



Substitute Employee Handbook

Prepared by the Human Resources Department
For the Norwalk Public Schools

2015-2016 EDITION

This Handbook provides a summary of the terms and conditions of employment and relevant Board of Education policies and District procedures associated with the Norwalk Public Schools for substitute teachers and other support personnel.

Date: January, 2016

To: All Norwalk Public Schools Substitutes

Re: Welcome to the Norwalk Public Schools

Dear Substitute:

Welcome! You, as a qualified substitute, are a great asset to our school district. The goal of the District's substitute program is to provide a seamless flow of the curriculum and support to our students in the absence of their regular staff member. Having highly skilled, caring, and enthusiastic substitutes is essential for us to meet our goal.

This Handbook is designed to help you understand some of the routines, procedures, and expectations of which you will become an important part. It is meant to serve as a guide to help you fill the role to the best of your ability. In addition to providing assistance to the instructional program, another primary responsibility of substitutes is to maintain a safe, supportive educational environment for the students entrusted in your care.

Helping you become acclimated to the normal operating school day is largely the responsibility of the building administrator. Building administrators are prepared to assist you in your contribution to the ongoing program in their building. Please do not hesitate to contact the building administrator if you have questions or concerns.

We hope your work with us will be enjoyable.

Sincerely,

Steven Adamowski, Ed.D.
Superintendent of Schools

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I. GENERAL INFORMATION

This Handbook is printed for the benefit of the substitute teachers and substitute support staff in the Norwalk Public Schools. Knowledge of these guidelines and procedures are your responsibility as a member of our substitute staff. **Please read through this handbook in its entirety!** Many common questions are already answered here.

A. AUTOMATED CERTIFIED SUBSTITUTE OPERATOR (AESOP)

AESOP will call subs starting at 5:30 a.m. for assignments for the same day. Substitutes will also be called approximately two (2) days prior to an assignment, between the hours of 6:00 p.m. – 9:30 p.m. Also if a staff member must leave work during the day, you may be called to fill a partial-day assignment.

All substitute teaching assignments are to be made through the AESOP system, rather than through teachers and support staff making their own arrangements. This keeps the lines of communication clear.

B. Non-Discrimination

The District is committed to equal educational opportunity for all students and appropriate treatment of all staff in the District. It is the policy of the Board of Education, pursuant to Connecticut Statutes, that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin). Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

C. Title VI/IX 504 Complaint Procedures

If any person believes that the District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI/IX 504 or is in some way discriminatory on the basis of race, color, religion, national origin or sex, he/she may bring forward a complaint to the Chief of Human Resources located at Norwalk Public Schools, 125 East Avenue, P.O. Box 6001, Norwalk, CT 06852-6001.

D. Building Procedures

Substitutes should report immediately to the principal and/or building secretary upon arrival to receive instructions as to the building routine and hours of work, as well as to swipe in.

Substitutes will swipe-in at the start of the school-day within 15 minutes prior to the official beginning of their assignment.

Substitutes will also swipe out at the end of their assignment.

Performance of the regular teacher's or support staff's building duties is required unless the principal makes other arrangements. You will also receive other information regarding room assignments, location of materials, plans, charts, and records.

E. Building Routines

- **Attendance Records and Reports** – **Do not** make any entries in the NPS staff's record book. Record attendance and tardy information on the forms provided. In addition, keep on a separate sheet of paper a daily record of names of students who have been absent or tardy and leave it in the grade book for the regular teacher. In serving longer assignments, consult the building principal before recording grades.
- **General Supervision** - Try to fit into the regular program as nearly as possible by assuming the duties of the regular staff member. Sometimes it may be necessary for you to perform routine tasks such as hall duty, lunchroom supervision, playground duty, and the like, in addition to your regular class work.
- **Mail** - Do not remove mail or other articles from the regular teacher's or staff support's mailbox unless directed to do so by the building principal. This policy changes when assuming long-term substitute duties.
- **Fire Drills** - All classrooms have directions for fire drills placed on a sign near the door of the room. Read these directions immediately! Check other safety drill regulations with the building principal.

F. Teaching Materials

Routine supplies and materials are found in each classroom. However, after you determine what supplies are needed to carry out the plan of the day, you should locate these materials immediately and notify the school office if a particular supply or teaching aid cannot be found.

G. Classroom Procedures

- Plan to arrive at your assigned room well in advance of the students (see punctuality). This will afford an opportunity to become familiar with the physical setup of the room and to locate materials necessary to carrying out the assignment in a successful manner.
- Introduce yourself to each new group of students with whom you come in contact throughout the day. Write your name on the board to avoid any confusion during the day. Meet and consult with other grade level teachers or support staff. Please do not hesitate to ask questions regarding routine matters.
- Follow the lesson plans left by the regular teacher or support staff in order to maintain a certain level of continuity of instruction in the classroom! You are expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans or support staff's assigned functions.
- Most of the time, teachers or support staffs anticipate their absences due to scheduled appointments or staff development requirements. However, if a staff member is absent due to an emergency, you may not have lesson plans provided by the teacher. Should this occur, help is available from other teachers and support staff in the school. Teachers from the same grade level, neighboring classrooms, departments, etc., should be accessed to provide assistance when lesson plans are missing or insufficiently developed. Building administrators should also be contacted for additional support under such circumstances.
- Do not assign written work and leave it to be graded by the regular teacher unless so indicated in the lesson plans. Any written work assigned that is beyond the lesson plans of the regular teacher should be graded and left for the teacher to examine.
- On completing an assignment, a definite statement of the work done in each subject, specifying pages covered in various textbooks, should be left. New assignments should be noted in the teacher's assignment book, or on a card inserted in the desk copy of the text. All papers should be graded, records made, and preparations for the next day completed if time permits.
- You should assume the same responsibility for the order and discipline of students in the classroom, in the halls, or on the playground as does the regular teacher or staff support.
- The housekeeping arrangements of the regular teacher or support staff should be continued with all books, supplies, and equipment in order. Check windows, shades, and general classroom arrangement.

H. Punctuality

Substitutes are expected to be on duty the same length of time as the regular classroom teacher or staff support. Many experienced substitutes advise arriving to school as early as possible before the start of the school day in order to sign in, find the classroom, locate lesson plans, prepare the

room and instructional materials, and otherwise prepare for a successful day of substitute teaching or staff support.

The exact beginning and ending times of the teaching day vary from school to school. Information regarding the individual schools, starting and ending times, their locations, and administrators, can be found under the Building Information section later in this booklet.

I. Discipline

Principals and teachers are responsible for the maintenance of order within the classroom and the school. Authority to use reasonable and prudent force and restraint for the purposes of maintaining order and for safeguarding the persons of students and school employees is delegated by the Board of Education.

Problems of a pupil-personnel nature are discussed personally with the administrator in charge of the building.

As a substitute, you are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching.

When students cause behavior problems that are disruptive to the learning environment, you should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. You must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is unacceptable. The building principal should be contacted in case of serious behavior problems.

J. Items Requiring Office Approval

Students are not to be dismissed or allowed to leave the school grounds during the school day under any circumstances without the permission of the building principal or office staff.

Accidents involving a student under your supervision should be reported to the school office immediately!

If a student becomes ill, you should immediately refer that student to the school office.

Notes or any communications should not be sent to parents without permission of the principal. Students should not be detained after school hours without permission from the principal's office. Parents should be informed if students are to be detained at noon or after school, and the approval of parents, as well as the principal, must be obtained before such action is taken.

K. Completing an Assignment

When your assignment has been completed, report to the school office. Be sure to return keys, and other materials that you received upon your arrival.

A summary or an outline of the work covered during an assignment or any comments/notes, which might prove helpful to the regular teacher, should be left in the office at the conclusion of your assignment. Be sure to return them to the office before leaving the building.

New assignments should be noted in the teacher's or support staff assignment book, or on a card inserted in the desk copy of the text. All papers should be graded, records made, and preparations for the next day completed.

Substitutes should follow teaching daytime schedules as designated for each building (see the punctuality section).

L. Personal Use of School Property

School facilities, equipment, and supplies are intended to support the education of students and therefore shall not be used in any manner other than for the direct or indirect benefit of the students.

School-owned supplies shall not be consumed for personal reasons, nor shall any school-owned equipment be taken from the premises for personal use purposes.

M. Computer Access

Computer access must be approved in advance by Human Resources based on a request from the building administrator.

Please keep in mind that this access will only be valid for the length of that particular teaching assignment. You will need to request access each time that you need it.

When using the computers it will be important to practice good security procedures to maintain the overall integrity of the network. Usernames and passwords should not be shared with students or other staff members.

Please make sure you have referenced the districts Technology Acceptable Use Policy

II. PROFESSIONAL ETHICS

The District expects all of its employees to maintain high moral and ethical standards. Please read over the following expectations:

- Maintain a positive, professional attitude toward your work. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will help to start the day right and tend to keep it running smoothly. Your attitude will have a great deal to do with your acceptance by the faculty and by the students.

- Plan to spend the entire time working with and for the students and keep all children in your room under supervision at all times. You are expected to carry out the program as outlined by the regular teacher or staff support and are not employed simply to maintain order.
- You are expected to observe the same ethical codes as regular teachers and staff support personnel. You are as legally responsible for students, equipment, and materials assigned to your care, as is the regular teacher for whom you are substituting.
- Do not have anyone visit you while you are on duty as a substitute teacher or staff support. A principal has the right to refuse to let anyone see you while on the job. Do not expect to leave the classroom for personal telephone calls; messages will be taken and delivered to you. Personal cell phone usage during class time is prohibited.
- Do not call the regular teacher or staff support concerning the class work or anything else you are doing for the teacher unless requested to do so.
- A substitute refrains from discussing incidents that occur in one building with teachers of another or in the community at large. Conferences with parents and/or students are not conducted except by special permission of the building principal.
- As a substitute, you have a responsibility to treat with confidentiality most matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside the school setting. When working with students with special needs, you must exercise an even greater degree of caution with regard to confidentiality.
- You should exercise extreme caution and good judgment in verbal and physical relationships with students. You should establish a position of authority with the students; you may "be friendly" without "befriending" the students. Under no circumstances may a substitute teacher engage in an inappropriate relationship with a student, regardless of who initiates the relationship.
- Yelling at students, calling them derogatory names, and using insults, or other threatening verbal attacks will not be tolerated.
- Failure to meet any directives listed above may result in your immediate removal from the substitute list without warning.

III. SAFETY AND HEALTH

The Norwalk Public Schools provide certain procedures and information regarding our students' health and safety while in attendance. Each school building has an emergency team of trained members to respond to injuries and/or accidents. Each school also has a procedure in place to

access this team. Please check with your school principal to acquaint yourself with the procedure and team members.

Since many children have medical problems that can interfere with their school day, each school is supplied with a Confidential Health List. Students who may have a medical problem are placed on this list with parental permission. This information remains strictly confidential and is not to be shared with other sources. Please check with your principal to review this list.

All buildings are supplied with copies of the District's Emergency Plan, which includes the Emergency Response Team names and functions. The *Plan* provides a brief overview of the guidelines defining what determines an evacuation, a non-emergency hold/lock down, and an emergency hold/lock down. Please check with your building principal to locate a copy of the *Guide* so that you may access it should the need arise.

In addition, each office area maintains a copy of the District's health care protocols, which contain instructions to assist in dealing with emergency medical responses to injuries and accidents. Once again, it is important for all substitute teachers to acquaint themselves with the procedures in each of the buildings to respond to various crisis situations.

IV. IMPORTANT BOARD OF EDUCATION POLICIES

As a substitute you are expected to become familiar with Board of Education policies and District procedures. You are required to pay particular attention to those policies and administrative directives that pertain to your role as a substitute. These would include such topics as Abused and Neglected Child Reporting; Ethics, Substitute Teachers; Maintaining Student Discipline; Instruction; and Students, which includes such important topics as, Student and Family Privacy Rights; Harassment of Students Prohibited; Student Rights and Responsibilities; Preventing Bullying, Intimidation, and Harassment; and Student Records.

V. COMPENSATION

Please read Certified or Non-Certified Substitute Teacher Pay, very carefully as rates will change over the number of days you serve in that capacity. If any updates are to be added they will be emailed or mailed to the address that we have on file for each substitute.

- Per District policy, all new employees and substitutes to the Norwalk Public Schools will have their paychecks directly deposited and the employee will receive an advice of deposit, which will be sent to the email address on file.
- All substitutes are reminded to make sure the District is notified of any name change, address change, phone number change, or bank change as soon as possible.
- Substitutes requesting removal from the substitute list should make a request in writing via mail to: Norwalk Public Schools, 125 East Avenue, Norwalk, CT 06852, attention Tangela Smith, or email smitht@norwalkps.org.

If you have any questions regarding compensation or other payroll related issues, please contact the substitute coordinator Tangela Smith at smitht@norwalkps.org or 203-854-4055.

CERTIFIED SUBSTITUTE TEACHER

<u>Number of Days</u>	<u>Pay Rate Per Day</u>
1 – 20 Days (daily assignments)	\$90.00
21 - 40 Days*	\$100.00

<u>Consecutive days in same assignment for certified position only (non-certified assignments excluded)</u>	<u>Pay Rate Per Day</u>
See explanation below*	\$238.47

Please note the following:

1. Substitutes are paid on a weekly basis. The amount is determined by the number of days worked during the previous week.
2. For certified positions, State certification or a substitute waiver is required. A substitute waiver is given only to those individuals who are enrolled in a program leading to State certification.
 - a. If a certified substitute teacher is given an assignment when it is known that the classroom teacher will be absent for more than 20 days, the substitute teacher’s payment will be at the \$100.00 rate. ***Long-Term Substitute Request form for approval must be sent to Human Resources by the requesting Building Administrator.***
 - b. If a certified position involves opening the school year (opening school year includes the first day of school until the last school calendar day in September) or closing the school year and is anticipated to be more than 40 days, the substitute will begin at the \$238.47 rate. ***Long-Term Substitute Request form for approval must be sent to Human Resources by the requesting Building Administrator.***
 - c. If a certified substitute teacher is given an assignment when it is known that the classroom teacher will be absent for more than 40 days, the certified substitutes rate of pay will be at the \$100.00 rate. Once the assignment reaches the 41st day, the certified substitute pay will increase to the \$238.47 rate. ***Long-Term Substitute Request form for approval must be sent to Human Resources by the requesting Building Administrator.***
 - d. **In cases where a certified substitute ends a long-term assignment and begins another long-term assignment without interruption, payment shall remain at the \$238.47 rate.**
3. If the absent teacher performs duties that are normally part of that teacher’s regular work day such as lunchroom duty, playground duty, etc., the substitute is expected to perform these duties as part of the assignment with no additional compensation beyond the appropriate daily rate noted above. Extra duty pay is not given for internal subbing by a substitute.
4. Employees of educational institutions are not eligible for unemployment benefits based on employment as a substitute teacher when a claim is filed between academic years or customary vacations or holiday recesses if there is reasonable assurance of continued employment in the next academic year or term, or in a period immediately following a vacation or holiday recess.

Reasonable assurance (application update) letters are sent each year before the end of the academic year to substitutes with the instruction that the letter be returned to Human Resources confirming the intention to remain on the active list.

NON-CERTIFIED SUBSTITUTE TEACHER PAY SCHEDULE

Substitutes who are assigned to non-certified positions in NFEP job classifications will normally be paid at the Step 1 hourly rate of the Salary Group to which the job classification is assigned in Appendix A – 3, of the NFEP Norwalk Federation of Educational Personnel 2015-2016 Hourly Wage Schedule.

Group

	1	2	3	4	5	6	7	8
1	15.46	16.58	17.68	18.92	20.33	21.66	23.23	24.86

1. Substitutes are paid on a weekly basis. The amount is determined by the number of days worked during the previous week.
2. If the absent teacher performs duties that are normally part of that teacher's regular work day such as lunchroom duty, playground duty, etc., the substitute is expected to perform these duties as part of the assignment with no additional compensation beyond the appropriate daily rate noted above. Extra duty pay is not given for internal subbing by a substitute.
3. Employees of educational institutions are not eligible for unemployment benefits based on employment as a substitute teacher when a claim is filed between academic years or customary vacations or holiday recesses if there is reasonable assurance of continued employment in the next academic year or term, or in a period immediately following a vacation or holiday recess.

Reasonable assurance (application update) letters are sent each year before the end of the academic year to substitutes with the instruction that the letter be returned to Human Resources confirming the intention to remain on the active list.

SCHOOL DISTRICT INFORMATION

APPENDIX 1.

NORWALK PUBLIC SCHOOL LOCATIONS

DIRECTORY OF NORWALK PUBLIC SCHOOLS

125 East Avenue, 3rd Floor

INFORMATION LINE (Closings & Delayed Openings)	203-854-4123
PAYROLL OFFICE	203-854-4060
OFFICE OF HUMAN RESOURCES	203-854-4055
HUMAN RESOURCES FAX	203-854-9095
SUBSTITUTE CALLING SERVICE (AESOP)	844-665-9032

ELEMENTARY SCHOOLS K-5

BROOKSIDE	382 HIGHLAND AVENUE, 06854	203-899-2830
COLUMBUS	46 CONCORD STREET, NORWALK, CT 06854	203-899-2840
CRANBURY	10 KNOWALOT LANE, NORWALK, CT 06851	203-846-3600
FOX RUN	228 FILLow STREET NORWALK, CT 06850	203-899-2860
JEFFERSON	75 VAN BUREN AVENUE, NORWALK, CT 06850	203-899-2870
KENDALL	228 FILLow STREET, NORWALK, CT 06850	203-899-2880
MARVIN	15 CALF PASTURE BEACH RD., NORWALK, CT 06855	203-899-2890
NARAMAKE	16 KING STREET, NORWALK, CT 06851	203-899-2900
ROWAYTON	1 ROTON AVENUE, NORWALK, CT 06854	203-899-2940
SILVERMINE	157 PERRY AVENUE, NORWALK, CT 06850	203-899-2950
TRACEY	20 CAMP STREET, NORWALK, CT 06851	203-899-2960
WOLFPIT	1 STARLIGHT DRIVE, NORWALK, CT 06851	203-899-2980

MIDDLE SCHOOLS 6-8

NATHAN HALE	175 STRAWBERRY HILL, NORWALK, CT 06851	203-899-2910
PONUS RIDGE	21 HUNTERS LANE, NORWALK, CT 06850	203-847-3557
ROTON	201 HIGHLAND AVENUE, NORWALK, CT 06854	203-899-2930
WEST ROCKS	81 WEST ROCKS ROAD, NORWALK, CT 06851	203-899-2970

HIGH SCHOOLS 9-12

BRIEN MCMAHON	300 HIGHLAND AVENUE, NORWALK, CT 06854	203-852-9488
BRIGGS	350 MAIN AVENUE, NORWALK, CT 06851	203-899-2820
NORWALK	23 CALVIN MURPHY DRIVE, NORWALK, CT 06851	203-838-4481

APPENDIX 2.

NORWALK PUBLIC SCHOOLS

Norwalk, Connecticut

2015-2016 School Calendar

Approved 2/24/15

M	T	W	Th	F	M	T	W	Th	F
July 2015					February 2016 (18 days)				
		1	2	3	1	2	3	4	5
6	7	8	9	10	8	9	10	11	12
13	14	15	16	17	15	16	17	18	19
20	21	22	23	24	22	23	24	25	26
27	28	29	30	31	29				
August 2015 (1 day)					March 2016 (21 days)				
3	4	5	6	7	7	1	2	3	4
10	11	12	13	14	14C	15C	16C	17CN*	18PD/NS
17	18	19	20	21	*21C	*22C	*23C	*24C	25
24	25	26NT	27TR/CV	28FD/NS	*28C	*29C	*30C	*31C	
31SE									
September 2015 (19 days)					April 2016 (16 days)				
	1	2	3	4	*4	*5	*6	7	*1C
7	8	9	10	11	11	12	13	14	15
14	15	16	17	18	18	19	20	21	22
21	22	23	24	25	25	26	27	28	29
28	29	30							
October 2015 (21 days)					May 2016 (21 days)				
			1	2	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13
12	13	14	15	16	16	17	18	19	20
19	20	21	22	23	23	24	25	26	27
26	27	28	29	30	30	31			
November 2015 (18 days)					June 2016 (10 days)				
2C	3PD/NS	4C	5C	6C	6	7	8HD	9HD	10HD
9C	10C	11C	12CN*	13C	13HD	14HD	15	16	17
16C	17C	18C	19C	20C	20	21	22	23	24
23	24	25HD	26	27	27	28	29	30	
30									
December 2015 (17 days)					July 2016				
	1	2	3	4					1
7	8	9	10	11	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15
21	22	23HD	24	25	18	19	20	21	22
28	29	30	31		25	26	27	28	29
January 2016 (19 days)					August 2016				
				1	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26
25	26	27	28	29	29	30	31		
August-January - 95 days					February-June - 86 days				

SUMMARY OF HOLIDAYS AND/OR NO SCHOOL DAYS

September 7 - Labor Day	November 26-27 Thanksgiving Recess	March 18 - PD/NS
September 14 - Rosh Hashanah	December 24 - Jan. 1 - Holiday Recess	March 21 - Apr. 6 - Kdg. Registration
September 23 - Yom Kippur	January 18 - Martin Luther King Jr. Day	March 25 - Good Friday
October 12 - Columbus Day	February 12-16 Winter Recess	April 11-15 Spring Recess
November 3 - Election Day/PD/NS	February 15 - Presidents' Day	May 30 - Memorial Day

BEGINNING AND END OF SCHOOL YEAR

Notes: August 26 - New teachers report; August 27 (TR) - All Teachers report; August 28 - Professional Day
 August 31 (SE) - Staggered Entry, Grades 1 through 5, Grade 6, Grade 9 and Grade 12 students at Norwalk High and Grade 9
 Students at Brien McMahon; 1/2 kindergarten students, 9/1 other half of kindergarten students and 9/2 all kindergarten students.
 September 1 - First Day of School for all other students.
 June 14 - Last Day of School. All inclement weather days will be added to the end of the school year.

If we use 3 emergency days by December 10th the first make up day will be February 12; all other make up days will begin June 15th.

KEY

<ul style="list-style-type: none"> -- Holiday CV - Convocation C - Conference CN* - Conference Night (90 min. early dismissal) HD - 2 hour Early Dismissal *Kdg. Registration 	<ul style="list-style-type: none"> NS - No School For Students NT - New Teachers Report PD - Professional Day SD - Possible Snow Make-up Day SE - Staggered Entry TR - All Teachers Report
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APPENDIX 3.

SCHOOL HOURS

<u>SCHOOL</u>	<u>OPENING</u>				<u>CLOSING</u>				
	<u>NORMAL</u>	<u>1 HOUR DELAY</u>	<u>90 MIN. DELAY</u>	<u>2 HOUR DELAY</u>	<u>NORMAL</u>	<u>SHORT DAY</u>	<u>90 MIN.</u>	<u>2 HOURS</u>	<u>3 HOURS</u>
Brien McMahon	7:30	8:30	9:00	9:30	2:15	1:15	12:45	12:15	11:15
Norwalk High	7:30	8:30	9:00	9:30	2:15	1:15	12:45	12:15	11:15
Nathan Hale	8:15	9:15	9:45	10:15	2:50	1:50	1:20	12:50	11:50
Ponus Ridge	8:15	9:15	9:45	10:15	2:50	1:50	1:20	12:50	11:50
Roton	8:15	9:15	9:45	10:15	2:50	1:50	1:20	12:50	11:50
West Rocks	8:15	9:15	9:45	10:15	2:50	1:50	1:20	12:50	11:50
Briggs High	7:45	8:45	9:15	9:45	1:25	12:25	11:55	11:25	10:25
West Hill	7:25	8:25	8:55	9:25	2:05	11:45	12:35	12:05	11:05
Wright Tech	7:40	8:40	9:10	9:40	2:00	12:00	12:30	12:00	11:00
<u>Early Elementary Schools</u>									
Fox Run	8:45	9:45	10:15	10:45	2:50	1:50	1:20	12:50	11:50
Jefferson	8:45	9:45	10:15	10:45	2:50	1:50	1:20	12:50	11:50
Marvin	8:45	9:45	10:15	10:45	2:50	1:50	1:20	12:50	11:50
Naramake	8:45	9:45	10:15	10:45	2:50	1:50	1:20	12:50	11:50
<u>Late Elementary Schools</u>									
Brookside	9:20	10:20	10:50	11:20	3:25	2:25	1:55	1:25	12:25
Columbus	9:20	10:20	10:50	11:20	3:25	2:25	1:55	1:25	12:25
Cranbury	9:20	10:20	10:50	11:20	3:25	2:25	1:55	1:25	12:25
Kendall	9:20	10:20	10:50	11:20	3:25	2:25	1:55	1:25	12:25
Rowayton	9:20	10:20	10:50	11:20	3:25	2:25	1:55	1:25	12:25
Silvermine	9:20	10:20	10:50	11:20	3:25	2:25	1:55	1:25	12:25
Tracey	9:20	10:20	10:50	11:20	3:25	2:25	1:55	1:25	12:25
Wolfpit	9:20	10:20	10:50	11:20	3:25	2:25	1:55	1:25	12:25
All Saints Catholic School	7:50	8:50	9:20	9:50	2:10	12:20	12:40	12:10	11:10
Side by Side	9:00	10:00	10:30	11:00	3:30	2:30	2:00	1:30	12:30

Note: School schedules will be announced over local radio stations during storm warnings. Listen to your radio before school when weather is inclement or call the Norwalk Public Schools Information Line at 203-854-4123.

Storm Emergency Procedures:

When the weather is unusually severe and travelling conditions appear to be hazardous, pupils and parents are urged to listen to news broadcasts whether the schools will open or remain closed. Radio broadcasts will begin between 6:00 and 6:30 a.m. over the following radio stations:

WICC AM	600 AM	WLAD	800 AM	WFAS	1230
WNLK FM	1350 AM	WSTC	1400 AM	WEFX	95.9
WKHL FM	96.7 FM	WDAQ	98.3 FM	WEZN	99.9
WSTC	1400 AM	WFAS	103.9 FM		

Television Stations

WFSB-(Channel 3) WVIT- (Channel 6) WTNH- (Channel 8) CABLEVISION News 12

Also visit our weather information page for internet links at www.norwalkpublicschools.org

APPENDIX 4.

CANCELING A SUB ASSIGNMENT (CERTIFIED SUBSTITUTES) IN AESOP

Substitutes can cancel an assignment through AESOP up to one (1) hour before the start time of the absence. If you are unable to cancel before the “one hour” cut off time please take the following steps.

1. Call the school you are scheduled to work at (school phone numbers are listed in Appendix 1.) and notify them that you will not be coming in. Depending on each school location and time you may get a voicemail please leave a message.
2. If you leave a voice message, please call the school back after opening to talk to a real person. This insures that they have received your message and gives them adequate time to secure another substitute.
3. Please keep in mind that every time a substitute cancels a job, the Department of Human Resources and the School Administrators receive an electronic notification of your cancellation. Excessive cancellations can result in you being placed on school exclusion lists or terminated. Once you make the commitment of accepting a job, we do ask that you honor that commitment and complete the assignment.

APPENDIX 6.

Helpful Hints for being a Successful Substitute

1. Arrive early, not just at the required time.
2. At each school, familiarize yourself with locations of fire extinguishers, quick response chart, emergency exit routes, “call buttons” to the office or other communication devices, etc.
3. Keep a sense of humor; it helps both the digestive system and the climate in the classroom.
4. Expect to be challenged; it comes with the territory at all grade levels.
5. Have some “emergency plans” in case lesson plans are either missing or inadequate, or the lesson is completed in less time than the teacher anticipated. Having a "bag of tricks" on hand is helpful, with a book to read aloud, word puzzles, games, brainteasers, etc., which will always come in handy as back-ups.
6. Let the teacher know specifically what lessons weren't completed in your detailed note that you leave for the teacher at the end of the day. (Explain reasons why, if needed.)
7. Don't feel threatened or uncomfortable when administrators visit your classroom. They can be a great help in maintaining discipline.
8. Make sure the students know your name, but don't let them call you by your first name; it diminishes the respect you want to establish and maintain.
9. Immediately familiarize yourself with the “helpful students” identified by the teacher or others familiar with the class. Mention their assistance in your note to the teacher.
10. Expect interruptions. Fire drills, electrical outages, playground injuries, and visits from other teachers, students being “pulled out” for other programs or services are all par for the course.
11. When in doubt, confused, or otherwise unable to carry out your duties, seek help from another teacher at the same grade level (elementary) or subject area (secondary).
12. Attach all referral slips (to the office, nurse, etc.) to your note to the teacher.
13. Do more than required. Your extra efforts will be noted and appreciated!

APPENDIX 7.

Shared Expectations

Our most important goal is to provide a safe and respectful educational setting for students and employees. Therefore, we have developed the following shared expectations based on professional and ethical standards that apply to all Norwalk Public Schools employees. They are as follows:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance. When representing the District, dress and act appropriately for your role and personal safety. Always use respectful language. Avoid jokes, off-color remarks or attempts at humor that could be considered rude, inappropriate, disruptive or unprofessional. Refrain from offensive language or calling a student a derogatory name. Always speak about students and co-workers in a respectful or courteous way. Be dependable. You are responsible for maintaining a satisfactory attendance record. You are expected to report to work on time, adhere to the time periods established by the District for any breaks, and remain at your assigned work station throughout the scheduled work period or until properly relieved. Arriving to work on time will also allow sufficient time for planning and information sharing purposes. All employees must report their absence in a timely manner to their building or program administrator. Those staff members requiring substitutes must also enter their absence in SubFinder – the District’s automated sub calling system. A staff member requesting a leave must contact the Human Resources Department in advance of the requested leave. Remember also that leaves are not an entitlement, but rather a benefit to be used as necessary. Accumulated sick time can help insure continued income during an extended illness or injury and can be converted to additional credits at retirement. Be a team player. Bring a positive attitude to work every day. Communicate effectively with students and the members of your team. Get to know the responsibilities of all your team members. Attempt to resolve problems closest to the source of the issue.
2. Maintain a professional relationship with all students, both in and outside the school. Personal information about your life outside of school is not appropriate and may not be appreciated by students or co-workers. This includes engaging with students on Facebook, Twitter, My Space, and other social networking sites. You are part of the school program and your job is to provide education, support and guidance to students. Establishing “friendships” with students may create unrealistic expectations and interfere with sustaining appropriate boundaries. Be extremely careful regarding a student’s personal space. Handshakes or other touching may not be welcome or appropriate. Students should only be restrained when it is imperative to do so and only after you have successfully completed the District’s CPI training. Students are not to be disrobed or searched without appropriate training or without a second person of the same sex as the student in attendance. When in doubt, speak with your supervisor before taking action.
3. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and violence, and free from bias and discrimination. Inappropriate comments about race, color, religion, age, sex, sexual orientation, marital status, national

origin, or other tasteless or improper remarks will not be tolerated. The Board also has a zero tolerance workplace harassment policy that is the subject of one of our annual mandatory training modules. An important aspect to this policy is to report to your supervisor if you receive an unwelcome comment or feel threatened in any way. To the extent possible, we want you to feel safe and secure at all times. You are a mandatory reporter of suspected abuse of minors and vulnerable adults. Follow the District's emergency policies and procedures in emergency situations. Review the emergency plan for your building/location and know your role and responsibilities in each situation. First and foremost, you are responsible for your students' and your own personal safety. Therefore, you should always conduct yourself in a safety conscious manner and encourage fellow employees to do likewise. Set high expectations for behavior. Know and enforce the requirements of the "In the Know" - the District's Parent/Student and Behavior Code Handbook. This Handbook provides important information on a variety of subjects involving students and serves as a guide to student conduct.

4. Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility.
5. Maintain integrity with students, colleagues, parents/guardians, community members, and businesses regarding business dealings and when accepting gifts and favors.
6. Respect the confidentiality of student and personnel records, standardized test materials, and other information covered by confidentiality agreements. Employees, students and their families have a right to confidentiality and data privacy. You are accountable for what you say and for information you release. Do not speak about a student in front of another student or talk about a student to employees or others in or outside school except on a need-to-know basis. Respect other employees' confidentiality. Respect the confidentiality of student and personnel records, standardized test materials, and other information covered by confidentiality agreements. Avoid sending emails with specific identifying information of students except with the students' parents or guardians or on a need-to-know basis.
7. Comply with all State and Federal laws and rules regulating public schools and School Board policies.
8. Complete all of the required Annual Mandatory Trainings. Certain State and Federal laws and Board policies are of such importance the District requires employees to participate in related training presentations each year. Annual Mandatory trainings may include: Bloodborne Pathogens; Bullying; Educator Ethics; Chronic Health Conditions; Computer Use; Peer Counseling, Anti-Violence, and Conflict Resolution Programs; and Sexual Harassment and Discrimination. Our mandatory training tutorials can be found on the homepage of the District website under Technology, Staff and Faculty Links, Human Resources GCN. Employees are required to complete these trainings every year and sign off that they have understood and agree to comply with the provisions of all the training. Employees are also expected to take advantage of other professional development opportunities offered or sponsored by the District.

9. Foster student self-discovery, self-awareness, and self-discipline. Develop student awareness of and appreciation for cultural diversity; stimulate student intellectual curiosity and growth. Provide students with fundamental career concepts and skills. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences. Help each student strive for excellence and instill a desire to reach the limit of his or her potential. Encourage students to become lifelong learners. Provide an educational climate and culture free of bias.

10. Use District technologies appropriately. This includes Internet access, and District owned software and hardware, personal technology and social media, and usage and conduct. Systems users do not have any right to privacy in anything that is created, sent, received or stored by computer including email, fax or voicemail. District technologies are not to be used for: illegal activities; wagering, betting or gambling; harassment and illegal discrimination; fundraising for any purpose unless sanctioned; commercial activities, e.g., personal for-profit business activities; access, storage or transmission of offensive, racist, sexist, obscene, or pornographic information; promoting political or religious activities; downloading software including games, weather monitoring (e.g. Weather bug), wallpaper (e.g. Web Shots), and screen savers from the Internet unless used for educational purposes, or for any other purpose prohibited by District policy.

Do not hesitate to contact your administrator, Human Resources, or a union representative, as applicable, for further clarification or guidance.

Best wishes for a successful school year!