



Pomperaug Regional School District #15

SUBSTITUTE HANDBOOK

Welcome

Welcome to the Pomperaug Regional School District #15 community. Your role here is an important one, as you directly impact the success of our students. Being a substitute can be a rewarding experience while also allowing you the flexibility of choosing the days you want to work and the schools you want to work in.

Stepping in to fill a role in someone's absence can be a challenge, but when met with conscientious effort and a positive attitude, it can be done successfully.

Our staff of regular and special education teachers, as well as the administrative and support staff, stands ready to assist you in making your job as pleasant and effective as possible.

This handbook has been created to assist you in understanding our school routines and policies. Knowledge of these guidelines and procedures is your responsibility. **Please read through this handbook in its entirety.**

Please refer to the district web site at www.region15.org for district-wide information, calendars, events and such.

We hope that this handbook will help make your experience in our schools a pleasant one! Thank you for joining the Region #15 community!



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Non-Discrimination Statement

Pomperaug Regional School District 15, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, states that it is the policy of Pomperaug Regional School District 15 that no person shall, on the basis of race color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, gender identity or expression, or any other non-job related characteristic protected by state or federal law, except in the case of a bona fide occupational qualification, in admission to, access to, treatment in, or employment in its programs and activities for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education. If any person believes that the Pomperaug Regional School District 15 or any part of the school organization is guilty of discrimination, he/she may bring forward a complaint which should be referred to as a grievance to the building principal of their school and/or to one of the Region 15 Title IX district coordinators.

Dr. Carrie Chiappetta- Assistant Superintendent

cchiappetta@region15.org

Becky Faraci- Human Resources Coordinator

bfaraci@region15.org

Dr. Jessica Sciarretto- Director of Student Services

jsciarretto@region15.org

Statement of Ethics

The substitute is expected to adhere to the same standards of professional ethics as the other staff members of the schools. Discretion is to be used in all discussions concerning students and school matters. Student records are confidential. Conferences with parents should be conducted only with the expressed permission of the administrator. If there are questions and/or suggestions concerning anything in the school, these should be discussed first with the administrator at the school.

Mission Statement & Theories of Action

“The mission of Region 15, a collaborative community committed to excellence, is to educate every student to be productive, ethical, and engaged in a global society through proven and innovative learning experiences supported by its strong community whose decision-making is based on the best interest of all students.”

What Drives Our Work-Supporting our District's Mission and Vision

1. If we foster schools that are welcoming and inclusive to all students, then students will feel valued and they will be better able to access their learning.
2. If we embrace communication, transparency and collaborative relationships without ourselves and the community, then we will improve trust and participation in supporting our students.
3. If we improve our ability to align assessments to curriculum, improve our data culture, and increase our analysis of student learning, then we will be more equipped to provide meaningful student engagement and increased achievement.
4. If we increase and promote access to career pathways, curriculum, and shared instructional experiences, then our district will prepare our students for the world they will enter after their time with us.



Central Office Administrators

Joshua Smith	Superintendent of Schools	jsmith@region15.org	203-758-8259 X1010
Dr. Carrie Chiappetta	Assistant Superintendent	cchiappetta@region15.org	203-758-8259 X1014
Joseph Martino	Director of Finance and Operations	jmartino@region15.org	203-758-8259 X1020
Dr. Jessica Sciarretto	Director of Student Services	jsciarretto@region15.org	203-758-8259 X1016
Don Rapuano	Assistant Director of Student Services	drapuano@region15.org	203-758-8259 X1016
Russell Sage	Director of Information Technology	rsage@region15.org	203-758-8259 X1025
Meghan Sullivan	Director of Food Services	meghan.sullivan@region15.org	203-758-8259 X1026

Human Resources/Payroll

Becky Faraci	HR Coordinator	bfaraci@region15.org	203-758-8259 X1011
Lisa Marshall	Payroll Coordinator	lmarshall@region15.org	203-758-8259 X1022
Rebecca Rebillard	HR/Finance Assistant	rrebillard@region15.org	203-758-8259 X1017
Benay Woodford*	Administrative Assistant/ Substitute Teacher Coordinator/ Student Teaching Coordinator	bwoodford@region15.org	203-758-8259 X1014

****Benay Woodford is the Substitute Teacher Coordinator and will be your main point of contact through the application process.***

Administrative offices are located at:
 286 Whittemore Road
 Middlebury, CT 06762
 Mailing Address: PO Box 395 Middlebury, CT 06762

School Information and Administration

Gainfield Elementary School 307 Old Field Road Southbury, CT 06488	Jon Romeo, Principal Mary Feller, Secretary	jromeo@region15.org mfeller@region15.org	P: (203) 264-5312 F: (203) 264-6439
Long Meadow Elementary School PO Box 807 65 North Benson Road Middlebury, CT 06762	Christopher Wermuth, Principal Maria Milo, Asst. Principal Christina Lynch, Secretary	cwermuth@region15.org mmilo@region15.org clynch@region15.org	P: (203) 758-1144 F: (203) 758-1934
Middlebury Elementary School 550 Whittemore Road Middlebury, CT 06762	Heather Pellicone, Principal Diane Barnard, Secretary	hpellicone@region15.org dbarnard@region15.org	P: (203) 758-2401 F: (203) 758-9918
Pomperaug Elementary School 607 Main St. South Southbury, CT 06488	Stephanie Furman, Principal Patty Kelleher, Secretary	sfurman@region15.org pkelleher@region15.org	P: (203) 264-8283 F: (203) 264-7387
Memorial Middle School 1 Memorial Drive Middlebury, CT 06762	Jennifer Murphy, Principal Jennifer Bourque, Asst. Principal Joy Alzamora, Secretary	jmurphy@region15.org jbouque@region15.org jalzamora@region15.org	P: (203) 758-2496 F: (203) 758-9594
Rochambeau Middle School 100 Peter Road Southbury, CT 06488	Michael Bernardi, Principal Emily Gervasio, Asst. Principal Michele Pangle, Secretary	mbernardi@region15.org egervasio@region15.org mpangle@region15.org	P: (203) 264-2711 F: (203) 264-6638
Pomperaug High School 234 Judd Road Southbury, CT 06488	Dr. Paul Jones, Principal Heidi Szymanski, Asst. Principal Brian Jehning, Asst. Principal Lainie Rio, Secretary	pjones@region15.org hszymanski@region15.org bjehning@region15.org lrrio@region15.org	P: (203) 262-3200 F: (203) 262-6806

School Times

	Regular Hours	Planned Early Dismissal	Emergency Early Dismissal	2 Hour Delay
Preschool/ Friends Together	AM Session- 9:00am-11:30am PM Session- 1:00pm-3:30pm	AM Session- 9:00am-10:45am PM Session- 10:45am-1:00pm	AM Session- 9:00am-10:30am PM Session- Canceled	AM Session- Canceled PM Session- 1:00pm-3:30pm
Elementary Schools	9:00am-3:30pm	1:00pm Dismissal	12:05pm Dismissal	11:00am Opening
Middle Schools	8:05am-2:45pm	12:15pm Dismissal	11:05am Dismissal	10:05am Opening
Pomperaug High School	7:20am-2:05pm	11:30am Dismissal	10:30am Dismissal	9:20am Opening

Please refer to [region15.org](https://www.region15.org) for the most up to date information on opening and dismissal times.

Substitute Hours

Substitutes are to report to the main office of the school in which they have been called 15-30 minutes prior to the start of the school day and are expected to remain until the end of the school day unless other arrangements have been prearranged. Substitutes are expected to sign in and out in the main office.

In the event of a school cancellation, substitutes are not compensated for the day.

Hiring Process

Interested applicants should apply for a substitute position through our online application portal located on our website. <https://www.region15.org/district-offices/human-resources/substituteinfo> As a condition of employment, all applicants must successfully complete the background check process. Benay Woodford is the Substitute Teacher Coordinator and will be your main point of contact through the application process.

Substitute teachers are required by Connecticut State Statute to hold a bachelor's degree from an accredited institution. Please include a copy of your college transcript with your application if you are applying to be a substitute teacher. In some circumstances, the superintendent of schools may request approval from the Connecticut Department of Education to hire a substitute teacher without the traditional requirement of a bachelor's degree. These waivers may be granted to an individual provided they are at least 18 years of age, a high school graduate (or GED equivalent) and possess previous and successful experience with school-aged children.

Substitute paraprofessionals, secretaries, custodians, cafeteria workers and lunch/recess aides must hold the minimum of a high school diploma.

Compensation

All employees are paid bi-weekly via direct deposit. Depending on where in the payroll cycle your start date falls, you may not be paid on the first pay day after your start date. Timesheets are available at each school.

Category	2022-23
Intermittent Substitute Teachers	\$110/per day
Retired Region 15 Teachers	\$130/per day
Building Substitute	\$120/per day
Building Substitute with Current Certification	\$150/per day*
Homebound Tutor	\$25/per hour
Substitute Nurse	\$190/per day (4 or more hours) \$25/hour (less than 4 hours per day)
Substitute Secretary	\$15/per hour
Substitute Aide	\$15/per hour
Substitute Special Education Paraprofessional	\$15.25/per hour
Custodial Substitute/Summer	\$16/hour
Custodial Substitute after 240 works hours within a 6-month period	\$16.50/hour
Custodial Substitute after 480 work hours within a 12-month period	\$17.00/hour

*Starting rate based on experience and type of coverage

Substitute Calling Process

Region 15 utilizes Frontline Absence Management to manage our substitute call list. The system is available 24 hours a day, 7 days a week and is accessible by Internet or phone. Frontline uses three methods to make jobs available to substitutes:

1. Substitutes can search for and accept available jobs, change personal settings, update their calendar, and personalize available call times by visiting Frontline at <http://www.aesoponline.com>. If the employee has uploaded lesson plans on the Internet, the substitute will be able to view them online once they take the job.

2. Substitutes may interact with the Frontline system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, substitutes can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of their name by pressing Option 4.

3. The system will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Aesop service may call for substitutes: 5:00 AM - 12:00 PM in the morning and 4:00 PM - 9:30 PM in the evening. You may customize these hours when you log in.

In order to access the Frontline Absence & Time solution, approved substitutes will need to enter an ID and PIN number obtained through the application process.

Tutorials for the Frontline Absence & Time system are available at the links below:

- [Substitute Basic Training Video](#)
- [Substitute Advanced Training Video](#)

School Closures, Delays, Inclement Weather

If Region 15 Schools are closed for the day, have a delayed opening, or have an early dismissal as the result of inclement weather or other emergency, the radio and television stations and website listed below will be notified and announcements made as soon as possible.

Website: <https://www.region15.org/>

TV Stations: NBC30, WTNH, WFSB, FOX61

In the event of a school cancellation, substitutes are not compensated for the day.

Required Training

Substitutes must complete the following trainings:

Connecticut Mandated Reporter Training for School Employees

<https://portal.ct.gov/DCF/Mandated-Reporter-Training/Home>

Connecticut CHRO Sexual Harassment Prevention Training

<https://portal.ct.gov/CHRO/Sexual-Harassment-Prevention-Training/Pages/Sexual-Harassment-Prevention-Resources>

Required training is subject to change and additional training may be added.

Terms of Employment

All substitutes of Regional School District #15 must sign an At-Will Employment Policy Statement upon hire.

The region reserves the right to terminate a substitute at any time for reasons deemed appropriate by administration. Any school issued badges, keys, instructional materials or devices must be returned immediately upon dismissal.

Under certain circumstances, a substitute may be taken off the active call list for the region or a specific building. Reasons include:

- Not showing up for an assignment(s)
- Multiple schools asking for the substitute to not return
- Unacceptable or inappropriate behavior by the substitute

Duties and Responsibilities

It is possible that during the course of the school day that a substitute may be reassigned to cover other needs. Substitutes who are called in as a paraprofessional, educational assistant, secretarial or custodian substitute and are reassigned during the course of the day to a teacher assignment will be compensated as a substitute teacher. This change must be indicated on the timesheet submitted.

Under no circumstances is a substitute authorized to teach curriculum outside of the lesson plans authorized by the certified teacher.

General Procedures

Substitutes should report to the building secretary upon arriving at the school to obtain an ID badge and instructions, including teacher plans and other materials.

Illness/Accidents

If you are new to the school in which you are assigned, it is important that you identify the location of the school nurse's office when you arrive. If a child becomes ill while in your care, he/she may be sent to the nurse's office. In the event that the illness is sudden or concerning, the child should not be sent alone. Send them with an escort and call the nurse to alert her.

In the event of a serious illness or injury (e.g. blow to the head or seizure), do not attempt to move the child. Call the nurse immediately to summon her to the classroom. Students with minor injuries such as cuts and bruises may walk to the nurse's office for treatment. Speak to the nurse about completing any necessary form.

Should you suffer an injury while on the job, contact the nurse immediately and she will assist and provide instructions for completing necessary forms.

Cell Phones

When employees do use cellular phones or other electronic devices, they must use them appropriately, responsibly, and professionally. All personal electronic devices shall be turned off, not used, and kept out of sight while employees are performing his/her employment responsibilities, e.g., teaching, supervising, attending meetings, etc. When applicable and acceptable, cellular phones may remain on, but must be placed on the silence mode. Employees may use personal cellular phones and other such electronic

devices for school emergency situations and between class times, during lunch break and other scheduled breaks as long as it does not interfere with their employment responsibilities and the instructional time of students.

Employees are expected to use technology in an appropriate, professional manner. Employees should not make any inappropriate contact with students, parents or colleagues using any form of communication (written, verbal, or electronic). This includes participating in social networking sites, texting, emailing, twittering, etc. Employees may not take any pictures or videos of students.

Dress Code

Substitutes are to dress in business casual or professional attire. Clothes must be clean and not ripped or torn. Skirts or pants must be at an appropriate length. Clothing should be modest and not overly revealing. Shoes should be comfortable and closed toed. Flip flops are not permitted. As assignments can change throughout the day, you may want to bring a change of clothes in the event you are moved into a position such as a gym teacher, where more relaxed fit clothing and sneakers is appropriate.

Communication With Classroom Teacher

Substitute teachers should plan to leave communication for the regular classroom teacher with feedback from the day, including how plans were implemented and any concerns with students. In addition, the student roster sheets indicating attendance should be included.

Technology Use

Substitutes must abide by the region's *Technology Use Agreement* and have a signed form on file for an account to be approved for any technology access. No personal devices will be connected to the region's wireless network without this process taking place.

If you need assistance with technology in our schools, the following contacts will be available to assist. School secretaries will be able to help you locate these individuals in the building.

Gainfield Elementary School Pomperaug Elementary School	Todd Johns tjohns@region15.org
Long Meadow Elementary School Middlebury Elementary School	Aaron Tichy atichy@region15.org
Memorial Middle School Rochambeau Middle School	Robert Mullen rmullen@region15.org
Pomperaug High School	Mike Murphy mmurphy@region15.org

Emergency Drills

As a substitute in the region, it is important to familiarize yourself with fire and lockdown procedures. Emergency exit procedures are posted in every classroom. In the event of a drill or emergency, have students exit according to the posted procedure, shut off lights, and shut the classroom door behind you. Always bring your attendance sheets and promptly take attendance. Students should remain silent. Each school has specific procedures that must be followed, please see a building secretary or administrator for these plans.

Tips for Success

- ✓ Arrive at your assignment on time and greet students with a smile.
- ✓ Introduce yourself to the students and make your name visible.
- ✓ Consult with other classroom teachers or support staff if you have questions or concerns. This can be especially helpful should the regular teacher not have left plans due to an emergency or unplanned absence.
- ✓ Substitutes should maintain the same responsibility for order and discipline as a regular classroom teacher or support staff in the classrooms, hallways, common areas and playground.
- ✓ Be firm, fair and positive in your interaction with students.
- ✓ Recognize the importance of every child and acknowledge good behavior and citizenship.
- ✓ Refrain from promoting political views in the classroom. When politics are part of the classroom lesson plan, be certain to have a balanced presentation of opposing viewpoints.
- ✓ At the end of the day, leave the room neat and clean, along with any feedback for the teacher on how the day went.

Disciplinary Action

Any conduct which endangers persons or property, or is disruptive of the education process, will be considered proper grounds for disciplinary action. Each student should make a sincere effort to do his/her best work and to develop standards of personal conduct that reflect socially approved behavior. Each student should accept responsibility for his/her own actions, respect the rights of others, comply with the authority of teachers and administrators, and obey rules made by both school authority and students.

Disciplinary action should follow a hierarchy that has appropriate consequences for actions, such as:

- Use discretion in allowing students to leave the classroom as class instruction time is important. Lack of supervision may lead to inappropriate behavior. At the middle and high school levels, give students a pass when they leave your classroom.
- Speak to a child privately/individually about expected behavior.
- Change the student's classroom seat.

- Contact the school office if a major discipline problem requires the removal of a student(s) to ensure the safety of all students.
- Be sure to communicate any disciplinary action taken to the classroom teacher.

Recess Rules

- Generally “out of sight” is out of bounds; please refer questions to regular staff.
- Children are not to go back into the building while their class is outside unless with another student in an emergency situation. .
- Children are not to play near classroom windows at any time.
- No tackling of any sort is permitted.
- No rock, sand, stick or snowball throwing is permitted.
- School equipment is to be used in a safe and appropriate manner.
- Adults should supervise students carefully and minimize socializing with other adults.

Confidentiality

School activities, student performance and staff discussions are considered highly confidential. Any conversations related to a student should be shared only with appropriate staff and should never be shared outside of the school. Information regarding students in your class will be shared with you on a “need to know” basis. Substitute teachers do not have access to student records. Any breach of confidentiality is grounds for dismissal. In this role, you may be provided with information on a student’s physical, emotional or social needs. All information regarding students must be kept strictly confidential.

Some situations require immediate attention: if a student reports any of the following, contact an administrator, guidance counselor, school psychologist, or school nurse:

- Intent to hurt self or others
- Fear of leaving school at the end of the day
- Conditions likely to endanger a student’s health or safety, such as inadequate food (lunch) or clothing
- Obviously unsafe or illegal conditions, such as running away or possessions of drugs or weapons



ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF POMPERAUG REGIONAL SCHOOL DISTRICT #15 SUBSTITUTE HANDBOOK

I hereby acknowledge that I have reviewed and read the Substitute Handbook for Pomperaug Regional School District #15. My signature below indicates that I agree with and abide by the standards, policies and procedures defined or referenced in this Handbook. I also acknowledge that additional regulations, policies and laws are included in the Board of Education policies.

The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this Handbook. I understand that this handbook does not constitute an employment contract, but is an explanation of the Pomperaug Regional School District #15's procedures and expectations as a substitute. I also accept responsibility for contacting the school or administration if I have any questions, concerns, or need further explanation.

Signature

Date

Print Name



AT-WILL EMPLOYMENT POLICY STATEMENT

Your employment with Regional School District #15 is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or Regional School District #15 with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Regional School District #15 shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of Regional School District #15 employees.

The at-will employment status of an employee of Regional School District #15 may be modified only in a written employment agreement with that employee which is signed by the Superintendent, or designee, of Regional School District #15.

By your signature below, you acknowledge your understanding that your employment with Regional School District #15 is at will, and that terms of your employment are not intended to constitute a contract of employment, express or implied.

Signature

Date

Print Name