REGIONAL SCHOOL DISTRICT 17

SUBSTITUTE HANDBOOK

2024-2025

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Introduction

Welcome to the professional staff of Regional School District 17! As a substitute professional, you are an important member of our instructional team. Our community wants the best possible education for its children, and every adult working in our system plays an important role in fulfilling our mission.

This handbook should serve as a general reference during your employment with the Regional School District #17. It is not intended to be a definitive source of information on all the terms and conditions of your employment. The information contained in this handbook is subject to revisions based on changes in the law or Board of Education (BOE) policies and procedures or regulations. The contents of this handbook are meant to serve as guidance and do not constitute the terms of a contract of employment or a guarantee of continued employment.

This handbook has been written to serve as a guide for you. Supplementary material dealing with specific procedures may be issued in each school. In addition, please refer to our website, www.rsd17.org, to review each school's parent or student handbooks. This information will assist you in your substitute teaching duties. Additionally, administration and certified staff are ready to support substitutes. After reading this handbook, please confirm using the **Substitute Handbook Acknowledgement Form** .

School Directory

Burr Elementary School
Address: 792 Killingworth Road, Higganum, CT 06441
Telephone: 860-345-4584
Principal: Brienne Whidden

Killingworth Elementary School
Address: 340 Route 81, Killingworth, CT 06419
Telephone: 860-663-1121
Principal: Dennis Reed

HK Intermediate School
Address: 451 Route 81, Killingworth, CT 06419
Telephone: 860-663-1241
Principal: Eric Larson

HK Middle School
Address: 451 Route 81, Killingworth, CT 06419
Telephone: 860-663-1241
Principal: Dorothy Ventura
Assistant Principal: Heather Persson

HK High School
Address: 95 Little City Road, Higganum, CT 06411
Telephone: 860-345-8541
Principal: Donna Hayward
Assistant Principal: Adam Apicella

Central Office Directory

57 Little City Rd, Higganum, CT 06441

860-345-4534

Jeffrey Wihbey	Superintendent of Schools
Jennifer Miller	Assistant. Superintendent
Pamela Hensel	Administrative Assistant to the Superintendent

Substitute Coordinator

Michelle Apelquist	860-345-4534 Ext. 1101 mapelquist@rsd17.org

District Mission

The Mission of Regional School District 17 is to engage students in an educational community that challenges them with high standards and builds their capacity for success and their aspiration to improve themselves and their society.

District Core Values

Children	Guarantee a quality education based on the belief that all children have the natural disposition to learn.
Curriculum	Provide a curriculum that engages and challenges all students.
Responsibility	Foster a community that recognizes that education is a responsibility shared among students, families, and schools.
Ethics	Require all members of the school community to exhibit integrity, model responsible behavior, and show respect for others.
Safety	Maintain a safe environment for all members of the school district.
Stewardship	Ensure responsible stewardship to the communities for the resources and facilities they provide.
Communication	Build collaborative relationships with the entire community through ongoing and transparent communication.
Diversity	Provide an environment that respects diversity.

Vision of the Graduate—Skills

Contribute Productively includes the ability to:

- Take control of one's learning by planning and organizing oneself to complete tasks
- Demonstrate independence and initiative in doing one's best work
- Collaborate positively on a team project or shared endeavor
- Seek leadership or take a supportive role within a group in a manner that works best for oneself, others, and the outcome
- Think creatively and flexibly to design and develop innovative solutions, strategies, and outcomes

Think Critically includes the ability to:

- Inquire and formulate questions to gather information and expand upon ideas
- Research and distill information from reliable resources representative of multiple perspectives
- Evaluate information for credibility, bias, and point of view
- Analyze and interpret information and data to generate solutions to problems
- Reflect upon the accuracy or viability of solutions or conclusions

Communicate Effectively includes the ability to:

- Organize thoughts to articulate and justify one's position or perspective with clarity
- Construct, refine, and present arguments supported by evidence
- Actively listen to understand and interpret the ideas and reasoning of others
- Use a variety of verbal, written, or visual methods appropriate for the message and audience

Vision of the Graduate—Dispositions

Maintain a Growth Mindset

Involves believing in oneself, having an open mind, and demonstrating perseverance and resilience.

Examples of demonstrating a Growth Mindset include:

- Apply sustained effort to understand concepts, acquire skills, and achieve to one's greatest potential
- Reflect upon feedback or mistakes as opportunities to adapt and improve upon learning
- Show determination to accomplish one's goals
- Explore ideas to expand thinking
- Encourage a growth mindset in others

Demonstrate Respect, Empathy and Kindness

Involves caring for and showing compassion for oneself and others.

Examples include:

- Seek to understand one another's experiences, circumstances, and perspectives
- Embrace diversity and recognize the value of all persons by promoting equity and inclusivity
- Maintain self-respect and advocate for oneself and others
- Be kind and act to enhance the climate of our schools and community

Display Character, Courage, and Integrity

Involves having confidence in oneself to make sound decisions.

Examples include:

- Do the right thing, even when no one is looking
- Take the initiative to provide or seek help for oneself or others
- Stand up for oneself or others when faced with unkind, disrespectful, or discriminatory behavior
- Actively engage in discourse that addresses difficult topics or situations to improve conditions for all

Procedures for Employment

Application

Applications are submitted electronically via our RSD 17 District Website using the Frontline Recruiting and Hiring system. In addition, we require all applicants for substitute positions to complete the required documentation, which is sent electronically.

Requirements and Certification

Substitute Teachers: A bachelor's degree is normally required for daily substitutes. However, for educators who do not have a bachelor's degree, a district can apply to the CT SDE for a waiver using the following steps:

- The district may submit an online application detailing the applicant's experience with school-age children
- Districts will receive an email confirmation with approval of the authorization
- A substitute permit can only be issued for the district in which the applicant is working.
- Waivers are issued for one school year at a time and expire on June 30. A new application must be submitted for review each year.

Substitute paraprofessional and substitute clerical positions: A Bachelor's degree is preferred but not required.

The substitute coordinator compiles a master list of substitute teachers each school year. Please contact the Substitute Coordinator with any updates to your qualifications after hiring.

Fingerprinting and Criminal History Disclosure and Record Check

Regional School District 17 conducts criminal history record checks on all applicants through a state and national fingerprint search.

Your fingerprints will be used to check the criminal history records of the FBI and state databases. Any past criminal history should be disclosed on your application.

- Should your state or FBI criminal history record reveal any items that may prevent you from being employed by Regional School District 17, you will have the opportunity to complete or challenge the accuracy of the information on the record.
- Procedures for obtaining a change, correction or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- You will be afforded a reasonable time to correct or complete the record should you choose to do so.
- Your records will only be used for authorized purposes and it will not be retained or disseminated in violation of federal statute, regulation or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council.

Please see Appendix A for more information on your Privacy Rights with regard to your criminal history record check.

It is the responsibility of the applicant to have the fingerprinting completed prior to meeting with the Substitute Coordinator at the Central Office. In addition, all substitute applicants must complete a DCF Release form.

Wages

Substitute teachers are paid a daily rate on a sliding scale and substitute paraprofessionals and clerical positions are paid at an hourly rate established by the district on a bi-weekly basis. The school day is approximately 7.25 hours long for teacher substitutes and 7.0 hours long for substitute paraprofessionals. The substitute report time for each school is different, so please refer to the school report timetable later in this document for specific reporting times by school. Any additional hours required beyond the regular work day as specified above will need to be approved by the Principal of the school where you are substituting.

Hourly rate: Paraprofessional Substitute - $15.69

Daily rate:

- Nurse Substitute - $150.00
- Teacher Substitute - / Bldg Substitute (days worked during the 24/25 school year, do not need to be consecutive)
    - 1 - 20 Days - $125.00
    - 21 - 60 Days - $135.00
    - 61 day → $145.00

Employment Rights

Regional School District 17 is committed to creating a school community that focuses on positive relationships between and among all adults and students. The District embraces a work environment where staff feels valued and supported. As employees of a school district, our collective goal is to create a safe and dynamic learning environment where all members of the school community feel accepted, respected, included, and supported.

Non-Discrimination

The Regional School District No. 17 Board of Education (the "Board") will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class"), except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual's actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Regional School District 17 Public Schools (the "District"). The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. To review the policy or file a complaint, please click here: **Non-Discrimination policy**.

Policy Regarding Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

RSD 17 prohibits any form of discrimination against individuals with a disability and recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school-sponsored programs. The District also prohibits discrimination against any person with a disability in any of the services, programs, or activities of the school system.

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact the following administrator.

Director of Student Services Aaron Puzarne
57 Little City Rd.
Higganum, CT 06441
TEL: 860-345-4244 Email: apuzarne@rsd17.org

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace - POLICY

It is the policy of the Regional School District No. 17 Board of Education (the "Board") for the Regional School District 17 Schools (the "District") that any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex.

Employees are protected against sexual harassment under **Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964**. Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator. The District's Title IX Coordinator is as follows.

Director of Student Services Aaron Puzarne
57 Little City Rd.
Higganum, CT 06441
TEL: 860-345-4244 Email: apuzarne@rsd17.org

Alcohol, Tobacco and Drug-Free Workplace

Regional School District 17 seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol, second-hand smoke and/or drug abuse.

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, a controlled substance, or alcohol, and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs, a controlled substance, or alcohol on school property shall notify the Superintendent or the Superintendent's designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, and the use of tobacco products in any area of a school building, on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity.

While Connecticut law allows for the legal use of marijuana under certain circumstances, because marijuana use is still prohibited under federal law, the use of marijuana at work, or outside of work if it impairs an employee's ability to perform their job, constitutes a violation of this policy.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

Employees should be familiar with the Board's policy on **Alcohol, Tobacco, and Drug-Free Workplace** as well as any language in their collective bargaining agreement or unaffiliated contract.

How do I find out about jobs? - Absence Management

Regional School District No. 17 utilizes Absence Management for substitute placement. You can access Absence Management online by going to https://app.frontlineeducation.com/ or by using the Jobulator (www.jobulator.com). Absence Management will also call substitutes for positions available within the next 2 days. Call times are between 5:30 AM -12:00 PM and between 4:00 PM – 9:00 PM.

Be proactive! We strongly encourage substitutes to log into Absence Management and select from substitute positions offered in advance. You can also manage your school preferences as well as personal account information from the Frontline website.

For additional directions on how to log into Absence Management, please see Appendix B. If you do not have login information or have further questions, please contact the Substitute Coordinator (860-345-4534).

Please keep your contact information up-to-date! You may change your personal email address, mailing address, and phone number under the "Preferences" tab in Absence Management. Click on "Personal Info" and "Edit." Enter your updated information and then click apply. You should also contact Payroll to give them your updated information as well.

Time Clock

All substitutes are not required to punch in or out for the day. You are paid based on the job that you have chosen to substitute for.. All substitutes will choose a job in the Absence Management System that will then transfer the time allotted for that job into your timecard. If this does not process properly, reach out to your administrator for any adjustments that may be needed.

Substitute Report and Departure Times

Reporting and Departure Times for Regional School District 17 substitutes are listed below:

School	Grades	Report Time	Departure Time
Burr Elementary School	PreK-3	8:20 a.m.	3:35 p.m.
Killingworth Elementary School	K-3	8:20 a.m.	3:35 p.m.
Haddam-Killingworth Intermediate School	4-5	8:30 a.m.	3:45 p.m.
Haddam-Killingworth Middle School	6-8	7:45 a.m.	2:20 p.m.
Haddam-Killingworth High School	9-12	7:05 a.m.	2:10 p.m.

Please note that the above table dictates the actual hours required of substitutes in each school and differs from student start and dismissal times. For delayed openings, please arrive two hours after the start time above.

Resignations

Should you find that you no longer wish to work with RSD 17 as a substitute, we ask that you please let the substitute coordinator know by submitting a brief letter or email of resignation to the Substitute Coordinator, including the effective date so that we may properly update our records and substitute contact list.

Professional Ethics

During service as a substitute, access to confidential information concerning students may occur. Such data may concern student records, classwork, behavior, home environment, inclusion in the free or reduced lunch program, or in classroom special education programs. This information must not be discussed outside the school.

Since substitutes work in a variety of schools, grade levels, and classrooms, it is imperative that they refrain from making comparisons among these assignments. Teaching styles vary from teacher to teacher and any comparison would be unfair to the staff involved. Carrying "tales" from building to building about administrators, teachers, parents, and/or students is unethical, reflects poorly on the substitute teacher, and can be grounds for dropping the substitute's name from the list of substitute teachers.

Confidentiality

During your service as a substitute, intentional or inadvertent access to information concerning students may occur. Such information may involve student records, student work, behavior or discipline, home environment, inclusion in the free or reduced lunch program, or participation in special education programs. The information may come to your attention in written form, by being part of or overhearing a conversation, or by simply seeing a student in a particular situation within the school (such as an in-school suspension or coming out of the office of a social worker). Any such information learned about students is strictly confidential and must be treated accordingly; it should only be shared with other school personnel who have a legitimate need for the information within the school environment and during school hours.

ANY BREACH OF THIS CONFIDENTIALITY REQUIREMENT IS HIGHLY UNETHICAL AND WILL LIKELY LEAD TO YOUR REMOVAL FROM THE SUBSTITUTE LIST.

Responsibilities

Substitute Teachers are responsible for the following:

- Arriving on time and reporting to the school office upon arrival and before departure by the specified report and departure times. The office can answer any questions you may have. Remain in the building until the end of the contracted day.
- Substitute teachers should expect to perform the duties of the classroom teacher, including supervising bus lines, recess and playground, cafeteria, study halls, and the like. Completing daily attendance and lunch reports is also required.
- Upon arrival, the substitute will review plans, attendance procedures, specific instructions, etc. The plans of the classroom teacher should be followed by the substitute teacher. Assignments should be collected, and a brief summary of the day left for the regular teacher. If appropriate, student papers should be corrected.
- Class management should be administered in a firm and positive manner. Sarcasm, profanity, and physical punishment should never be used. Supervise students at all times and offer assistance.
- Information learned about pupils is **strictly confidential** and must be treated as such. Any infraction of this policy is highly unethical and could lead to removal from the substitute list.
- Public records are not available to the short-term substitute teacher. Any information needed can be obtained from the principal or guidance counselor.
- Any problems encountered during an assignment should be discussed with the building principal. Communications to or from parents should also be brought to the attention of the building principal.
- Immediately request assistance from the front office in situations that threaten the safety of students and others.
- All accidents involving students or staff, no matter how minor, must be reported to the school nurse promptly. Medicine is never administered to students by the substitute teacher. All necessary medication is administered by the school nurse or building principal.
- Remember that the substitute teacher is the TEACHER for the length of the stay. The substitute teacher should make every effort to continue the regular instructional program of the school. By following classroom teachers' plans and by seeking assistance when necessary, the substitute teacher's day will be a meaningful one.
- Building administration should be contacted if you are in need of lesson plans. Administration or certified teachers will assist in obtaining these for the substitute teacher.

General Information

Hot Lunch is available in all public schools in Regional School District 17.

Fire Drill directions are posted near the exit of each classroom. Computer labs have special instructions. Substitutes should immediately familiarize themselves with the plan of evacuation.

Dismissal of Students by any means other than regular dismissal procedures is prohibited. Under NO circumstances are pupils to be dismissed or leave the school grounds prior to the regular dismissal except by reporting to the principal and getting permission first.

Telephones and Computers used by staff should be limited to school business and other essential calls. The **Social Media Policy** is posted on the RSD 17 website for review.

Mandated Reporting

State law requires all school employees, including substitutes, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report these suspicions. These employees are mandated reporters.

Substitutes who have reason to believe a child may have been abused, neglected, or placed at-risk should report their concerns to the building administrator as soon as possible. The administrator (or designee) will assist a substitute in making an oral report to the Department of Children and Families (DCF) by telephone to the DCF 24 hour Careline (1-800-842-2288) no later than 12 hours after receiving the information. This is followed by a written report which must be submitted within 48 hours on the DCF-136 form.

Emergency Procedures

Substitutes are to review and be familiar with these procedures. If there are any questions, please speak with the building administrator.

Automatic External Defibrillator (AED)

In order to assist individuals who may experience cardiac arrest on school property, the district has acquired external defibrillators for use in school buildings and on school grounds. Automatic External Defibrillators (AEDs) are available for use in the event of sudden cardiac arrest where CPR is needed before the arrival of local EMS. Use of an AED in addition to CPR increases survival rates in cases of Cardiac Arrest.

The school nurse oversees the AED program in each school. School-based responders are the school nurse and any volunteer trained in CPR and AED who wishes to be added to a list maintained by the school nurse. Anyone who possesses a CPR/AED certificate is encouraged to speak to the school nurse about being part of the school's volunteer responder list.

Secure Classrooms Throughout the Day

1. Every room that is a potential area of shelter such as classrooms and offices will be equipped with a door frame magnet.
2. The door frame magnet will be used while the school is in session. The door should remain locked during the day and the magnet placed over the strike plate. In the case of a lockdown, a staff member would remove the magnet from the strike plate and pull the door closed, locking the occupants inside.
3. It is the responsibility of the teacher/staff member in that room to make sure that the door is locked during the school day. At no time should a door be left in an unlocked position.
4. Before leaving for the day, teachers/staff members in the room will move the door magnet so that it is not covering the door plate and close the door.
5. At the end of the day, custodians will ensure that the door magnet is not covering the door strike.
6. Lost magnets must be reported to the school office within 24 hours.
7. In cases of a crisis requiring a lockdown, please use the following procedure.
    a. Push the red lockdown button found in hallways.
    b. Call 911 and notify the police of the emergency and need for immediate police assistance.
    c. The PA system will announce, “The school is in lockdown.”
    d. Areas where the announcement is not easily heard will have a blue strobe light.

Safety Drills/Procedures

Administration will plan drills that comply with statutory requirements. These may be unannounced.

A **Secure School/lockout** will be utilized to counteract a threat coming from outside of the school.

- During a lockout drill all exterior doors are closed and locked.
- No one will be allowed to remain outside of the school.
- Any parents or guardians present outside of school that has been determined not to be a threat can enter the building before the doors are locked, or they are required to leave the school grounds immediately.
- Once the doors have been locked, only law enforcement officials will be allowed to enter the school.

A **lockdown** is used to handle a threat emanating from inside of the school.

- During a lockdown drill all interior and exterior doors are closed and locked.
- No one will be allowed to remain in the hallways or unprotected areas.
- Students and staff are required to move into their scheduled classrooms or the nearest safe locations.
- Individuals determined not to be a threat will be allowed into the nearest room.
- In addition, classroom doors will be locked, lights turned off, blinds drawn (if present/appropriate), and students moved to a safe place within the classroom/shop.
- Classes outside the building should not attempt to re-enter the building. During recess, the duty teacher will sound the air horn found in the recess bag and students will immediately run to the designated area or, if necessary, find shelter in neighborhood homes.
- Throughout the drill, no one, except law enforcement officials, will be allowed to enter the building.
- Ignore the fire alarm (unless observable smoke/fire). If the building needs to be evaluated, classrooms will be informed.
- Teachers should remain in their classrooms until released by First Responders or an administrator.

A **fire drill** is an evacuation of a school. Other evacuations will be performed for a variety of reasons including, but not limited to, explosive threat, weather conditions, and health concerns**.**

- An evacuation drill will begin with the use of the fire alarm notification system.
- Once activated, all staff, students, and visitors are required to leave the school and assemble at a predetermined location.
- Once outside the school attendance will be taken and further instructions may be given.
- No one will be allowed to leave the assembled location without permission from the school administration.
- Staff members must be aware of the procedures to be followed during a drill. The fire evacuation route for each classroom must be posted and explained to students.
- The students who are leaving from a particular room are to remain with that group under the teacher's supervision during the entire drill.
- Classroom doors and windows should be closed during a fire drill. Teachers should outline, to each of their groups, proper procedures and exit routes when the fire alarm goes off.
- Teachers should ascertain the presence of physically disabled students and follow the individualized plan for those students.
- Teachers are expected to remind the students to remain with their groups during a fire drill and to file out of the building quietly.
- Teachers are responsible for checking attendance outside the building.
- With the exception of the custodians and fire patrol, all personnel is expected to evacuate the building and follow other fire drill procedures.

Quick Checklist for Teachers

1. Check the corridor for heat; if hot, do not open the door! Exit room by secondary exit if available. If there is no other means of egress, block the door and await evacuation by fire personnel;
2. Check the corridor for smoke; use the exit route that is away from the fire and smoke;
3. Assemble the students, take your attendance register, and lead an orderly and quick evacuation to the nearest accessible exit;
4. Assemble the students away from the building and take student attendance;
5. Report students who are not accounted for to the designated collector; and
6. Maintain order during the evacuation.

A **shelter in place** - This is for potential severe weather or immediate environmental hazard(s) and can be used when conditions are safer inside the building than outside.

- For severe weather sheltering, students and staff are held in the building safe areas and interior rooms or basements away from windows.
- For hazardous material release outdoors with toxic vapors, students and staff are to remain in their classrooms, windows and doors are sealed and all ventilation systems are shut off.
- Limited movement is allowed.

Staff is responsible for following individual health plans for students with disabilities during school emergencies and safety drills. Computer labs may have special instructions.

Staff Identification Badges

- If a substitute is given a badge, they should wear it while at work.
- District keys and fob should not be attached to the ID badge.
- Lost or incorrect badges should be reported to the Central Office as soon as possible.

School Day Hours for Students

School	Grades	Start Time	Dismissal Time
Burr Elementary School	K-3	8:40 a.m.	3:25 p.m.
Killingworth Elementary School	K-3	8:40 a.m.	3:25 p.m.
KES Pre-School	3-year-olds	8:20 a.m.	11:10 a.m.
	4-year-olds	12:10 p.m.	3:05 p.m.
HK Intermediate School	4-5	8:50 a.m.	3:35 p.m.
HK Middle School	6-8	8:05 a.m.	2:50 p.m.
HK High School	9-12	7:25 a.m.	2:10 p.m.
HK Cubs Daycare	6 wks - 5 yrs	7:00 a.m.	5:00 p.m.
HK Rec After School Care	K - 8	7:30 - 8:45 a.m.	3:25 - 6:00 p.m.

Delayed Opening and Emergency School Closing

School may be delayed or canceled due to weather or extenuating circumstances such as a power outage. Staff, students, and parents will be notified by RSD 17's emergency alert system, School Messenger. Cancellations will also be broadcast on local radio and TV stations as well as the District website and Facebook page.

Two-Hour Delayed Opening Information

2-Hour Delayed Opening			
School	**Arrival**	**Dismissal**	**Notes**
Burr Elementary School	10:40 AM	3:25 PM	Lunch is served
Killingworth Elementary School	10:40 AM	3:25 PM	Lunch is served
KES PM Pre-School	12:10 PM	3:05 PM	No AM Pre-School
HK Intermediate School	10:50 AM	3:35 PM	Lunch is served
HK Middle School	10:05 AM	2:50 PM	Lunch is served
HK High School	9:25 AM	2:10 PM	Lunch is served
HK Cubs Daycare	8:45 AM	5:00 PM	2-Hour delay like the schools
HK REC Before-School Care		Canceled	

Early Dismissal Information

Early Dismissal			
School	**Arrival**	**Dismissal**	**Notes**
Burr Elementary School	8:40 AM	1:05 PM	Lunch is served.
Killingworth Elementary School	8:40 AM	1:05 PM	Lunch is served
KES AM Pre-School	8:20 AM	11:10 AM	No PM Pre-School
HK Intermediate School	8:50 AM	1:15 PM	Lunch is served.
HK Middle School	8:05 AM	12:35 PM	Lunch is served.
HK High School	7:25 AM	11:55 AM	Lunch is served
HK Cubs Daycare	6:45 AM	5:00 PM	May remain open or contact families to pick up children early depending on road/weather conditions.
HK REC After-School Care	Canceled		

Appendix A

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification by Regional School District No. 17 [1] that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[2]
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks .
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- If you need additional information or assistance, please contact:

Connecticut Records: **Department of Emergency Services and Public Protection** **State Police Bureau of Identification (SPBI)** **1111 Country Club Road** **Middletown, CT 06457** **860-685-8480**	**Out-of-State Records:** **Agency of Record** **OR** **FBI CJIS Division-Summary Request** **1000 Custer Hollow Road** **Clarksburg, West Virginia 26306**

1 Written notification includes electronic notification, but excludes oral notification.

2 See 28 CFR 50.12(b).

3 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation
United States Department of Justice

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN): Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application- investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing the requested information. In addition, any such agency in the Federal Executive Branch has also published a notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

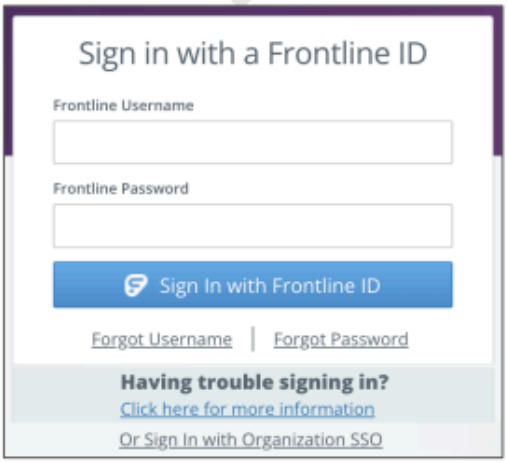
Appendix B: Frontline Absence Mgmt Quickstart Guide

[Absence Management](#) -Quick Start Guide

Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.



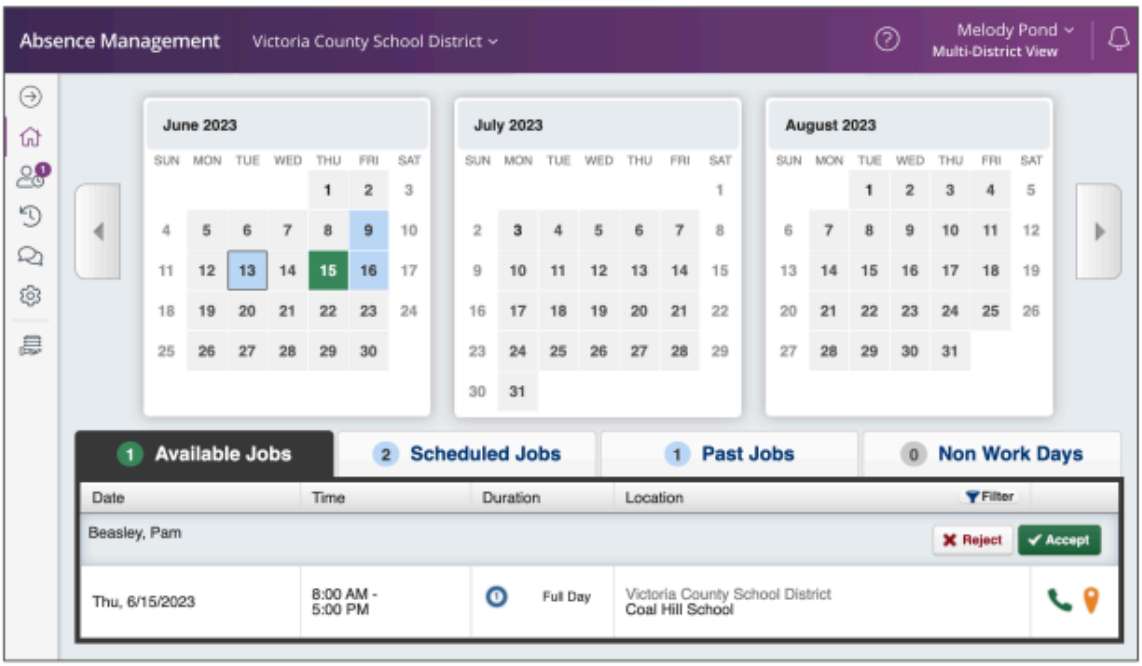
LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the "**Having trouble signing in?**" link for additional troubleshooting details.

SEARCHING FOR AVAILABLE JOBS

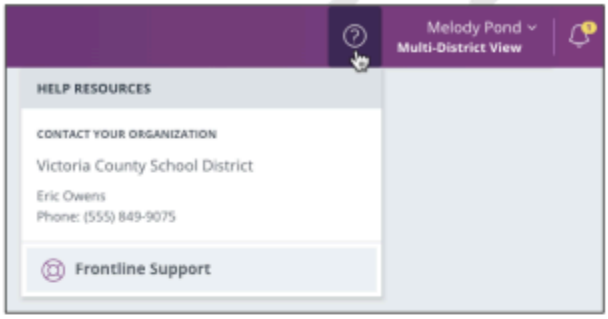
Review available jobs directly on the homepage or via the "Available Jobs" option in your side navigation. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search "Frontline Education" via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear "Hello" after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management • Find available jobs – **Press 1** • Review or cancel upcoming jobs – **Press 2** • Review or cancel a specific job – **Press 3** • Review or change your personal information – **Press 4**
When Absence Management Calls You • Listen to available jobs – **Press 1** • Prevent Absence Management from calling again today – **Press 2** • Prevent Absence Management from ever calling again – **Press 9** • If interested in available jobs – **Press 1** and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App

Appendix C: Frontline Absence Mgmt Mobile App

Mobile App - Mobile Quick Start Guide

Mobile App

Districts that use the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

REQUIREMENTS

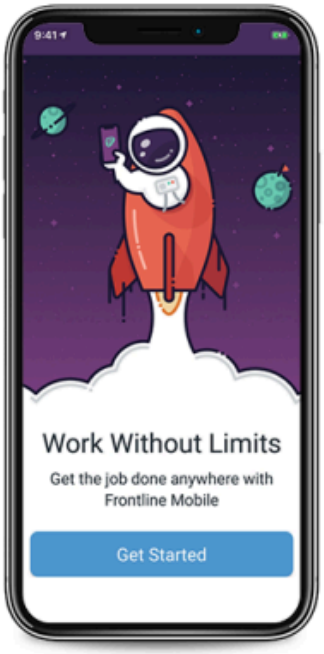
Your district must utilize the Frontline Insights Platform to access the app.

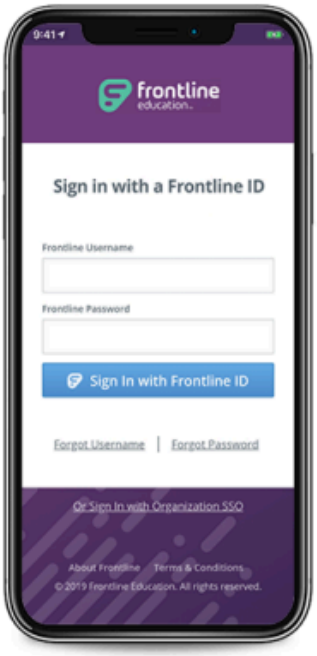
GETTING STARTED

Go to your device's App/Play store or use the following QR code to download the Frontline Education app.

Apple Device	Android Device

Once the download is complete, press **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account or use SSO and sign in. *Once signed in, you may be prompted to select an org.





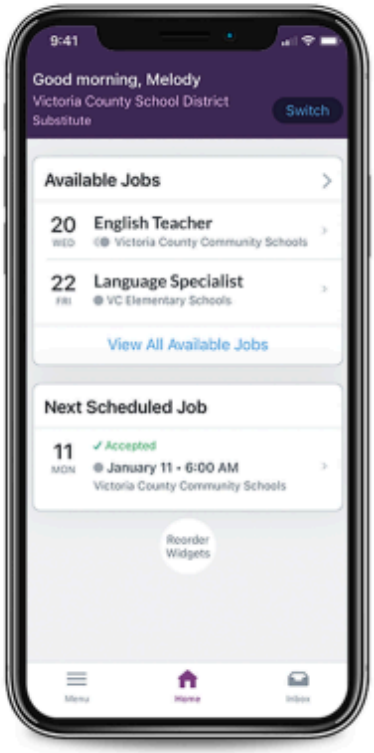
HOMEPAGE

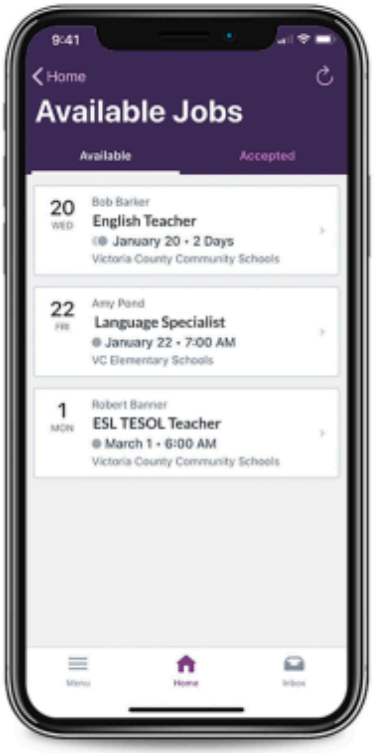
The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. *Once an available job is selected, you can then review the job's details and opt to accept the assignment.

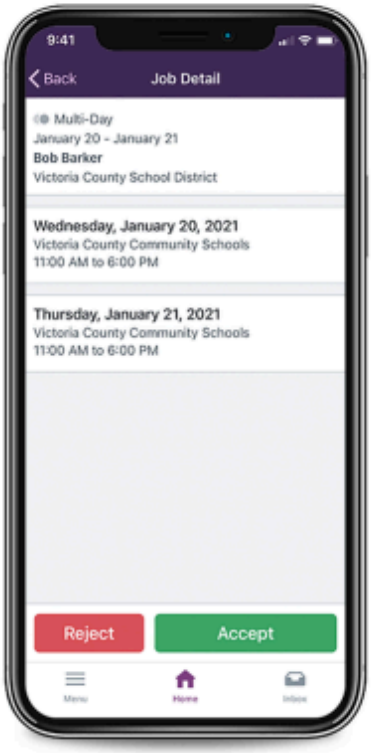
MENU/SIDE NAVIGATION

The "Menu" option opens a side navigation bar where you can access current tools and settings.

Available Jobs	Reference all available jobs within your view. (This section includes an "Accepted Jobs" tab where you can view upcoming assignments that you previously accepted.)
Calendar	View the dates for any previously worked assignments, as well as upcoming, accepted jobs. (These dates will be highlighted on Android and dotted on IOS). If you click on the highlighted/dotted dates, you can view the job details for that date.
Inbox	Review any received web alerts from your district.
Help Center	Access online help resources specific to your Frontline mobile app.
Settings	Review your current district details and user preferences, or log out.
Feedback	Please provide feature-related feedback or use this tab to contact Mobile Support with any questions/issues you may have regarding the app.







Appendix D Frontline Absence Mgmt - On the Phone

Using Absence Management on the Phone

Not only is Absence Management available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call Absence Management

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

> **Pro Tip**
>
> You can view your Phone Login ID and PIN by accessing "Preferences" in Absence Management and selecting the **Phone Credentials** option.

When calling Absence Management, you can:

Find available jobs	**Press 1**
To accept a job	**Press 1**
To hear the information again	**Press 2**
To reject a job	**Press 3**
To listen to the next job	**Press 4**
To replay the skipped job	**Press 5**
To return to the main menu	**Press 6**

Review or cancel upcoming jobs	**Press 2**
To hear the information again	**Press 2**
To review an assignment in the next 7 days	**Press 3**
To listen to the next job	**Press 4**
To return to the main menu	**Press 6**

Review or cancel a specific job	Press 3
Enter the confirmation number followed by the # sign	-
To cancel a job	Press 3
To listen to the next job	Press 4

Review or change your personal information	Press 4
To change the name recording	Press 1
To change the PIN number	Press 2
To change the phone number	Press 3
To return to the main menu	Press *

When Absence Management Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes in an effort to fill the job.

Keep in mind, Absence Management will call about one job at a time, even if you are eligible for other jobs. You can always call into Absence Management to hear a list of all available jobs.

> When the system calls, be sure to say a loud and clear "Hello" after you answer. This response confirms to the system that you picked up the call and prompts it to list the options.

When you receive a call from Absence Management, you can:

Listen to available jobs	Press 1
Enter your PIN number followed by the # sign	-

If you opt to listen to jobs, the system will list the job details, and you will have the opportunity to accept or reject a job.

Additional Call Options	Press Options

Additional Call Options	Press Options
Prevent Absence Management from calling again today	Press 2
Tell Absence Management the Sub it is trying to reach is not available	Press 3
Prevent Absence Management from ever calling again	Press 9

Appendix E Frequently Asked Questions

Why am I not seeing any jobs?

There are a number of possible reasons that jobs aren't showing up as available. There are a few things you can check. First, make sure that you aren't limiting yourself in your "Schools" preferences. Also, make sure that you have your call times set to allow maximum job offers. If you're still not seeing anything, you can contact your district's Aesop Administrator to make sure you are seeing the correct job offers.

I Don't Know my Log-in or PIN. How do I find It Out?

Forgot your PIN number? Not to worry! When you go to log-in to Aesop, at www.aesoponline.com, you'll see a link for "Pin Reminder." Here you can enter your phone number and email and have your PIN number sent directly to you. If you are still having trouble logging in, contacting your district's Aesop Administrator for help is your next step! They will be the best one to answer your questions.

What is a Jobulator, and How Do I Get It?

Jobulator is a subscription service from the makers of Aesop that continuously and automatically checks for any available job offers in Aesop. Notifications can come to your computer desktop or even straight to your smartphone. To learn more about pricing and how to purchase Jobulator, please visit Jobulator.com.

What Do I Do If I Miss a Call from Aesop?

If you missed that phone call from Aesop, you can always call back, toll-free, at **1-800-942-3767** to hear a current list of available jobs to accept. You can also log-in online to view those same jobs. You'll want to act quickly though. Aesop may have already called the next substitute in line with that job offer.

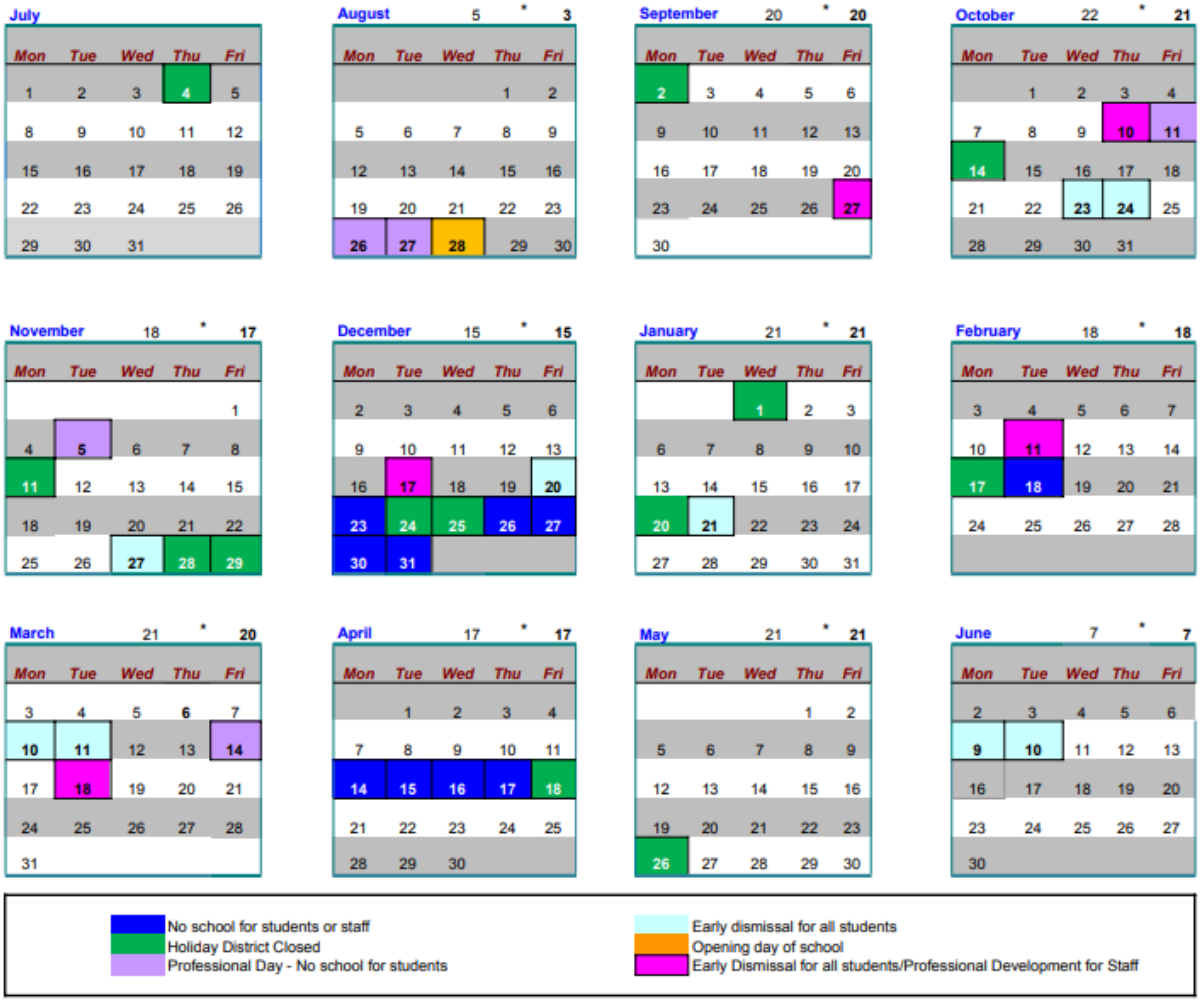
What if I Only Can Work at Certain Schools?

If you only want to work at certain schools and don't want job offers from others, it's as easy as setting up your "Schools" list in your preferences. Here, you can specify what locations you want to see jobs for, or specify those you do not. For help setting up that list, you can reference the Preferred Schools article. If you are unable to create that list, please contact your district Aesop Administrator for help in setting up that list.

Appendix G School Calendar

Regional School District No. 17 Calendar

2024-2025



Jul. 4	Independence Day	Jan. 1	New Year's Day
Aug. 26 & 27	Staff Professional Development	Jan. 20	Martin Luther King Jr. Day
Aug. 28	Opening Day of School	Jan. 21	Early dismissal all students; portfolio day K-12
Sept. 2	Labor Day		
Sept. 27	Staff PD/Early dismissal all students	Feb. 11	Staff PD/Early dismissal all students
Oct. 10	Staff PD/Early dismissal all students	Feb. 17 -18	Presidents' Day Recess
Oct. 11	Staff Professional Development No School for Students	Mar. 10 & 11	Early dismissal all students; K-12 Parent/Teacher Conferences
Oct. 14	Columbus Day/Indigenous Peoples' Day	Mar. 14	Staff Professional Development No school for Students
Oct. 23 & 24	Early dismissal all students; K-12 Parent/Teacher Conferences	Mar. 18	Staff PD/Early dismissal all students
Nov. 5	No School for Students; Election Day Staff Professional Development	Apr. 14 -18	Spring Recess
		Apr. 18	Good Friday
Nov. 11	Veterans Day *observed*	May 26	Memorial Day
Nov. 27	Early dismissal staff & students	Jun. 9	Early dismissal all students portfolio day K-12
Nov. 28 & 29	Thanksgiving Recess		
Dec. 17	Staff PD/Early dismissal all students	Jun. 10	Last day of school if no snow days. Early dismissal staff & students
Dec. 20	Early dismissal staff & students		
Dec. 23- Jan. 1	Holiday Recess/Christmas		*High School Graduation*

BOE Approved: 12.12.23
BOE Revised: 3.19.24

***School days lost due to cancellations can be made up through June 30th.**

180 Student Days
185 Teacher Days