL DISCRIMINATION AND SEXUAL HARASSMENT BY TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, A FEDERAL LAW PROHIBITING DISCRIMINATION ON THE BASIS OF PROTECTED CLASSES. SEX DISCRIMINATION IS ALSO ADDRESSED BY CONNECTICUT STATE LAW. WORKERS HAVE A RIGHT TO PERFORM THEIR DUTIES IN AN ATMOSPHERE FREE FROM SEXUAL HARASSMENT. EACH PERSON HAS A RESPONSIBILITY NOT TO ENGAGE IN BEHAVIORS THAT ARE UNWELCOME OR OFFENSIVE TO OTHERS.

### **WHAT ARE THE DIFFERENCES BETWEEN FLIRTING AND HARASSMENT?**

<b><u>FLIRTING</u></b>	<b><u>HARASSMENT</u></b>
WELCOME	UNWELCOME
WANTED	UNWANTED
TWO-SIDED	ONE-SIDED
FEELS GOOD	FEELS UNCOMFORTABLE
ENJOYABLE	EMBARRASSING OR HUMILIATING
EQUAL PARTICIPATION	USE OF POWER

### **HOW DO I KNOW WHEN SEXUAL HARASSMENT MAY BE OCCURRING?**

AM I BEING HARASSED? AM I HARASSING SOMEONE?

### **ASK YOURSELF THE FOLLOWING QUESTIONS:**

- CAN THE BEHAVIOR BE INTERPRETED AS BEING OF A SEXUAL NATURE?
- IS IT POSSIBLE THAT THE BEHAVIOR WOULD UNWELCOME BY ANYONE INVOLVED?
- DOES THE BEHAVIOR MAKE YOU OR APPEAR TO MAKE ANY OTHER PERSON FEEL UNCOMFORTABLE?
- DOES THE BEHAVIOR APPEAR TO INTERFERE WITH THE ABILITY OF ANOTHER TO PERFORM THE DUTIES OF THE JOB?
- DOES THE BEHAVIOR INVOLVE ONE PERSON TRYING TO HAVE SOME KIND OF POWER OVER ANOTHER PERSON?
- IS THE BEHAVIOR PART OF A PATTERN OF RECURRING BEHAVIOR?
- WOULD YOU WANT THIS BEHAVIOR TO BE DIRECTED TOWARD A MEMBER OF YOUR FAMILY OR TOWARD A FRIEND?

**WHAT ARE SOME EXAMPLES OF BEHAVIORS THAT MAY BE CONSIDERED SEXUAL HARASSMENT?**

- STARING OR LEERING AT PARTS OF SOMEONE ELSE'S BODY
- COMMENTS, GESTURES, OR JOKES OF A SEXUAL NATURE
- DISPLAYING OF SEXUAL PICTURES OR OBJECTS
- SPREADING SEXUAL RUMORS OR COMMENTING ABOUT SEXUAL BEHAVIOR
- REPEATED PRESSURING FOR DATES OR UNWANTED SEXUAL ACTIVITY
- TOUCHING, GRABBING, PINCHING
- IMPLYING THAT THE PERFORMANCE OF OR THE REFUSAL TO PERFORM A SEXUAL BEHAVIOR WILL HAVE AN IMPACT ON AN INDIVIDUAL'S JOB
- DEMANDING PERFORMANCE OF A SEXUAL BEHAVIOR
- PHYSICAL SEXUAL ASSAULT

**WHAT SHOULD I DO IF I BELIEVE I AM BEING SEXUALLY HARASSED?**

- WHENEVER POSSIBLE, TELL THE HARASSER VERBALLY OR IN WRITING THE SPECIFIC BEHAVIORS THAT YOU FIND OFFENSIVE. REQUEST FOR THIS BEHAVIOR TO STOP.
- REPORT THE OFFENSIVE BEHAVIORS TO A SCHOOL ADMINISTRATOR OR TITLE IX COORDINATOR (*CONTACT INFORMATION BELOW*).
- KEEP A DETAILED RECORD OF THE HARASSING BEHAVIOR TO SHARE WITH SCHOOL OFFICIALS WHO INVESTIGATE YOUR REPORT.
- IF YOU ARE NOT SATISFIED WITH THE RESOLUTION OF YOUR CONCERNS, CONTACT THE DISTRICT ADMINISTRATION OR THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES AT (800) 477-5737, [HTTP://WWW.CT.GOV/CHRO/SITE/DEFAULT.ASP](http://www.ct.gov/chro/site/default.asp).

TAKE ACTION AND GET HELP WHEN NEEDED. IGNORING SEXUAL HARASSMENT IS NOT AN EFFECTIVE WAY TO STOP IT.

WHERE CAN I GET ADDITIONAL INFORMATION OR ASSISTANCE?

**PERSON IN THE SCHOOL DESIGNATED TO HANDLE SEXUAL HARASSMENT BEHAVIOR:**

**DISTRICT TITLE IX COORDINATOR:**

**CATHY RIGGS, PH.D., (860) 258-7705**

**SCHOOL TITLE IX COORDINATOR:**

**JOHN COLONGHI, (860) 258-7760**

**GENDER EQUITY CONSULTANT**

**CT STATE DEPARTMENT OF EDUCATION**

**165 CAPITOL AVENUE, ROOM 243, BOX 150471**

**HARTFORD, CT 06115-0471**

**(860) 713-6737**

**E-MAIL: WILLIAM.HOWE@PO.STATE.CT.US**

**THE COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES,**

**21 GRAND STREET**

**HARTFORD, CT 06106**

**(860) 541-3400**

**E-MAIL: CHRO.WEBMASTER@CT.GOV (E-MAIL)**

**OFFICE FOR CIVIL RIGHTS, BOSTON OFFICE (THIS OFFICE COVERS CT)**

**U.S. DEPARTMENT OF EDUCATION**

**33 ARCH STREET, SUITE 900**

**BOSTON, MA 02110-1491**

**(617) 289-0111**

**E-MAIL: OCR.BOSTON@ED.GOV**

**PERMANENT COMMISSION ON THE STATUS OF WOMEN**

**18-20 TRINITY STREET**

**HARTFORD, CT 06106**

**(860) 240-8300**

**E-MAIL: PCSW@CGA.CT.GOV**

**CONNECTICUT WOMEN'S EDUCATION & LEGAL FUND**

**75 CHARTER OAK AVENUE**

**SUITE 1-300**

**HARTFORD, CT 06106**

**(860) 247-6090**

**E-MAIL: CWEALF@CWEALF.ORG**

ROCKY HILL ELEMENTARY SCHOOLS

MARKING PERIODS/REPORT CARDS: 2009 — 2010

<u>First Term</u>	<u>September — November</u>
Progress Report (Gr. 1 — 5).....	October 21
Marks Close .....	November 20
Cards Sent Home .....	December 7
<u>Second Term</u>	<u>November — March</u>
* No progress reports	
Marks Close .....	March 8
Cards Sent Home .....	March 22
<u>Third Term</u>	<u>March — June</u>
* No progress reports	
Marks Close .....	June 8
Cards Sent Home .....	June 16 ( <i>or the last day of school</i> )

**Report Card Conference Dates**

December 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>

*Early Dismissal Days*

**CT Mastery Dates — (Gr. 3, 4, 5)**

March 2010

Exact dates of testing to be announced by the State.

# MOSER & STEVENS SCHOOLS

## ENTRANCE and DISMISSAL SCHEDULE

2008 — 2009

<u>GRADES 1 — 5</u>	<u>Regular</u>	<u>Early Dismissal</u>	<u>Delayed Opening</u>
Enter	8:45	8:45	10:15
Enter (Inclement weather)	8:35	8:35	10:05
Classes Begin	8:50	8:50	10:20
Bus Dismissal	3:20	12:50	3:20
Dismissal	3:25	12:55	3:25

\*\*Early dismissal: NO afternoon kindergarten

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<u>KINDERGARTEN</u>	<u>Regular</u>	<u>Early Dismissal*</u>	<u>Delayed Opening</u>
<u>AM SESSION</u>			
Enter	8:45	8:45	10:15
Enter (Inclement weather)	8:35	8:35	10:05
Classes Begin	8:50	8:50	10:20
Dismissal	11:27	11:27	12:30**
<u>PM SESSION</u>			
Enter	12:48	NO CLASS	1:15
Classes Begin	12:48		1:20***
Bus Dismissal	3:20		3:20
Dismissal	3:25		3:25

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<u>BRIGHT BEGINNINGS</u>	<u>Regular</u>	<u>Early Dismissal*</u>	<u>Delayed Opening</u>
Enter	12:45		1:15
Classes Begin	12:45	NO CLASS	1:15
Dismissal	3:15		3:15

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### NOTES:

\* Kindergarten early dismissal days: last day of school

\*\* A.M Kindergarten Dismissal: 1 hour later on delayed opening days.

\*\*\* P.M Kindergarten Begins: 1/2 hour later on delayed opening days.

## EMERGENCY EARLY DISMISSAL STAFF PROCEDURE

The procedure for emergency early dismissal days is for “Room Parents” to implement the phone tree alert. Teachers/paraprofessionals are assigned to assist in this process. These teachers/paraprofessionals may be required to make the necessary calls if the Room Parent is not able to be contacted.

<b>STEVENS SCHOOL</b>		
<i>TEACHER</i>	<i>ROOM</i>	<i>ASSIGNMENT</i>
Laurie Antolini	1	Deborah Fioretti
Amy Churyk	2	Marcia Memmott
Mary Ellen Smoragiewicz	4	Karen Heckman
Eileen Touger	16	Cara Vasquez
Kristyn Carter	8	Jennifer Leightsinger
Pat Saponare	3	Jane Granato & Ann Dobmeier
Michelle Walerysiak	11	Carolyn Caouette
Lori Cebelius	12	Sandra Baldwin & Alisa Leahy
Marlene Grower	7	Mark Fioretti
Diane Sousa	9	Tara Libera
Renee Hall	6	Nadine Fulton
Cathy King	20	Maria Ellegard & Jo-Ann Dudis
Anne Kraner	23	Lindsey Howard & Diane Lublin
Kelly O'Connell	22	Tina DeJackome & Karen Rissinger
Melissa Phelps	20	Cindy Jackson
Kim Teitelman	5	Nancy Forte-Dugay
Claudia Bertz	27	Lynne Hilchuk
Carissa Lastrina	25	Jilani Scherer
Heidi Kokoska	29	Zoe Dolan & Wendy Ware
Wendy Piscitelli	26	Jessica Jacobs & Kate Hellmuth
Mike Stevens	28	Kristin Allen
Andy Basroon	30	Mike Gilbert
Alisa Blitz	31	Cat Manseau
Jane DeSimone	18	Elaine Malespini
Laura Montgomery	32	Joanne Biskupiak & Kristen Baltazar
Cissy Hinchey	19	Betty Jo Stevens

<b>MOSER SCHOOL</b>		
Michelle Matias	4	Pat Bokus
Sandra Amoroso	1	Michelle Caccomo & Specialist On-Site
Eliska Bayley	3	Laura Cascio
Sandra Fravel	7	Maria Manzi
Andrea Rossi	5	Rachel Portal

# APPENDIX

# Myrtle H. Stevens School

## Staff Organization 2008 — 2009

### SCHOOL OFFICE

PRINCIPAL John Colonghi  
HEAD SECRETARY Julie O'Leary  
SECRETARY Shirleen Garrahy  
SCHOOL NURSE Lauraine Palazzo  
CONSORTIUM SUB Jyllian Perlini

### CUSTODIAL STAFF

Jong Byung Night Custodian  
Brian Jones Head Custodian  
Bill Matthews Night Custodian

### GRADE LEVEL TEACHERS

*\* Indicates Unit Leader*

#### KIP and Bright Beginnings

Mary Ellen KIPS – Rm. 4  
Smoragiewicz  
Eileen Touger BB – Rm. 16

#### Kindergarten

Laurie Antolini Rm. 1  
\* Amy Churyk Rm. 2

#### Grade 1

Kristyn Carter Rm. 8  
\* Patricia Saponare Rm. 3  
Michelle Walerysiak Room 11

#### Grade 2

\* Lori Cebelius Rm. 12  
Marlene Grower Rm. 7  
Diane Sousa Rm. 9  
Renee Hall Rm. 6

#### Grade 3

Cathrynn King Rm. 20  
Anne Kraner Rm. 23  
Kelly O'Connell Rm. 22  
\* Melissa Phelps Rm. 21  
Kim Teitelman Rm. 5

#### Grade 4

Claudia Bertz Rm. 27  
\* Heidi Kokoska Rm. 29  
Carissa Lastrina Rm. 25  
Wendy Piscitelli Rm. 26  
Mike Stevens Rm. 28

#### Grade 5

Andy Basroon Rm. 30  
Alisa Blitz Rm. 31  
\* Jane DeSimone Rm. 18  
Laura Montgomery Rm. 32  
\* Cissy Hinchey Rm. 19

### SUPPORT STAFF

#### Specials Teachers

Michael Gilbert Physical Education Gym  
Elaine Malespini Media Rms. 15/17  
Catherine Manseau Physical Education Gym  
Jilani Scherer Art Rm. 24  
Betty Jo Stevens Music Stage

#### Special Education

Kristin Allen Int. Learning Rm. 25-B  
Shelley Barker Speech/Lang. Path. Room 14  
Maggie Bombacci OT Stage  
Tina DeJackome Psychologist Rm. 13  
Mary Beth DiBattista P.T. KIP – BB  
*Player Yet to Be Named* O.T. Stage  
Jennifer Nagel Learning Center Rm. 10  
Lindsey Howard Social Worker Rm. 25-A  
Cindy Jackson Prim. Learning Rm. 27-B  
Tara Libera Resource Rm. 29-A  
Jennifer Leightsinger Speech Path. Rm. 14  
Meredith Myers Prim. Learning Rm. 26-A  
Randi Pitruzello O.T. Stage  
Karen Rissinger Psychologist Rm. 13  
Cara Vasquez Speech/Lang. Rm. 4 /16

#### Reading / Math / Reinforcement

Kristen Baltazar Mathematics Rm. 27-A  
Nancy Forte-Dugay Reading Room C-1  
Wendy Ware ESOL Rm. 26-B

**Paraprofessionals**

Jane Anthony	Special Education
Sandra Baldwin	Reading Program
Joanne Biskupiak	Special Education
Carolyn Caouette	Special Education
Taya Caron	Special Education
Rita Colasacco	Special Education
Sue Dabruzzo	Mathematics
Ann Dobmeier	Media Resource
Jo-Ann Dudis	Special Education
Mary Ellegard	Special Education
Debbie Fioretti	Regular Program
Mark Fioretti	Special Education
Michele Fliss	Reading Program
Nadine Fulton	Regular Education
Jane Granato	Special Education
Luke Granato	Special Education
Karen Heckman	Special Education
Katherine Hellmuth-Thomas	Special Education
Lynne Hilchuk	Special Education
Jessica Jacobs	Special Education
Helen Kanupka	Special Education
Alisa Leahy	Bright Beginnings
Diane Lublin	Special Education
Laurie McCauley	Special Education
Marcia Memmott	Regular Education
Michelle Rozanski	Special Education
Lyudmila Vyzhnyuk	Mathematics
Lynne Walsh	Special Education
Alfred Williams	Special Education
Karen Zarrilli	Special Education

MYRTLE H. STEVENS SCHOOL

STAFF DIRECTORY

2009 — 2010

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**OFFICE**

Colonghi, John	Principal.....	41 Ribera Lane	Middletown 06457	347-1706
O'Leary, Julie	Head Secretary.....	P.O. Box 422	R.H. 06067	986-1162
Garrahy, Shirleen	School Secretary.....	180 Pheasant Dr.	R.H. 06067	257-3464
Palazzo, Lauraine	School Nurse.....	11 Tedwin Farms Rd.	R.H. 06067	563-6634
Jyllian Perlini	Consortium Sub.....			

**BRIGHT BEGINNINGS**

Touger, Eileen.....	702 Andrea Ct.	Cheshire 06410	(203) 271-2106
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**KIP PROGRAM**

Smoragiewicz, Mary Ellen.....	58 Knollwood Dr.	Glastonbury 06033	657-9899
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**KINDERGARTEN**

Antolini, Laurie.....	15 Rosewood Dr.	R.H. 06067	721-0902
Churyk, Amy.....	5 Samuel Arnold Rd.	East Hampton 06424	267-6256

**GRADE 1**

Carter, Kristyn.....	441 Cypress Rd.	Newington 06111	(510) 847-6198
Saponare, Patricia.....	204 Pheasant Dr.	R.H. 06067	563-0908
Walerysiak, Michelle.....	209 Parsonage St.	R.H. 06067	(860) 436-6780

**GRADE 2**

Cebelius, Lori.....	35 Westmont Rd.	Wethersfield 06109	529-7125
Grower, Marlene.....	180 Hartford Ave.	Wethersfield 06109	529-6422
Hall, Renee.....	167 Moseley Terrace	Glastonbury 06033	633-2344
Sousa, Diane.....	245 Neipsic Rd.	Glastonbury 06033	430-5877

**GRADE 3**

King, Cathrynn.....	612 Pleasant Valley Rd.	South Windsor 06074	289-6340
Kraner, Anne.....	63 Stonepost Rd.	Glastonbury 06033	652-8979
O'Connell, Kelly.....	176 Atwater St. #5	Plantsville 06479	623-1558
Phelps, Melissa.....	29 High St.	Portland 06480	342-2922
Teitelman, Kim.....	114 Two Stone Dr.	Wethersfield 06109	257-1030

**GRADE 4**

Bertz, Claudia.....	1-19 Forest Glenn Cir.	Middletown 06457	635-0453
Kokoska, Heidi.....	35 Woodfield Rd.	Southington 06489	324-9225
Lastrina, Carissa.....	117 Coppermill Rd	Wethersfield 06109	563-6351
Piscitelli, Wendy.....	51 Nejako Dr.	Middletown 06457	704-8148
Stevens, Michael.....		Cheshire 06410	(203) 988-0610

STEVENS'  
STAFF DIRECTORY  
2009—2010 ~ *Continued*

**GRADE 5**

Basroon, Andrew.....	126 Wilmont Street	Wethersfield 06109	257-4179
Blitz, Alisa.....	14 Saxton Brook Dr.	Simsbury 06070	658-5404
DeSimone, Jane.....	128 Barnyard Rd.	R.H. 06067	563-5833
Hinchey, Cissy .....			569-1528
Montgomery, Laura .....	48 Frederick St.	Newington 06111	667-1627

**OTHER STAFF**

Allen, Kristin	Spec. Ed. ....	29 Wagon Wheel Rd.	Durham 06422	(860) 349-0030
Baltazar, Kristen	Math .....	64 Old Pewter Ln.	Wethersfield 06109	257-0261
Barker, Shelley	Speech/Lang.....	139 Kirkwood Rd.	West Hartford 06117	232-6468
Bombacci, Maggie	OT.....			
DeJackome, Tina	Psychologist .....	70 Booth Ave.	Wethersfield 06109	257-1860
DiBattista, MaryBeth	P.T. ....	28 Westmeadow Rd.	R.H. 06067	721-0701
Forte-Dugay, Nancy	Reading.....	470 Village St.	Northford 06472	(203) 484-0784
Gilbert, Michael	Phys. Ed.....	116 Carriage Dr.	Manchester 06040	432-7147
Grogan, Patrice	Stings.....	119 Maplewood Ave.	West Htfd. 06119	884-8130
Howard, Lindsey	Social Worker .....	26 Newport Ave.	West Htfd. 06107	916-5558
Jackson, Cindy	Prim. Learning.....	94 Henry St.	Manchester 06042	646-5398
Lehmann, Joyce	Substitute Nurse..			467-6086
Leightsinger, Jennifer	Speech Path.....	35-C Grimes Rd.Apt. C206	R.H. 06067	529-3803
Libera, Tara	Spec. Ed. ....	37 Buttonhook Ln.	Portland 06480	342-0491
Malespini, Elaine	Library/Media .....	19 Haren Dr.	R.H. 06067	529-7396
Manseau, Catherine	Phys. Ed.....	200 Regan Rd. Apt. 29-A	Vernon 06066	871-1510
Myers, Meredith	Spec. Ed. ....			
Nagel, Jennifer	Learning Ctr.....			
Pitruzzello, Randi	O.T.....	41 Lostbrook Rd.	West Htfd. 06117	232-2952
Rissingner, Karen	Psychologist .....	479 New Britain Ave.	Newington 06111	665-7080
Scherer, Jilani	Art.....	23 Hickory Ln.	R.H. 06067	529.7203
Simard, Kathy	ESOL.....	50 Old Tannery Ln.	R.H. 06067	529-8724
Stevens, Betty Jo	Music.....	279 Elm St.	R.H. 06067	529-5873
Vasquez, Cara	Speech Path.....	34 Farmstead Dr.	Newington. 06111	508-0314
Ware, Wendy	ESOL.....	188 Woodfield Crossing	R.H. 06067	563-5631

**PARAPROFESSIONALS**

Anthony, Jane	Spec. Ed. ....	27 Cambridge Dr.	R.H. 06067	563-7852
Baldwin, Sandra	TLC .....	62 Old Mill Rd.	Wethersfield 06109	529-4514
Betterini, Sherrill	Nurse.....			
Biskupiak, Joanne	Spec. Ed. ....	20 Wynding Brook Rd.	R.H. 06067	529-6580
Caouette, Carolyn	Spec. Ed. ....	78 Summer Ln.	R.H. 06067	529-0022
Colasacco, Rita	KIPS .....	12 Chapin Ave.	R.H. 06067	529-0922
Court, Meg	Nurse.....			
Dabruzzi, Sue	Mathematics .....	109 Lavender Ln.	R.H.06067	529-7635
Dobmeier, Ann	Library .....	50 Stagecoach Ln.	R.H. 06067	721-7658
Dudis, Jo-Ann	Spec. Ed. ....	173 Lavender Ln.	R.H. 06067	563-3339
Ellegard, Mary	Spec Ed. ....	115 No. Condor Dr.	R.H. 06067	721-9304

Stevens'  
**STAFF DIRECTORY**  
 2009—2010 ~ *Continued*

Fioretti, Debbie	Classroom.....	31 Glastonbury Ave.	R.H. 06067	563-9711
Fioretti, Mark	Spec. Ed. ....	31 Glastonbury Ave.	R.H. 06067	881-8084
Fliss, Michele	TLC .....	289 Deerfield Dr.	Berlin 06037	828-7783
Fulton, Nadine	Reg. Ed. ....	102 Bailey Rd.	R.H. 06067	721-8470
Granato, Jane	KIPS .....	143 Elm St.	R.H. 06067	563-5561
Granato, Luke	KIPS .....	143 Elm St.	R.H. 06067	798-0602
Heckman, Karen	KIPS .....	74 Terry Ln.	R.H. 06067	529-5443
Hellmuth, Kate	Spec. Ed. ....	83 Dividend Rd.	R.H. 06067	563-9551
Hilchuk, Lynn	Spec. Ed. ....	30 Lisa Dr.	Manchester 06040	647-9476
Kanupka, Helen	Spec. Ed. ....	193 North Condor Dr.	R.H. 06067	529-6950
Jacobs, Jessica	Spec. Ed. ....	1 Beecher Lane	R.H. 06067	604-9450
Lublin, Diane	Spec. Ed. ....	172 Catherine Dr.	R.H. 06067	529-7617
McCauley, Laura	Spec. Ed. ....	233 Maple St.	New Britain 06053	826-1535
Memmott, Marcia	Classroom.....	325 Lamplighter La.	Newington 06111	667-1333
Rozanski, Michelle	Spec. Ed. ....	2 Webber Rd.	R.H. 06067	721-7154
Walsh, Lynne	Spec. Ed. ....	105 Whitewood Dr.	R.H. 06067	529-7787
Williams, Alfred	Spec. Ed. ....	7 Brussels Ave.	Wethersfield 06109	956-4317

**CUSTODIAL STAFF**

Jones, Brian	Head Custodian.....	158 Woodfield Crossing	R.H. 06067	257-7574
Matthews, William	Custodian.....	45 Lawrence St.	East Htfd. 06118	569-6640
Byong, Jong	Custodian.....			

# TELEPHONE TREE STAFF PROCEDURE

STEVENS SCHOOL ~ 2009 — 2010

As soon as you receive a call, please begin your calls. This way the chain will move as efficiently as possible. If you are unable to reach your contact, please make that person's calls.

JOHN COLONGHI ..... Julie O'Leary (986-1162)  
Shirleen Garrahy (257-3464)  
Heidi Kokoska (628-2727)

JULIE O'LEARY ..... Lori Cebelius (529-7125)  
Cissy Hinchey (569.1528)  
Melissa Phelps (342-2922)  
Tara Libera (342-0491)

SHIRLEEN GARRAHY ..... Pat Saponare (563-0908)  
Amy Churyk (267-6256)  
Mary Ellen Smoragiewicz (657-9899)  
Eileen Touger (271-2106)

CISSY HINCHEY ..... Andy Basroon (257-4179)  
Alisa Blitz (658-5404)  
Jane DeSimone (563.5833)  
Laura Montgomery (667-1627)

HEIDI KOKOSKA ..... Claudia Bertz (635-0453)  
Carissa Lastrina (563-6351)  
Wendy Piscitelli (704-8148)  
Mike Stevens (

MELISSA PHELPS ..... Cathy King (289-6340)  
Anne Kraner (652-8979)  
Kelly O'Connell (c: 203.623-1558)  
(h: 203.686-0293)  
Kim Teitelman (257-1030)

LORI CEBELIUS..... Marlene Grower (529-6422)  
*Renee Hall (unlisted)*  
Diane Sousa (430-5877)  
*Zoe Dolan (203-272-5050)*

PAT SAPONARE ..... Kristyn Carter (510.847-6198)  
*Michelle Walerysiak (436-6780)*  
Mike Gilbert (432-7147)  
*Elaine Malespini (529-7396)*

AMY CHURYK ..... Laurie Antolini (721-0902)  
*Lindsey Howard (916-5558)*  
Lauraine Palazzo (563-6634)  
*Nancy Forte-Dugay (203-484-0784)*

LINDSEY HOWARD ..... Cara Vasquez (508-0314)  
*Kristen Baltazar (257-0261)*  
Karen Rissinger (665-7080)  
*Tina DeJackome (257-1860)*

MIKE GILBERT..... Cat Manseau (871-1510)  
*Jilani Scherer (729-5536)*  
Betty Jo Stevens (529-5873)  
*Kristin Allen (860.349-0030)*

ELAINE MALESPINI ..... Mary Beth DiBattista (721-0701)  
*Jennifer Nagel (*  
Cindy Jackson (646-5398)  
*Shelley Barker (484-0784)*

CARA VASQUEZ ..... Randi Pitruzzello (232-2952)  
*Jennifer Leightsinger (757-3797)*  
*New Consortium Sub Person*  
*Wendy Ware (563-5631)*

KAREN/TINA ..... Debbie Fioretti (563-9711)  
*Nadine Fulton (721.8470)*  
Marcia Memmott (667-1333)

Paraprofessionals will be called by the staff member to whom they report.

Dr. Oran A. Moser School  
Staff Organization  
2009 — 2010

**SCHOOL OFFICE**

Principal: .....John Colonghi  
Nurse:..... Karen Telesca  
Secretary: .....Julie O'Leary  
Receptionist..... Kim Burghoff  
Consortium Sub.....Jyllian Perlini

**CUSTODIANS**

Gene Pellerin      Day Custodian  
Brian Jones        Head Custodian

**GRADE LEVEL TEACHERS**

*\* Indicates Unit Leader*

**Kindergarten**

\* Michelle Matias      Room 4

**Grade 1**

Sandra Amoroso      Room 1  
Eliska Bayley        Room 3

**Grade 2**

Sandra Fravel        Room 7  
Andrea Rossi         Room 5

**SUPPORT STAFF:**

**Specials Teachers**

Michael Gilbert      Physical Ed.  
Catherine Manseau   Physical Ed.  
Jilani Scherer        Art  
Betty Jo Stevens     Music  
Elaine Malespini     Media

**Special Education Personnel**

Tina DeJackome      School Psychologist  
Maria Manzi          Math Resource  
Laura Cascio         Reading Teacher  
Jennifer Leightsinger Speech Path.  
Kelly Moise           ESOL  
Meredith Myers      Special Education Teacher  
Kim Pier              OT  
Rachel Portal         Speech/Language Pathologist  
Kathy Simard         ESOL

**Paraprofessionals:**

Pat Bokus             Regular Program  
Michelle Caccamo     Spec. Ed.  
Karin Conkey         TLC  
Carl Peterson         Spec. Ed.  
Roxanne Molina       TLC

MOSER SCHOOL  
STAFF DIRECTORY

2009 — 2010

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John Colonghi	Principal.....	41 Ribera Ln.	Middletown 06457	347-1706
Karen Telesca	Nurse.....	54 Lavender Ln.	R.H. 06067	257-4246
Julie O'Leary	Secretary .....	P.O. Box 422	R.H. 06067	986.1162
Kim Burghoff	Receptionist.....	204 Grayfox Ln.	R.H. 06067	563-3287
Jyllian Perlini	Building Sub.....	266 Mulberry St.	Plantsville 06479	(203) 558-5358

**KINDERGARTEN**

Michelle Matias.....	41 Susan Ln.	Meriden 06450	(203) 235-8848
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**Grade 1**

Sandra Amoroso.....	95 Church St.	Wethersfield 06109	563-5818
Eliska Bayley.....	22 Chestnut Ct.	Cromwell 06416	632-7206

**Grade 2**

Sandra Fravel.....	105 Centerwood Rd.	Newington 06111	667-0337
Andrea Rossi.....	23 Macarthur Rd.	Plainville 06062	747-6255

**SUPPORT STAFF**

Maggie Bombacci			
Laura Cascio	Reading .....	4 Nutmeg Ln.	East Hampton 06424 267-2046
Tina DeJackome	School Psychologist..	100 Mohawk Ln.	Wethersfield 06109 257-1860
Michael Gilbert	P.E.....	47 Joiner Rd.	R.H. 06067 529-3375
Lindsey Howard	Social Worker.....	26 Newport Ave.	West Htfd. 06107 916-5558
Jennifer Leightsinger	Speech Path. ....	35-C Grimes Rd. C-206	R.H. 06067 529-3803
Elaine Malespini	Media .....	19 Haren Dr.	R.H. 06067 529-7396
Catherine Manseau	Phys. Ed.....	200 Regan Rd. Apt. 29-A	Vernon 06066 871-1510
Meredith Myers	Special Education.....		
Maria Manzi	Chapter I Math.....	15 Westbrook Rd.	R.H. 06067 721-0750
Kelly Moise	ESOL .....	184 Stonehill Dr.	R.H. 06067 527-0605
Kim Pier	O.T. ....	28 Meadow Rd.	R.H. 06067 635-0724
Rachel Portal	Speech/Language .....	10 Loray Court	Cheshire 06410
Jilani Scherer	Art .....	23 Hickory Ln.	R.H. 06067 529.7203
Kathy Simard	ESOL .....	50 Old Tannery Ln.	R.H. 06067 529-8724
Betty Jo Stevens	Music .....	18 Ledge Drive	R.H. 06067 529-0666

**PARAPROFESSIONALS**

Pat Bokus	Regular Ed. ....	59 Farms Village Rd.	R.H. 06067 563-9302
Michelle Caccomo	Spec. Ed.....	15 Nutmeg Ln.	R.H. 06067 721-8879
Karen Conkey	TLC.....	59 Haren Dr.	R.H. 06067 721-9868
Roxanne Molina	TLC.....	449 Pleasant Valley Dr.	R.H. 06067 529-2239
Carl Peterson	Spec. Ed.....	15 Ridgewood Circle	Wethersfield 06109 563-5377

**CUSTODIAL STAFF**

Brian Jones	Head Custodian .....	158 Woodfield Crossing	R.H. 06067 257-7574
Eugene Pellerin	Day Custodian .....	1492 Manchester Rd.	Glastonbury 06033 646-8399

# TELEPHONE TREE STAFF PROCEDURE

MOSER SCHOOL ~ 2009 — 2010

As soon as you receive a call, please begin your calls. This way the chain will move as efficiently as possible. If you are unable to reach your contact, please make that person's calls.

JOHN COLONGHI ..... Sandy Amoroso (563-5818)  
Karen Telesca (257-4246)

SANDY AMOROSO ..... Michelle Matias (203.235-8848)  
Kim Burghoff (563-3287)  
Eliska Bayley (632-7206)

KAREN TELESKA ..... Sandra Fravel (667-0337)

MICHELLE MATIAS ..... Maria Manzi (721-0750)  
Laura Cascio (267-2046)

SANDRA FRAVEL ..... Karen Conkey (721-9868)  
Roxanne Molino (529-2239)

KIM BURGHOFF ..... Rachel Portal (  
Pat Bokus (563-9302)

Paraprofessionals will be called by the staff member to whom they report.

## EMERGENCY STUDENT ACCOUNTABILITY

DATE \_\_\_\_\_

TEACHER'S NAME: \_\_\_\_\_

ROOM NO. \_\_\_\_\_

NUMBER OF STUDENTS PRESENT: \_\_\_\_\_

NUMBER OF STUDENTS MISSING: \_\_\_\_\_

NAMES AND DESTINATION OF MISSING STUDENTS:

## EMERGENCY STUDENT ACCOUNTABILITY

DATE \_\_\_\_\_

TEACHER'S NAME: \_\_\_\_\_

ROOM NO. \_\_\_\_\_

NUMBER OF STUDENTS PRESENT: \_\_\_\_\_

NUMBER OF STUDENTS MISSING: \_\_\_\_\_

NAMES AND DESTINATION OF MISSING STUDENTS:

# PRINCIPAL REFERRAL

DATE \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_

GRADE: \_\_\_\_\_

REFERRING TEACHER: \_\_\_\_\_

REASON FOR REFERRAL:

PRINCIPAL'S ACTION:

\_\_\_\_\_ FAMILY CONTACTED

\_\_\_\_\_ FAMILY CONFERENCE

\_\_\_\_\_ HELD AFTER SCHOOL

\_\_\_\_\_ TEACHER CONFERENCE

COMMENT:

# Retention Recommendation Form

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

The philosophy of education of the Rocky Hill Public Schools "is based on the conviction that the dignity and worth of each child is a primary concern..."

Each of us develops at a different rate intellectually, physically, socially and emotionally. All of these areas contribute to the development of the whole child. **Given an adequate amount of time**, all these areas directly effect, in a positive way, a child's dignity, self-esteem and ability to learn.

Up to this point in the school year, your child has demonstrated difficulty in acquiring the skills necessary for a successful move to grade \_\_\_\_\_. Therefore, consideration should be given to the prospect of allowing your child additional time in grade\_\_\_\_\_ to provide needed time to develop.

# Retention Recommendation Form (page 2)

## I. Teacher's Summary of Areas of Concern:

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## II. Family Contact

Date of Contact or Conferences:

Written Family Comment

Family member signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## III. Final Teacher Recommendation:

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## IV. Final Family Comment

Family signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## V. Disposition by Principal

Retained in Grade \_\_\_\_\_

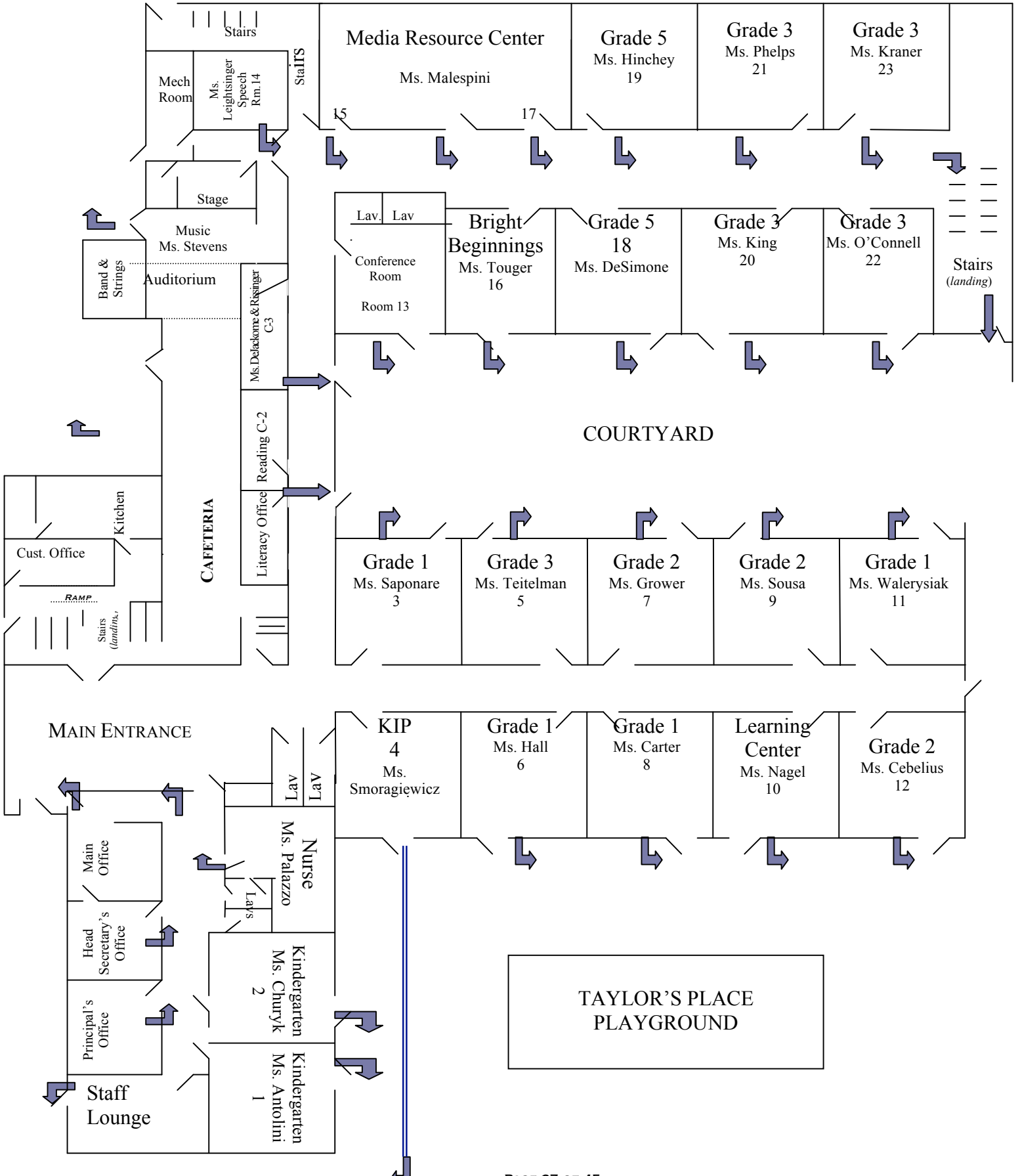
Promoted to Grade \_\_\_\_\_

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

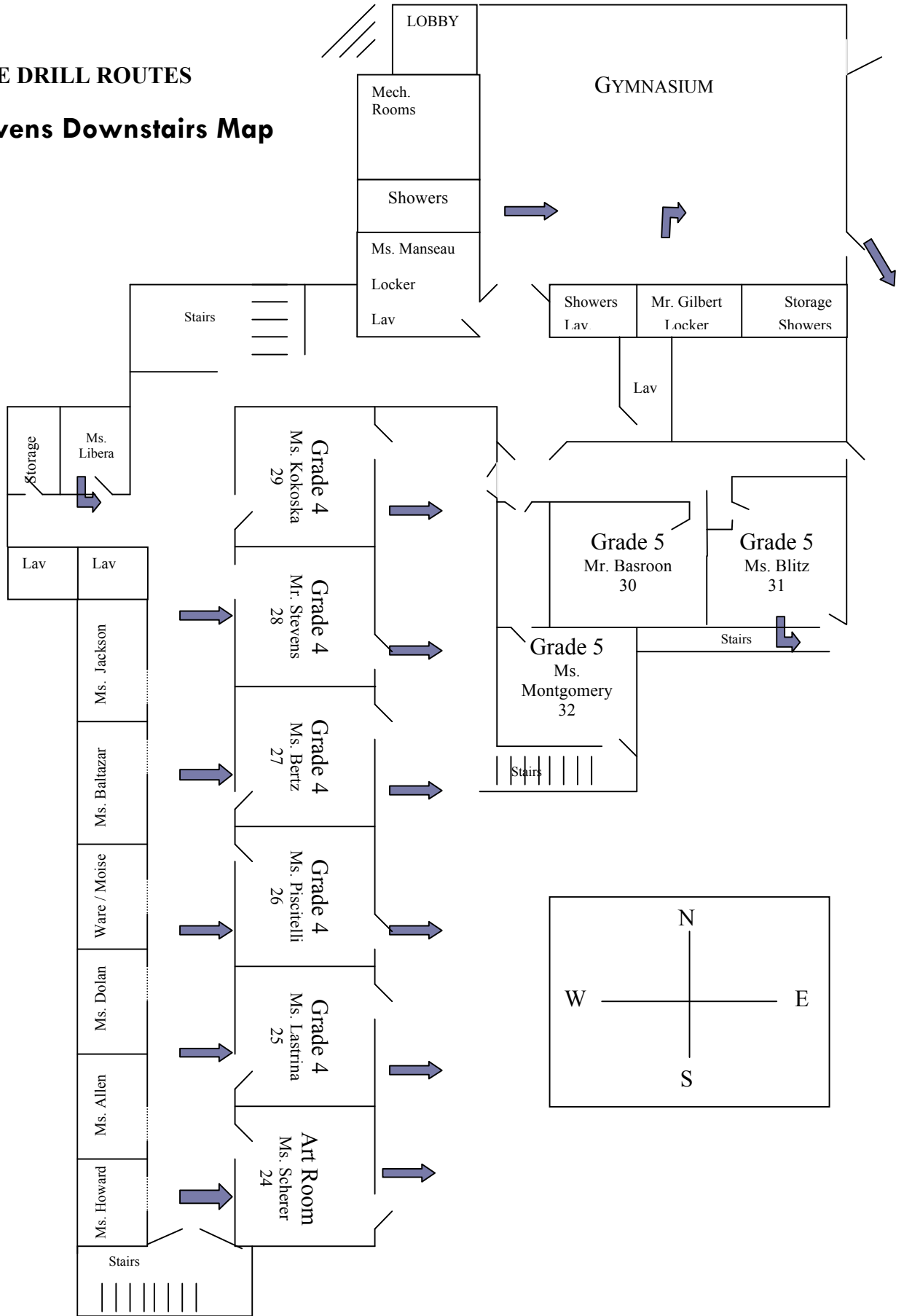
# FIRE DRILL ROUTES

## Stevens Upstairs Map

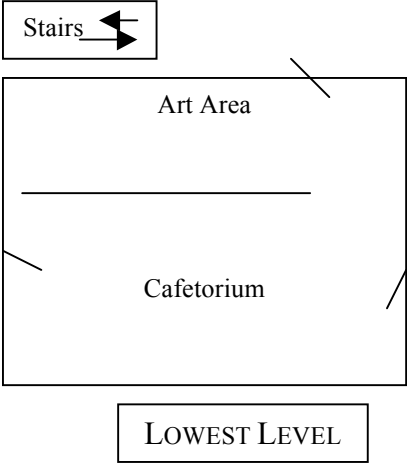
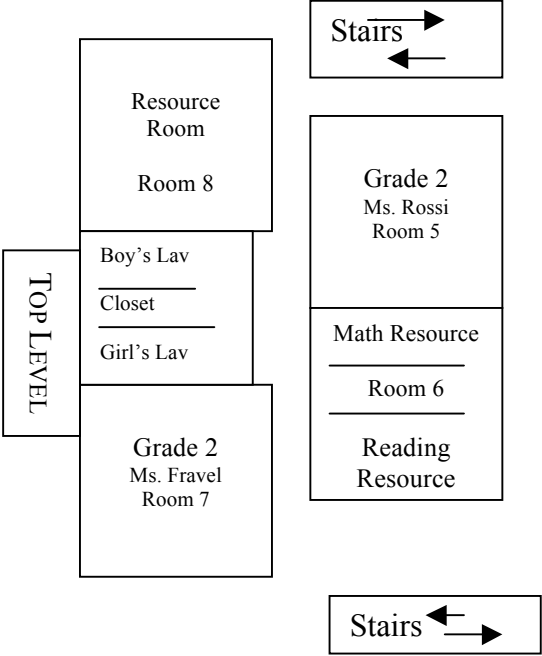
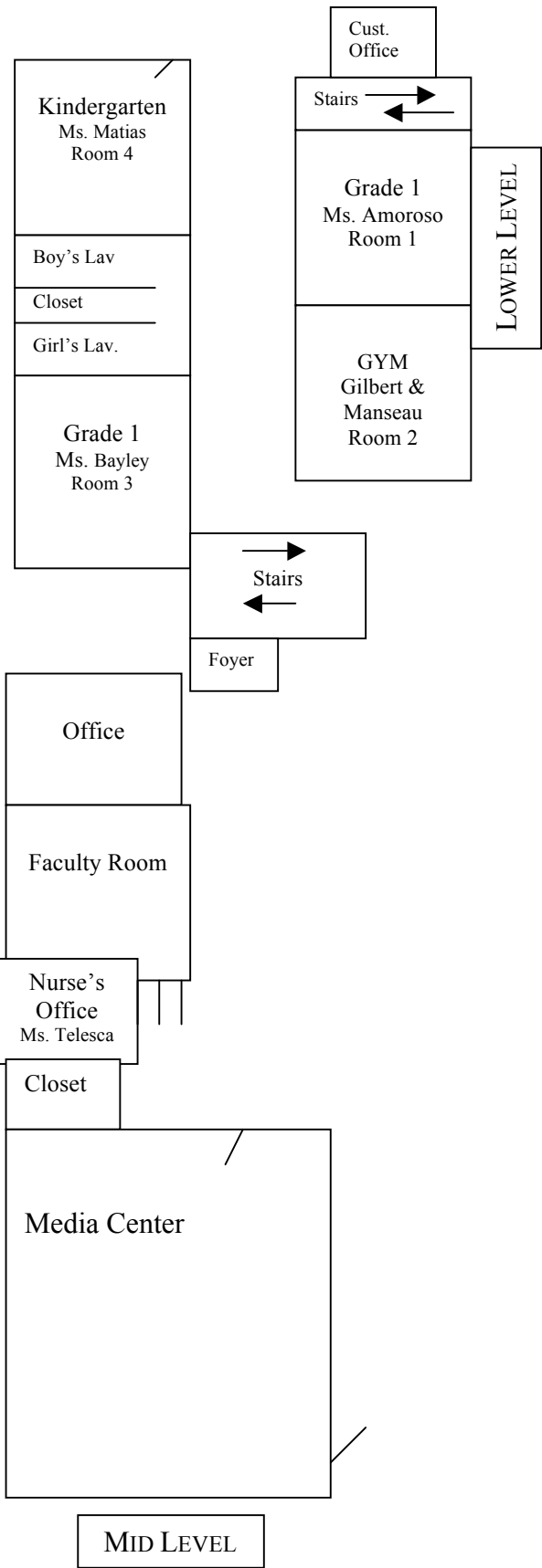


# FIRE DRILL ROUTES

## Stevens Downstairs Map



**DR. ORAN A. MOSER ELEMENTARY  
SCHOOL  
ROCKY HILL, CT**



# **LOCK DOWN PROCEDURE**

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## **STEVENS SCHOOL**

**CALL 911.**

**ANNOUNCEMENT: "LOCK DOWN PROCEDURE HAS BEGUN".**

- 1. STUDENTS IN CLASSROOMS: SIT ON THE FLOOR — AGAINST THE WALL CLOSEST TO THE HALLWAY DOOR IN EACH CLASSROOM.**
- 2. CLASSROOM TEACHER: SCAN THE HALLWAY FOR ANY STUDENTS AND /OR STAFF.**
- 3. CLASSROOM TEACHER: CHECK THE NEARBY BATHROOMS FOR ANY STUDENTS AND /OR STAFF.**
- 4. CLASSROOM TEACHER: CLOSE BLINDS AND LOCK DOORS. SHUT OFF LIGHTS.**
- 5. STUDENTS & STAFF IN CAFÉ OR AUDITORIUM: GO TO THE MEDIA CENTER.**
- 6. STUDENTS & STAFF IN TLC, SPECIAL EDUCATION OFFICE: SIT AGAINST THE WALL.**
- 7. STUDENTS & STAFF IN THE NURSE'S ROOM: REMAIN IN ROOM & SIT NEAR NURSE'S DESK.**
- 8. STUDENTS AND STAFF IN THE GYM: GO TO THE LOCKER ROOMS.**
- 9. STUDENTS AND STAFF IN SPECIAL EDUCATION, ESL, MATH CLOSETS: GO ACROSS THE HALL INTO A CLASSROOM.**
- 10. PERSONNEL IN OFFICE: GO TO THE HEAD SECRETARY'S OFFICE.**
- 11. PRINCIPAL WILL REMAIN IN HER OFFICE.**
- 12. CUSTODIAN WILL REMAIN IN THE CUSTODIAL OFFICE OR GO TO THE NEAREST CLASSROOM.**
- 13. CAFE' STAFF WILL REMAIN IN THE CAFETERIA OFFICE AREA.**
- 14. STAFF OTHER THAN TEACHERS SHALL REPORT TO THE MEDIA CENTER.**
- 15. STAFF & STUDENTS OUTSIDE OF THE BUILDING SHALL GO TO SUNNYCREST PARK.**

**ALL STAFF AND STUDENTS MUST BE STILL AND QUIET UNTIL  
AN ALL CLEAR COMMAND IS GIVEN**

# **LOCK DOWN PROCEDURE**

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## **MOSER SCHOOL**

**CALL 911**

**ONE LONG WARNING TONE**

**(TO BE MADE BY OFFICE STAFF)**

**WILL SIGNAL THE BEGINNING OF THE LOCK DOWN PROCESS.**

- 1. STUDENTS IN CLASSROOMS: SIT ON THE FLOOR — AGAINST THE WALL CLOSEST TO THE HALLWAY DOOR IN EACH CLASSROOM.**
- 2. CLASSROOM TEACHER: SCAN THE HALLWAY FOR ANY STUDENTS & STAFF.**
- 3. CLASSROOM TEACHER: CHECK BATHROOMS NEAREST TO CLASSROOM FOR STUDENTS & STAFF.**
- 4. CLASSROOM TEACHER: CLOSE BLINDS AND LOCK DOORS. SHUT OFF LIGHTS.**
- 5. STAFF & STUDENTS IN THE MEDIA CENTER: SIT AGAINST THE WALL CLOSEST TO THE NURSE'S OFFICE.**
- 6. NURSE: GO TO THE MEDIA CENTER.**
- 7. SECRETARY: REMAIN IN THE OFFICE WITH THE DOOR CLOSED, LIGHTS OFF AND DOOR LOCKED. DO NOT ANSWER THE PHONE. DO NOT RESPOND TO BUZZER.**
- 8. STUDENTS & STAFF IN THE CAFÉ: SIT AGAINST THE WALL CLOSEST TO THE PLAYGROUND.**
- 9. STUDENTS & STAFF IN THE GYM: SIT AGAINST THE WALL CLOSEST TO THE DOOR.**
- 10. MATH RESOURCE TEACHER & STUDENTS: REMAIN IN THE ROOM.**
- 11. TLC & ESL: GO TO THE TLC ROOM.**
- 12. SPECIAL EDUCATION STAFF & STUDENTS: SIT AGAINST THE WALL CLOSEST TO THE DOOR.**
- 13. CUSTODIAN WILL REMAIN IN THE CUSTODIAL OFFICE OR WILL GO TO THE NEAREST CLASSROOM.**
- 14. STAFF OTHER THAN TEACHERS: REPORT TO THE MEDIA CENTER.**
- 15. STAFF & STUDENTS OUTSIDE THE BUILDING: REPORT TO THE NORTH END OF THE SCHOOL. FOLLOW THE PAVED WALKWAY AND GATHER AT THE PERIPHERY OF MOSER DRIVE.**
- 16. CUSTODIAN: WHEN NOTIFIED TO DO SO, WILL GO TO EACH CLASS TO INFORM EACH OF THE ALL-CLEAR SIGNAL.**

**ALL STAFF AND STUDENTS MUST BE STILL AND QUIET  
UNTIL AN ALL CLEAR COMMAND IS GIVEN**

**(FIVE LONG BUZZ-TONES)**

# STEVENS SCHOOL

## Duty Descriptions

### MORNING (8:35)

#### FRONT BLACKTOP

Location — the area next to the primary playground.

Monitor the student walkers and drop-offs as well as the bus students who line up in the primary wing. Please note: students should not be playing on the equipment at this time.

(INDOOR: Monitor the primary hallway.)

#### PRIMARY OVERHANG

Location — end of primary hallway.

Monitor the students as they line up for entry into the primary wing.

(INDOOR: Monitor the primary hallway.)

#### INTERMEDIATE OVERHANG

Location — end of third & fifth grade hallway.

Monitor the students as they line up for entry into the middle wing.

(INDOOR: Monitor the Grades 3 & 5 hallway.)

#### REAR BLACKTOP

Location — back of the school.

Monitor the students as they line up for entry into the lower wing and the portables. Please note: students should not be playing on the equipment at this time.

(INDOOR: One staff member to monitor the Grade 4 hallway. One staff member to monitor the portables hallway.)

#### UNLOAD BUSES

Location — the gate by the gym.

Monitor the students as they get off the bus. Keep track of bus arrival times. Inform the office to advise if any buses are late (after 8:50 a.m.)

### AFTERNOON (3:25)

#### GYM/CAFETERIA

Monitor the students as they wait for the bus and as they get on the bus. Keep track of bus arrival times. Please take down the name board and put the names in grade level piles on the desk at the end of the duty.

#### AUDITORIUM

Location — Music room: Load the students onto the vans.

Location — Café: Monitor the students as they wait for family pick up. Families must sign their children out.

#### WALKERS

Location — Primary overhang.

Monitor the students as they wait to be dismissed. At 3:25, walk the students to the gate by the kindergarten or if the gate is open at the top of hill, they may exit from that location. Students should not be running, climbing fences or biking during this period. Please watch the students once they reach the top of the hill as there is oncoming traffic and students often don't pay attention as they go to the crossing guard.

# **MOSER SCHOOL Duty Descriptions**

## **MORNING (8:35)**

### **FRONT BLACKTOP**

Location —Area in front of the school between the cones and the building.

Monitor the student walkers, drop-offs as well as bus students. Please note: Students should remain on the blacktop and are not allowed to play on the playground/equipment at this time.

## **AFTERNOON (3:25)**

### **ALL STUDENTS MEET ON THE FIRST FLOOR FOR DISMISSAL**

Location —Kindergarten & First Grade Hallway

Students are separated by buses in the main hallway while family pick-ups and daycare van pick-ups wait in separate lines in the stairwell area by the front door. Families are required to sign out any child(ren) before taking them.

## CRISIS MANAGEMENT TEAMS

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### STEVENS SCHOOL

**Chair:** .....John Colonghi  
**Counseling Coordinators:** .....Tina DeJackome, Lindsey Howard, Karen Rissinger  
**Media Coordinator:** .....John Colonghi  
**Staff Notification:** .....Lauraine Palazzo  
**Communications Coordinator:** .....Jilani Scherer  
**Crowd Management:** .....Kristen Spain, Jane DeSimone, Heidi Kokoska, Melissa Phelps,  
Lori Cebelius, Pat Saponare, Amy Churyk

### MOSER SCHOOL

**Chair:** .....John Colonghi  
**Counseling Coordinators:** .....Tina DeJackome, Lindsey Howard, Karen Rissinger  
**Media Coordinator:** .....John Colonghi  
**Staff Notification:** .....Karen Telesca  
**Communications Coordinator:** .....Eliska Bayley  
**Crowd Management:** .....Andrea Rossi, Andrea Hillman, Sandra Amoroso, Michelle Matias,  
Sandra Fravel, Laura Cascio

**EMERGENCY EVACUATION REPORT**

TEACHER: \_\_\_\_\_ ROOM: \_\_\_\_\_ DATE: \_\_\_\_\_

I have taken attendance and all students who were present in my classroom today are accounted for: \_\_\_\_\_.

TEACHER'S INITIALS

Although the student(s) listed below were present in my homeroom today, they are missing presently:

**MISSING STUDENTS**


**EMERGENCY EVACUATION REPORT**

TEACHER: \_\_\_\_\_ ROOM: \_\_\_\_\_ DATE: \_\_\_\_\_

I have taken attendance and all students who were present in my classroom today are accounted for: \_\_\_\_\_.

TEACHER'S INITIALS

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**MISSING STUDENTS**
