

Norwalk Public Schools

Substitute Handbook



Revised: December 2018

INTRODUCTION

Thank you for serving as a Substitute Teacher for the Norwalk Public Schools. You are an important partner in the delivery of continuous, high quality instruction for students. We depend on you to sustain meaningful teaching and keep children safe until the absent teacher returns.

This handbook is intended to be a general guide of our expectations of Substitute Teachers in the district and of the support which the Norwalk Public Schools will provide. Each school will provide additional information about the school and the lessons to be taught. You may also learn about our schools through our website: www.norwalkps.org.

Your commitment and flexibility in accepting substitute teacher assignments are greatly appreciated.

Javier Padilla, Chief Talent Officer
Norwalk Public Schools
125 East Avenue
Norwalk, Connecticut 06852-6001.
Telephone: 203-854-4024

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	203-854-4024
HUMAN RESOURCES FAX	203-854-4095
SUBSTITUTE CALLING SERVICE (AESOP)	800-942-3767

ELEMENTARY SCHOOLS PRE K-5

NORWALK EARLY CHILDHOOD CENTER	11 ALLEN RD	203-945-0320
BROOKSIDE	382 HIGHLAND AVENUE	203-899-2830
COLUMBUS MAGNET	46 CONCORD STREET	203-899-2840
CRANBURY	10 KNOWALOT LANE	203-846-3600
FOX RUN	228 FILLow STREET	203-899-2860
JEFFERSON	75 VAN BUREN AVENUE	203-899-2870
KENDALL	228 FILLow STREET	203-899-2880
MARVIN	15 CALF PASTURE BEACH RD.	203-899-2890
NARAMAKE	16 KING STREET	203-899-2900
ROWAYTON	1 ROTON AVENUE	203-899-2940
SILVERMINE	157 PERRY AVENUE	203-899-2950
TRACEY	20 CAMP STREET	203-899-2960
WOLFPIT	1 STARLIGHT DRIVE	203-899-2980

MIDDLE SCHOOLS 6-8

NATHAN HALE	175 STRAWBERRY HILL	203-899-2910
PONUS RIDGE	21 HUNTERS LANE	203-847-3557
ROTON	201 HIGHLAND AVENUE	203-899-2930
WEST ROCKS	81 WEST ROCKS RD	203-899-2970

HIGH SCHOOLS 9-12

BRIEN MCMAHON	300 HIGHLAND AVENUE	203-852-9488
NORWALK	23 CALVIN MURPHY DRIVE	203-838-4481

ROLE OF THE SUBSTITUTE TEACHER

The substitute teacher is engaged by the school system to take the place of an absent teacher for the time that the teacher must be absent. The substitute teacher is expected to carry out all the duties of the absent teacher and to continue the education of those students assigned to his/her charge.

Substitute Teachers are expected to maintain the same ethical standards as regular teachers. Schools have the prerogative to ask that a certain substitute not return to their school. The Superintendent's office can request a removal of a substitute from the entire school district for any reason deemed by them to be inappropriate.

The Norwalk Public School System recognizes that the substitute teacher has an essential role in the total educational process. In addition, the administration recognizes that the substitute teacher will be most successful if the appropriate materials and support are available. The students will benefit from the services of the well qualified, conscientious, and enthusiastic substitute teacher.

PROCEDURES FOR SUBSTITUTE TEACHING

Credentials

To serve as a substitute teacher in Norwalk, a person MUST hold a bachelor's degree or higher. Connecticut Teacher Certification is not required for day-to-day substituting; however, substitutes who serve for more than 40 days in the same position MUST BE CERTIFIED in the subject area in which they are substituting.

How to Apply

Applications are available for completion on the website (www.norwalkps.org.)

An applicant will receive all required HR documents via Applitrack, complete them and submit to the Talent Office. An appointment will then be scheduled for you to be finger printed. The application process must include:

- Evidence of a bachelor's degree with transcripts
- Copy of Connecticut Teaching Certificate, if applicable
- 3 letters of reference
- Return the Health form within 30 days of your hire date
- Complete the DCF online training certificate program
- \$12.00 cash, or money order, made out to Norwalk Public Schools is required at time of appointment.
- Have a picture taken for an ID swipe card in Room 335

Payment Schedule

Substitute teachers are paid on a weekly basis in arrears. The amount is determined by the number of days recorded during the previous week as reported to the payroll department on the attendance form. (Please refer to the current pay schedule below in this manual)

Procedure for Payment

Payment is determined by the use of the ID swipe card on the NOVATIME system at each location. After your picture is taken as indicated above, the swipe card takes approximately a few days and you will be notified to pick it up. **Until you receive your card, you must use Norwalk Public School Attendance Form (available in each school office). Complete and forward to payroll as a means to be paid.** If there are any discrepancies, substitute must notify payroll department at 203-854-7721

Long Term Substitute Positions – (Certification or State Waiver Required)

The Long-Term Certified Substitute Teacher assumes the full roles and responsibilities of the absent teacher and is expected to plan lessons, grade assignments and tests and other assessments, prepare report card grades, attend faculty meetings, and confer with parents when necessary. (Non-certified substitutes are only permitted to assume a long term assignment with a special waiver from State, see HR for details.)

Salary Rate by day:

NO State Certification – Bachelor’s or Master’s degree only

Step 1: Day 1 – 20	rate is \$90.00
Step 2: Day 21 – on	rate is \$100.00

If it is known that the same assignment will be over 20 days, the rate will begin at Step 2 (\$100.00/day)

WITH CT State Teacher Certification:

Step 3: Day 1 – 40	rate is \$100.00
Step 4: Over 40 days	rate is \$242.06

When it is known that the same assignment will be over 40 days or if the assignment involves the first day to last day of any school year or bridges from one school year to another, Step 4 rate (\$242.06) will remain in effect.

Long Term Substitute must hold State Certification in the subject area they are teaching to be paid the LT Sub daily rate (\$242.06)

Sick Pay

A Substitute will be entitled to 1 sick day after 20 days in one assignment. This accrual does not carry over to other assignments.

Notification of Assignments

Daily substitute teachers will be notified of assignments by a telephone call from AESOP System between 5:30 am – 10:30 am and again 6:30 pm – 8:30 pm. This automated substitute calling service will provide the name of the school, the name of the absent teacher, and the grade level or special assignment to be filled that day.

AESOP also allows the substitute to review and book open assignments at their convenience by logging into system directly (instructions are provided in welcome letter). In addition, the absent teacher may also leave a message to relay pertinent information which may assist the substitute while covering that particular assignment. Each substitute teacher is encouraged to log their non-work days in AESOP to avoid being called.

Substitutes are required to adhere to the **37 day Mandatory Minimum Number** of days during the school year to remain on our roster as “Active”. This represents 20% of days for the school year. Failure to accept the minimum days of assignments could result in your status being changed to inactive and can be considered as a resignation from the district. You may contact the Talent Office if there are unforeseen circumstances which prohibit you from meeting the minimum days required.

Once an assignment has been accepted by the daily substitute, cancellations should **ONLY** occur in emergency situations. However, if it is necessary to cancel an assignment, within 24 hours of the assignment, it is advised that the substitute teacher call the assigned school to inform them of the reasons for the cancellation.

Long-Term substitutes are recommended by the administration and will be formally assigned in writing by the Human Resources Office.

Reporting Obligations

Substitute teachers are required to report to the school 15 minutes prior to the opening of the school (see schedule of school hours on NPS website) and a substitute teacher may leave after his/her supervisory responsibilities have been completed. Long-term substitutes are expected to assume the full role such as; attend conferences, meetings, perform testing, do lesson plans, etc., of the absent teacher.

Prior to Arrival

Review the Substitute Checklist (Appendix A)

On Arrival

The substitute teacher is required to use their swipe card and or sign in at the school's main office. Each school will provide a Substitute with pertinent information about the school. This shall include:

1. Floor plan of the school
2. Staff list
3. School procedures
4. School routines
5. A time schedule for the school
6. Bus dismissal
7. Student handbook

In addition, the absent teacher shall provide:

1. A lesson plan for the day
2. Lesson plans for multiple days if necessary.
3. Information regarding individual student needs including medications, allergies, special education services, music lessons, rehearsals, practices, or other similar services or activities.
4. A daily schedule.
5. A description of resources and materials available in the room.
6. An emergency plan for evacuation and for lock down.
7. The name of a nearby teacher who may be of assistance.

Upon Departure

The substitute teacher shall make every effort to leave the room in proper order. Windows are to be closed and the lights turned off. Desks, tables, chairs, equipment, and materials should be in place as they were originally. The report form (Appendix B) is to be completed and left on the teacher's desk or in the school office.

Report to the school office at the end of the day and return keys and any other materials as necessary and do not forget to swipe out. Should the sub need to use the The Norwalk Public School Attendance Form, (only in absence of the swipe card) is available in the main office of the school, needs to be signed at the end of each day. It is important to check the form for accuracy.

PROFESSIONAL ETHICS

The substitute teacher is expected to adhere to the same standards of professional ethics as all other teachers. Discretion should be exercised in all discussions concerning

students and school matters. Student records are strictly confidential. Conferences with parents should be conducted only with the express permission of the principal.

If there are questions and/or suggestions concerning anything in the school, these should be discussed first with the school principal or his/her designee. If further discussion is needed or if there are questions about general district policy, the substitute teacher should consult with the Talent/Human Resources Office. Substitutes who do not adhere to the code of conduct in any way will be removed from the substitute list of Norwalk Public Schools.

GENERAL INFORMATION AND POLICIES

Accidents and Illnesses: If an accident occurs under the supervision of a substitute teacher or if a student becomes ill, the substitute teacher should send the student to the nurse with a written pass or contact the school nurse immediately by intercom. All incidents should also be reported to the principal's office.

Attendance: Each school will have specific information about attendance procedures. In the substitute folder each teacher will provide student lists and reasons why some students may need to leave the classroom for supplementary services. Substitute teachers are asked to read the sections on attendance in the Parent/Student Handbook for each school. The attendance of high school students is an important factor in their receiving full credit for courses taken.

Classroom Management: Substitute teachers are expected to maintain order in the classroom. Planning for instruction and maintaining a respectful, positive attitude will help to eliminate behavioral problems. When an issue does arise, it is important to remain calm, focused and in charge. A neighboring teacher or the administration may provide assistance. Each classroom is equipped with a telephone that may be used to call the main office.

Substitute teachers are not permitted to use corporal punishment or physical contact in any form. However, a teacher is authorized to employ physical restraint when in his/her professional judgment, the physical restraint is necessary to prevent a child from doing harm to others or to himself/herself. When so employed, physical restraint shall not be considered a form of corporal punishment. Abusive, degrading or improper language towards pupils is forbidden. Students who have been identified for special education services may require special accommodations with regard to discipline. In many of the Special Education classes, there may be aides and paraprofessionals who are familiar with each student and their specific needs. Substitutes should respect the knowledge and guidance of such aides when dealing with special needs students. Be sure to check the absent teacher's plan for special instructions or the Administrator's office of the school. Substitute teachers are expected to adhere to all Board of Education Rules and Policies as well as the individual school mandates. (ask your principal for clarification if unsure)

Emergency Drills: All schools hold evacuation and lock down drills regularly. The substitute teacher should become acquainted with the routines of each school and each room immediately and is expected to participate in drills as they occur. Fire drill instructions for each room are posted on the wall near the exit door to be used.

Homework: Substitute teachers should follow the lesson plans of the absent teacher with regard to homework. Guidelines for the assignment of homework can be found in the Parent/Student Handbook for each school.

Leaving School Grounds: Students are not dismissed or allowed to leave the school grounds during the school day except through the principal's office. There are no exceptions to this policy. Parents and/or guardians should report to the office and the administration will call the student to the office for dismissal. Substitute teachers should not leave the school grounds during the regular school day until they are dismissed. Substitute teachers are expected to be know the whereabouts of all students in their care at all times.

Lunch: Students in elementary schools and some middle schools are usually walked to the cafeteria. Check with the front office of the school and follow all protocols regarding lunch procedures as directed.

Substitute teachers may purchase lunch at the schools. Menus and prices are published weekly in area newspapers and are posted at the schools. In certain schools there are special lunch arrangements; information is available in the school office. Coffee is sometimes available for a nominal fee. Food and beverage must not be brought into the classroom. There are designated areas for teachers to eat their lunches in each building.

Medications: Only the school nurse or his/her designee can administer medication in school. Substitute teachers should refer any questions about medication to the school nurse.

Reporting Child Abuse: Substitute teachers are required by law to complete the DCF Online training at (<http://www.ct.gov/dcf/cwp/view.asp?a=3483&Q=413540>) and provide the HR office with a copy of the certificate within 30 days of registering as a substitute. The substitute teacher is a State mandated reporter and is required to report all suspected child abuse/neglect to the front office. If the administration does not make a referral to DCF and the substitute teacher stills feels that a report is still warranted, the Department of Child and Family Services should be contacted at 203-842-2288.

School Closings: Information about changes in school schedules due to weather conditions and other circumstances is available on the website (norwalkps.org) and on the Norwalk Public Schools hotline 203-854-4123. It is also broadcast on radio and television stations, including WNLK (1350 AM), WEBE (108 AM), STAR (99.9 FM) WTNH (Channel 8), Cablevision (Channel 12), WFSB (Channel 3), WVIT (Channel 6).

Student Safety: Substitute teachers are expected to maintain an orderly and safe environment for all students in the classroom. Substitute teachers must report immediately to the principal or his/her designee any situations in which a child may be at risk. **Substitute teachers are expected to know the whereabouts of each child at all times during which they are scheduled to supervise that child.**

Thank you for substituting for the Norwalk Public Schools!

Appendix A

SUBSTITUTE CHECKLIST

Prior to Arriving at Assignment:

- _____ 1. Listen to assignment carefully, including instructions left by teacher.
- _____ 2. Dress neatly and appropriately.
- _____ 3. Refer to the AESOP pamphlet to review any procedures on using the central substitute calling system.
- _____ 4. Arrive at school 15 minutes before students arrive.
- _____ 5. Stop in the main office to sign in and obtain information/materials pertinent to school and assignment.
- _____ 6. Have a positive, enthusiastic yet serious attitude about your role.
- _____ 7. Assemble your own bag of activities/fillers for emergency situations.
- _____ 8. Check directions to the school.
- _____ 9. May consider packing your lunch.

In the Classroom:

- _____ 1. Familiarize yourself with the contents of the substitute folder left by the teacher.
- _____ 2. Review the lesson plans carefully.
- _____ 3. Check to see that all materials needed for the day are available.
- _____ 4. Greet students at the door.
- _____ 5. Introduce yourself.
- _____ 6. Describe the lesson and procedures for the class.
- _____ 7. Try to learn students' names and call them by their names.
- _____ 8. Adhere to the classroom rules and lesson plans.
- _____ 9. Try to correct papers and leave them for the teacher unless directed otherwise.

At the End of the Day:

- _____ 1. Remind students of homework.
- _____ 2. Distribute messages to be sent home.
- _____ 3. Leave everything in good order.
- _____ 4. Complete the Substitute Teacher Report and leave for teacher.
- _____ 5. Return any supplies/materials and keys to the office.
- _____ 6. Check with the school secretary to learn if there has been any request or change that affects you for the following day.

Appendix B

SUBSTITUTE TEACHER REPORT

Please complete this form before you depart. Your comments will help to assure that the teacher will be able to maintain instruction continuity. Leave the completed form on the teacher's desk or in the school office.

Thank you for your help and input.

Substitute: _____ Date: _____

Assignment: _____ Phone No: _____
(optional)

Lesson:

What material was taught?

What difficulties were encountered?

Student Engagement:

Did all students understand the lesson?

Were there any students who requested special attention?

Additional comments/suggestions for the teacher: