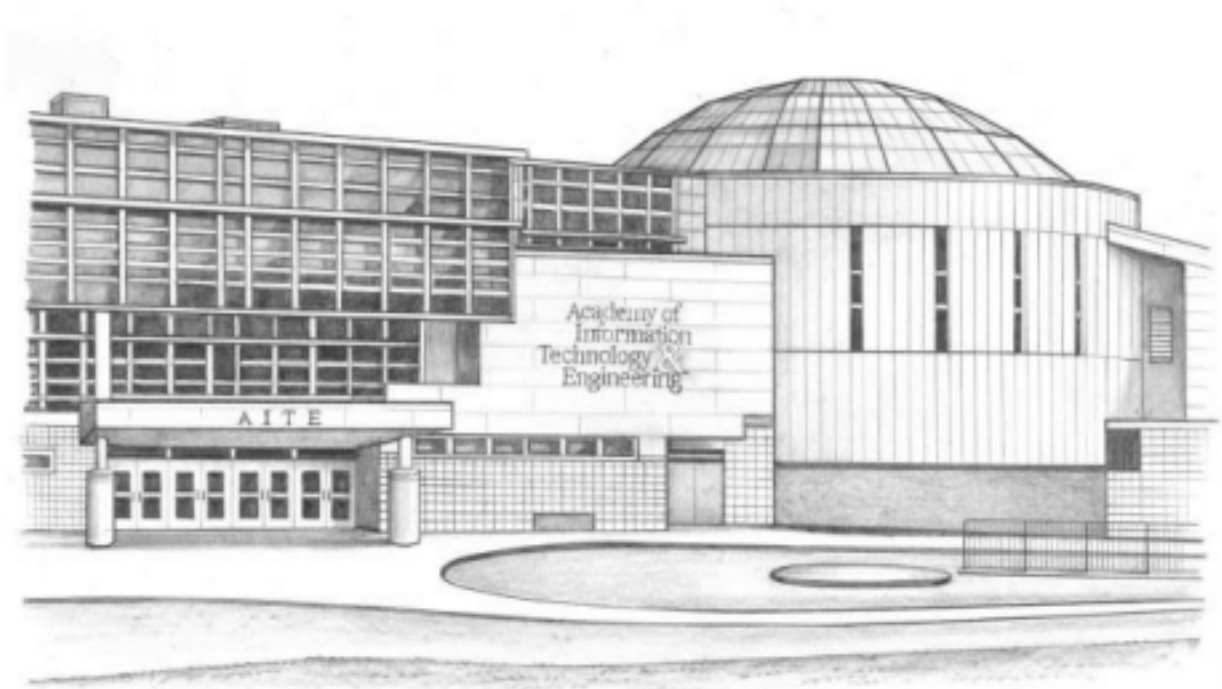


**AITE HIGH SCHOOL**  
**TEACHER/STAFF HANDBOOK**  
**2025-2026**



**Principal: Ms. Tina Rivera**  
**Assistant Principal: Mr. Joe Cozza**  
**Assistant Principal: Ms. Jessica Prince**



### **AITE'S MISSION STATEMENT**

The mission of the Academy of Information Technology & Engineering is to maintain a safe and supportive environment which nurtures the mind, body and heart of every student. Our dedicated educators are committed to providing a rigorous, STEAM focused, college preparatory curriculum designed to prepare and inspire students to reach their highest potential and to contribute positively to our global community.

### **ACCREDITATION STATEMENT**

The Academy of Information Technology & Engineering is accredited by the New England Association of Schools and Colleges (NEASC). Founded in 1855, NEASC is the nation's oldest regional accrediting association whose mission is the establishment and maintenance of high standards for all levels of education, from pre-K to the doctoral level.

An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and provides reasonable evidence that it will continue to do so in the foreseeable future.

Accreditation relies on a voluntary, peer review process, engaging thousands of educators in the region on hundreds of reviews a year. Each relies on a 12-18 month study process undertaken by the schools and colleges in regular review cycles.

Inquiries regarding the status of an institution's NEASC accreditation should be directed to the Principal.



**NEW ENGLAND ASSOCIATION  
OF SCHOOLS AND COLLEGES**

# **SCHOOL CLOSING NOTIFICATION OPTIONS**

## **Subscribe to automatic alerts from the district website**

For the earliest notification via e-mail:

- Go to [www.stamfordpublicschools.org](http://www.stamfordpublicschools.org)
- Stamford Quick Links click on Subscribe to News and District Alerts • Input your e-mail address
- Select District Alerts (you can also subscribe to District News)
- Click on Subscribe Me

## **Follow @SPSSuper on Twitter**

For an early morning tweet regarding school closings, delays, or releases.

## **Automated phone call**

The district uses an automated outbound calling service to notify staff and families of a school cancellation, delay, early release, emergency, or important reminders. In the event of an early morning message, such as a closure or delay, the system will call your designated home phone number. If a notification is necessary during the school day, such as an unscheduled early release, the system will call ALL emergency numbers you provide. Please be sure your numbers are up to date. Report any changes in writing to the main office.

**Go to:** [www.ctweather.com](http://www.ctweather.com)

Click on IAN cancellations, then Schools to see the latest information.

## **Register for text alerts from media outlets**

WFSBTV Channel 3: <http://www.wfsb.com/category/213401/wfsb-mobile> •

WCVITTV Channel 30: <http://www.nbcconnecticut.com/weather/school-closings/>

## **Television Stations**

Connecticut News 12

WTNH Channel 8

WFSB Channel 3

WCVIT Channel 30

**ACADEMY OF INFORMATION TECHNOLOGY &  
ENGINEERING  
BELL SCHEDULE  
2025 - 2026**

<b>Period (Block)</b>	<b>Start</b>	<b>End</b>
Period 1	7:25 am	8:49 am
Period 2 (+ 6 min. announcements)	8:56 am	10:26 am
Lunch Wave 1	10:33 am	11:03 am
Period 3 (class time)	11:10 am	12:34 pm
Lunch Wave 2	12:04 pm	12:34 pm
Period 3 (class time)	10:33 am	11:57 pm
Period 4	12:41 pm	2:05 pm

- 6 minutes for pledge and announcements start of period 2
- 7 minute passing between classes
- 30 minute lunch waves

## **2-Hour Delay**

Period 1 9:25 am – 10:23 am

Period 2 10:28 am – 11:26 am

Period 3

**Lunch Wave 1** 11:31 am – 12:00 pm; **Class** 12:04 pm–1:02 pm

**Class** 11:31 am – 12:29 pm; **Lunch Wave 2** 12:33 pm – 1:02 pm

Period 4 1:07 – 2:05

---

## **Half Day Schedule**

Period 1 7:25 am – 8:27 am

Period 2 8:31 am – 9:33 am

Period 3 9:37 am – 10:39 am

Period 4 10:43 am – 11:45 am

---

## **Connections/Advisory**

Period 1 7:25 am – 8:40 am

Connections 8:45 am – 9:29 am (incl. instructions/announcements)

Period 2 9:34 am – 10:49 am

Period 3

**Lunch Wave 1** 10:54 am – 11:25 am; **Class** 11:30 am – 12:45 pm

**Class** 10:54 am – 12:09 pm; **Lunch Wave 2** 12:14 pm – 12:45 pm

Period 4 12:50 pm – 2:05 pm

## TABLE OF CONTENTS

WELCOME.....	7
ABSENCES (STAFF).....	8
AFTER-SCHOOL ACTIVITIES .....	8
AFTER-SCHOOL MEETINGS .....	8
ATTENDANCE.....	9
CLASS COVERAGE.....	9
CLASSROOM EXPECTATIONS .....	9
COURSE SYLLABI.....	9
DEPT. OF CHILDREN & FAMILIES .....	9
DISCIPLINE REFERRALS .....	10
FIELD TRIPS .....	10
FORMS.....	12
HOMEWORK.....	12
INJURY REPORTING.....	12
LEAVING THE BUILDING.....	13
MOVIES, VIDEOS, VIDEO CLIPS.....	13
PROFESSIONAL CONFERENCES.....	13
SAFE SCHOOL TRAINING.....	14
SCHOOL YEAR CALANDER.....	14
SCHOOL YEAR PAY SCHEDULE.....	14
SPS IMPORTANT DATES.....	15
SUBSTITUTE LESSON PLANS.....	16
AITE CELL PHONE AND ELECTRONIC DEVICE REGULATIONS.....	APPENDIX A
EMERGENCY PROCEDURE CHART.....	APPENDIX B
STUDENT/STAFF RECOGNITION MEDIA RELEASE and SHOUT OUTS.....	APPENDIX C
STAFF DIRECTORY.....	APPENDIX D



Dear AITE Family,

Welcome to the new school year!

I hope you had a restful summer. I'm excited to share the updated **Teachers' Handbook**, designed to support your daily work, provide guidance on school policies, and answer frequently asked questions. It draws from BOE Policy, the SEA contract, and other resources on the District website ([www.stamfordpublicschools.org](http://www.stamfordpublicschools.org)).

You'll also find important updates in the **Parent-Student Handbook**, available on our school's website ([www.aitestamford.org](http://www.aitestamford.org)) under the *About Our School* tab.

This handbook will continue to evolve, so I welcome your suggestions to make it even more useful.

Thank you for your dedication to our students. On behalf of the administrative team, I look forward to a great year ahead!

Warm regards,  
*Tina Rivera*  
Principal



## **ABSENCES**

- Please report your absence on the Frontline system as soon as you know you will be out but no later than 6:00 am on the morning of your absence. Teachers, who have reported their absence, should send their substitute lesson plans to the principal and copy the assistant principals and office staff to ensure that someone has received them.
- Teachers are permitted:
- Two days per year for personal business that cannot be conducted outside of school hours, including legal reasons
- Two days per year for illness in the immediate family
- Teachers may transfer five personal illness days for use in family illness situations • Five consecutive work days following the death of an immediate family member and one day for an aunt or uncle
- One day for religious requirements of an individual's religion
- Jury duty when not excused by court
- Court appearance when subpoenaed as a witness in any case connected with the unit member's professional employment
- Approved visitation to other schools
- When attending any function when so directed by administration

## **AFTER-SCHOOL ACTIVITIES**

The primary source of funding for most of our after-school clubs and activities is through the district's Extended School Hours (ESH) Grant. There are specific criteria for these activities. Most have to have an academic component. The grant proposal is typically due in mid September. Schools are notified in late-October as to the amount of the award, which helps to determine the number of activities and sessions that can be funded.

SEA members who want to serve as an advisor for an activity must apply annually to the internal posting for advisors for the ESH program. Advisors will receive more information about specific requirements (e.g., payment, attendance protocols, surveys, etc.) through email; therefore, it is necessary for advisors to check their emails regularly and provide the information requested by the deadlines, so you do not delay the start of the program.

## **AFTER-SCHOOL MEETINGS**

The first (90 min), second (60 min.), and third (90 min.) Wednesdays of each month are reserved for building-based meetings. There have been 8-hours on the calendar that are set aside for free choice, for those teachers who have received prior approval from their principal.

The 7, half-day, early-release Wednesdays are reserved for district-based PD. Please try not to schedule appointments on these dates, unless it is unavoidable and you have spoken with a building administrator prior to the meeting.

## **ATTENDANCE**

Teachers are required to take attendance in Power School for each of their classes. For safety reasons, please do so within the first 15 minutes of class.

## **CLASS COVERAGE**

We will continue to follow the protocols established with the SEA regarding substitute coverage by SEA members. Please make sure you complete the appropriate Class Coverage electronic voucher whenever you are asked to cover a class. Here are the links to these forms:

[Class Coverage Voucher SEA](#)

[Class Coverage Voucher paraeducator](#)

Please read Appendix B (the gray box) at the top of the “**FORMSTACK VOUCHER**” which explains how to complete the voucher, so you are compensated correctly.

## **CLASSROOM EXPECTATIONS**

Please review your classroom rules and expectations with your students the first week of school and in the first week of each new class, for non-A/B classes.. These rules should be posted to your Google Classroom for each course that you teach.

## **COURSE SYLLABI**

Students and their parents/guardians should also receive a syllabus for each course that you teach, which you should review with them no later than Open School Night (Thursday, September 18). Your syllabi should also be posted to the Google Classroom page for each course you teach. Please include the following information in each of your syllabi:

AITE’s mission statement • the expectations of each class • units/topics that will be covered (listed chronologically) • the amount of homework you typically assign • how the student will be graded in each class (and your use of Gradebook, so parents can check grades on the Parent Portal) • the textbooks and/or technology used in your courses • when and where you post of assignments and homework • what supports for learning are available to students in each class, and • where parents can contact you if they have a question.

## **DEPARTMENT OF CHILDREN AND FAMILIES (DCF)**

DCF’s Mandated Reporter Training is included in your annual Safe Schools required training. The phone number for DCF’s Careline is 1-800-842-2288.

## **DISCIPLINE REFERRALS**

You must record **any** disciplinary incident that you witness on the electronic Discipline Referral Form. If the incident requires the removal of a student from your classroom for any period of time (This is referred to as an Exclusionary Time Out or an ETO, for short), you must complete **all** of the sections on the Discipline Referral Form. ETOs are tracked and reviewed monthly by our Board of Education. **\*Any time you submit an ETO discipline referral form, you are required to notify the parent/guardian about the incident.**

Once an administrator has followed up on the reported incident and submitted a reply through the referral interface regarding the disposition of the case, you will receive email notification to the email account that you fill out on the form. [AITE Discipline Referral Form 2025-2026](#)

## **FIELD TRIPS**

### **Day Trips**

- Prior to submitting a formal request to hold a field trip, please make sure you have carefully considered the following:
- How does this trip align with my content and AITE's vision of the graduate?
- What do I want students to know and be able to do with what they learn/experience from attending the trip?
- Have I been explicit with them about this (e.g., What is the learning target for students going on the trip?)
- How much will the trip cost (e.g., admission, lunch, etc.)? Will the students be able to afford this?
- Will you require transportation? Is there a budget for this?
- Will I be missing other classes that day and how will that impact those students?
- Do I have enough chaperones for the trip? If I am asking other teachers, will they be missing classes and how will that impact their students?

### **At least one month before the trip:**

- See Principal to discuss the trip proposal for approval.
- If approved, fill out electronic forms [School Field Trip Approval Forms](#)
- Identify chaperones (approximately 1:15 ratio).
- Determine and set-up transportation.
- Parents may drive.

### **At least three weeks in advance of the trip:**

- Notify your colleagues about the trip.
- **Make sure you have completed the required electronic School Field Trip Approval forms (see screenshot at top of next page).**

# School Field Trip Approval Forms

[Click here for the Parent Field Trip Permission Agreement](#)

[Click here for the Spanish Parent Field Trip Permission Agreement](#)

[Click here for the Chartwells Field Trip Request Form](#)

Click on the link for your school below.

[Westhill HS](#)

[SHS](#)

[AITE](#)

[STEPS](#)

[Anchor](#)

## **The day of the trip:**

- Take attendance and provide a final list of students who will be on the trip to the main office.
- Make sure you have whatever you need from our school nurse if you have students with medical issues on the trip.

## **Overnight Trips/Trips Abroad**

- School sponsored off-campus trips may extend beyond one-day duration. In these situations, the regulations for the one-day trip are to be observed, *plus* the following:
- In addition to the prior approval of the Principal, approval is also required by the Superintendent of Schools. Approval of the Board of Education is required for field trips out of the country. A written proposal is to be submitted to the Superintendent of Schools at least ninety (90) days prior to the departure date for any overnight trip. Approval is not automatically renewed from one year to the next for these trips. International trips require a minimum of one-hundred and twenty days (120) notice.
- There will be a minimum of one chaperone for every ten (10) students for overnight trips.
- The objectives and plans for these trips are to be submitted in advance to the Principal and are to include the rationale for taking the trip, the objectives to be achieved from taking it, and specific procedures to be followed as outlined previously in these regulations. This information shall be shared with parents.
- Guidelines for pupil behavior and provisions for contacting parents must be included in the trip proposal submitted. Copies of these forms should be kept available in the office for the duration of the trip.
- Provisions for a student medical information sheet and medical emergencies must be a part of the proposal submitted.
- For regularly scheduled, curriculum related trips which include a class or several classes, no student should be denied the opportunity to participate because of an inability to pay. Consequently, fund raising activities for said trip should take this into account. It is understood that trips of a recreational and/or cultural nature which involve the voluntary participation of a limited number of students are dependent on student funding.

## **FORMS**

The link to various forms can be found on the SPS web site: [Forms](#)

## **HOMEWORK** (Taken from BOE Policy Handbook 6154)

The general purposes of homework are to: reinforce classroom instruction; develop specific skills through practice; prepare for future lessons; foster the habits of consistent independent study and time management; and provide an opportunity for student learning outside the classroom.

Homework can also preview new learning and ready students for their class experience.

**Homework assignments should never be used punitively.** Homework assignments shall be modified based on students' individual needs (i.e., IEP, 504 Plans, other interventions, and extenuating circumstances). **Feedback for homework should be formative in nature, given in a timely fashion, and count for a maximum of 10% of the student's grade.**

Additionally, no assignments shall be due, or assessments given, on the day immediately following major religious holidays that are also school holidays (i.e., Good Friday, eve and day of Yom Kippur and Rosh Hashanah). When such a major holiday falls on a weekend no assignments shall be due, or assessments given, on the day immediately following that weekend. Students observing religious holidays, that are not school holidays, shall not have homework due on that day if a student or a family requests an extension.

## **INJURY REPORTING**

Injuries must be reported to an administrator immediately. Failure to submit a report, or failure to submit a report in a timely fashion after the injury, may result in delays in approval of the claim and payment of any existing medical bills.

For work injuries, employees must treat in-network at one of the 3 First Treatment Centers:

### **Concentra**

15 Commerce Rd. 3<sup>rd</sup> Floor, Stamford, CT 06902

(203) 324-9100

M – F 8am – 5pm AFC 4

### **AFC Urgent Care** (Formerly Doctors Express)

3000 Summer St. Stamford Ct. 06905

(203) 969-2000

M-F 8am-6pm Sat 9am-1pm

\*If it is a true medical emergency, the employee will be sent to the nearest hospital by ambulance. Also, please note the Tully Center is not part of this network and should not be used for treatment of work related injuries.

## **LEAVING THE BUILDING**

Teachers/staff must sign out whenever they are going to leave the building during the school day. Per Article 9, Section F of the SEA contract, unit members should arrive back to the building no later than 10 minutes before the start of the next period, unless otherwise extended.

Teachers/staff must also sign back into the building upon their return. The form is in the main office. **You must speak with an administrator if you are going to arrive after your contractual day, which starts at 7:10 am or if you have a situation where you are requesting to leave earlier than dismissal time at 2:05 pm.**

## **MOVIES, VIDEOS, VIDEO CLIPS**

Board Policy 6177 & 6177R outlines the criteria and procedures for the use of video content during instructional time. The principal/designee must sign off on any request made by a teacher or staff to show a movie, video or video clip, and the requested video content must align with the curriculum and be of educational value. Showing movies, videos, or any similar content for entertainment is prohibited during instructional time. Here is the link: [AITE Request to Show Movie/Stream Video or Show Movie Clips](#)

## **PROFESSIONAL CONFERENCES**

Requests to attend professional conferences should be made to the Principal at least a month in advance to ensure that there is ample time to process the forms and secure substitute coverage. Once your request has been approved, please see an OSS in the main office for the 2 forms that you need to complete and return to her (Authorization to Attend Conference and Request for Substitute Coverage). Failure to complete both forms and submit them in a timely fashion will delay the approval process. **You do need to record your absence in Frontline and should select Professional Activity in the drop down menu as the reason for your absence as soon as you have received approval to attend the conference.**

## SAFE SCHOOL TRAINING

<b>FT, PT/SUB Employees</b>		
<b>Course</b>	<b>Time</b>	<b>Deadline</b>
2025/2026 DCF Mandated Reporter Training	90 minutes	9/30/2025
2025/2026 Bloodborne Pathogen Exposure Prevention Training w/ SPS Supplement	30 minutes	9/30/2025
2025/2026 Child Trafficking	5 minutes	9/30/2025
2025/2026 Prevention of Sexual Misconduct	5 minutes	9/30/2025
2025/2026 Food Service	5 minutes	9/30/2025
FERPA: Confidentiality of Records	20 minutes	9/30/2025
HIPAA Overview	15 minutes	9/30/2025
2025/2026 Updated Board Policies	75 minutes	9/30/2025
SPS Special Education Initial Referral & Evaluation	15 minutes	9/30/2025
<b>Total 3 hours and 45 minutes</b>		

You are required to complete all modules of Safe School Training and will be given time to do so on Friday, August 22, 2025. **Training must be completed by September 30, 2025 – no exceptions.** Please contact Suzanne DeFelice at [SDefelice@stamfordps.org](mailto:SDefelice@stamfordps.org) or (203) 977-5462 if you have any questions related to the training specifically. As a reminder, your username is your five-digit employee ID #. Here is the link to the training modules: [Existing Employee Training](#)  
[New Hire Training](#)

## SCHOOL YEAR CALENDAR

Here is the link to the 2025-2026 SPS Calendar: [SPS 2025-2026 School Year Calendar](#)

## SCHOOL YEAR PAY SCHEDULE

Here is the link to the 2025-2026 School Year Pay Schedule: [Pay Dates](#)

**SPS IMPORTANT DATES: Open School Night, Progress Reports, Quarter Grades, and Parent Conference Information**

Wednesday, September 3	<b>Add/Drop deadline for 0.5 credit courses Quarter 1 (High Schools)</b>
Friday, September 12	<b>Add/Drop deadline for 1 or 2 credit courses Semester 1 and Full Year (High Schools)</b>
Thursday, September 18	<b>Open School Night</b>
Wednesday, October 1	1 <sup>st</sup> quarter progress report grades accessible in Parent Portal
Wednesday, October 15	Early Release (report card conferences)
Thursday, October 16	Early Release (report card conferences)
Friday, October 17	Early Release (report card conferences)
Friday, November 7	End of 1 <sup>st</sup> quarter
Thursday, November 14	<b>Add/Drop Deadline for .5 Credit Courses</b>
Friday, November 21	1 <sup>st</sup> quarter final grades accessible in Parent Portal
Wednesday, December 10	2 <sup>nd</sup> quarter progress report grades accessible in Parent Portal
Friday, January 23	End of 2 <sup>nd</sup> quarter
Friday, January 30	Add/Drop deadline for 0.5 credit courses Quarter 3 (High Schools)
Friday, February 6	Add/Drop deadline for 1 credit courses Semester 2 (High Schools)
Friday, February 20	2 <sup>nd</sup> quarter final grades accessible in Parent Portal
Friday, February 27	3 <sup>rd</sup> quarter progress report grades accessible in Parent Portal
Friday, March 27	End of 3 <sup>rd</sup> quarter
Monday, April 13	Add/Drop deadline for 0.5 credit courses Quarter 4 (High Schools)
Friday, April 17	<b>3<sup>rd</sup> quarter final grade accessible in Parent Portal</b>
Friday, May 8	4 <sup>th</sup> quarter progress report grades accessible in Parent Portal
Monday, June 15	Final grades available in Parent Portal

*\*Note: Any inclement weather days will be added to the end of the school calendar.*

## **SUBSTITUTE LESSON PLANS**

You must submit a lesson plan that will cover each period that you teach, whenever you will be absent from your classes. Please submit your lesson plans as early as possible, especially if you know ahead of time that you will be absent. Plans should be submitted no later than 7:00 am on the day of your absence, so there is time to get them to the person covering your classes.

Teachers should email their substitute lesson plans to the principal and copy the assistant principals and office staff to ensure that someone has received them.

### **All lesson plans should include the following information (see template below):**

Please make sure that all directions and assignments are posted for your classes on Google Classroom and include this notation for the person who covers your classes. It is also helpful to the person covering your classes to have a brief explanation of the assignment you have given to the students.

- **The name of the teacher and the date of the absence**
- **The day and period (A or B-Day; period 1-4)**
- **The name of course**
- **The classroom location**
- **If you teach during Period 3, please also indicate whether you have first of second lunch wave**
- **Leave all other periods that you do not teach blank**

### **Use the following template for your substitute lesson plans:**

**Your Name:**

**Date (of absence):**

**Your Schedule (period, class, room #, assignment):**

**A or B-Day**

A1 – health room rm. 100

Students should complete their electronic nutrition journals and submit them to the dropbox.

A2 – (blank)

A3 – phys. ed. gym **2nd lunch wave** (If you teach 3rd period, incl. your lunch wave)

Students will be assigned to a classroom and should read the assigned article on heart rate and then complete the activity on how to determine their resting heart rate.

A4 – (blank)

*All directions and assignments are posted for my classes on Google Classroom.  
Students should reach out to me via email with any questions.*

## APPENDIX A

# AITE Cell Phone and Electronic Device Regulations

Please find the link to BOE Policy 5131.8: [BOE Policy 5131.81](#)

### First offense:

#### **1. Confiscation of cell phone or other electronic device**

- Students, who do not put their cell phones in the designated holder upon entering class, will have them confiscated by security and given to their grade level administrator, where they will be returned at dismissal time in their respective offices.

#### **2. Infraction will be documented**

- The grade-level administrator will create a log entry in PowerSchool to record this offense.

### Second offense:

#### **1. Confiscation of cell phone or other electronic device**

- Students, who do not put their cell phones in the designated holder upon entering class, will have them confiscated by security and given to their grade level administrator, where they will be returned at dismissal time in their respective offices.

#### **2. Grade level-administrator will contact a parent/guardian:**

- The grade-level administrator will contact the parent/guardian about the incident and inform them that they will have to meet with them and pick up the phone for all subsequent offenses.

#### **3. Infraction will be documented:**

- The grade-level administrator will create a log entry in PowerSchool to record this offense.

### **Third offense:**

#### **1. Confiscation of cell phone or other electronic device**

- Students, who do not put their cell phones in the designated holders upon
- entering class, will have them confiscated by security and given to their grade level administrator.

#### **2. Grade level-administrator will schedule a parent/guardian meeting:**

- The grade-level administrator will contact the parent/guardian to schedule a meeting within 24-hours of confiscating the device. **The student's cell phone or electronic device will be returned to the parent/guardian at the meeting.**

#### **3. Infraction will be documented:**

- The grade-level administrator will create a log entry in PowerSchool to record this offense.

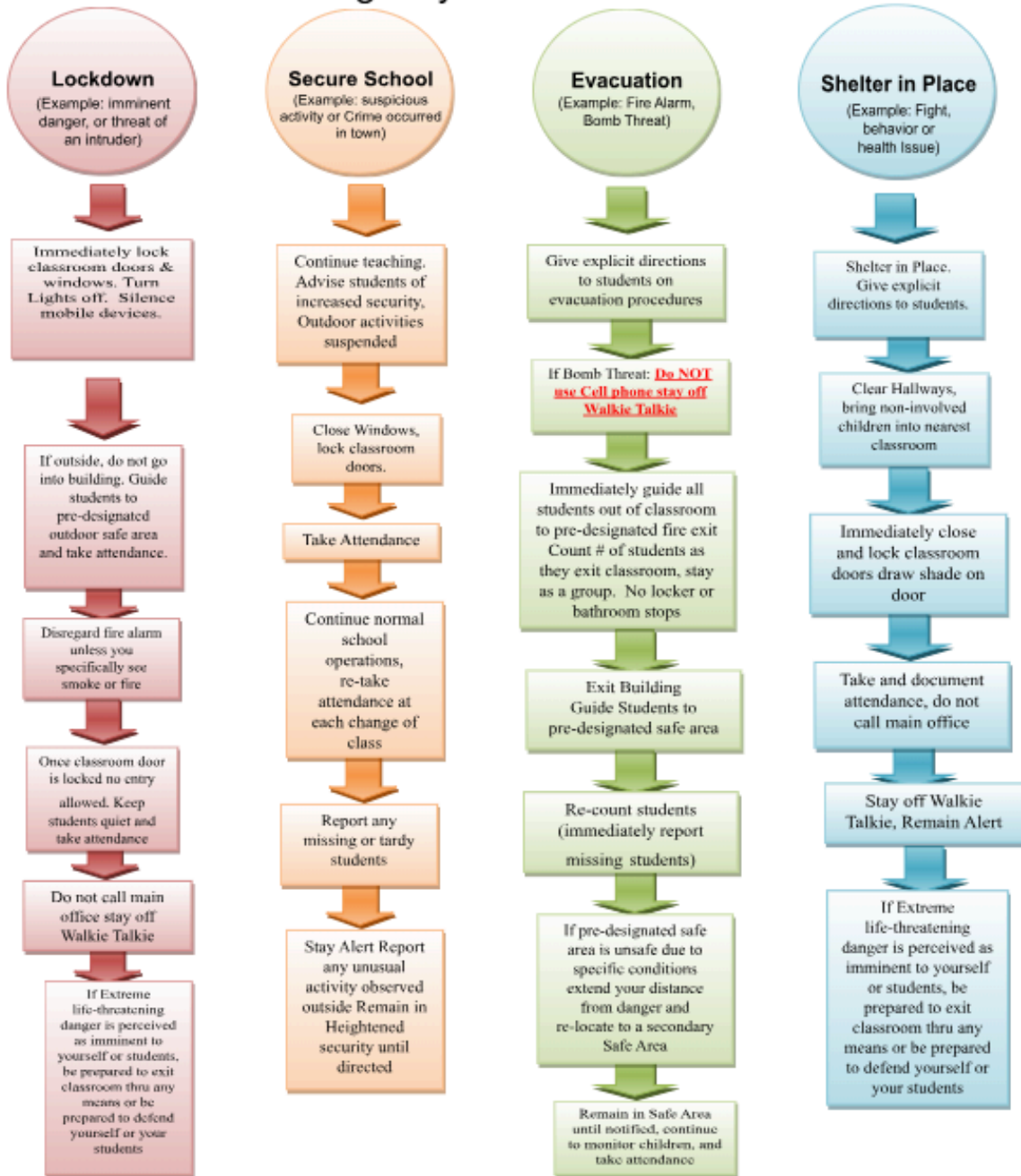
### **Consequences for Subsequent Offenses May Include but are not Limited to:**

- Community Service Hours (Beyond Those Required for Graduation)
- Loss of Cell Phone or Electronic Device Privileges
- Out of School Suspension

The same regulations and consequences apply to cell phone use in all other areas of building during times and in locations where it is not permitted.

# APPENDIX B

## Emergency Procedure Chart



411 High Ridge Rd, Stamford, CT 06905 T (203) 977-4336 [aitestamford.org](http://aitestamford.org)

In addition to fire drills, the school conducts other emergency drills throughout the school year. Detailed information can be found in AITE’s 2025-2026 All Hazards School Security & Safety Plan. Please review this information with your students at the start of each semester.

## APPENDIX C

### STUDENT/STAFF RECOGNITION

#### MEDIA ADVISORY

Please send an email to the principal when you have an event that you believe should have media coverage or a student that you believe should be recognized for an outstanding accomplishment at a Board of Education meeting. The email should include the following information:  Your Name

- Who is Involved
- What is the Event
- When is it Happening
- Where is it Happening

Please include any supporting details/background information that will be helpful in the release.

#### SPS SHOUT OUTS

An *SPS Shout Out* is a special recognition that acknowledges school communities, staff members or students who have inspired us with a unique project, an outstanding job or a special effort that had a positive impact on our students or community. Each week the district celebrates a few by sharing with all SPS staff and posting on the district website. These Shout Outs can be shared with friends, families, and your school community. Shout Outs can only be submitted by the building principal. Please email your Shout Out to the principal [trivera@stamfordpublicschools.org](mailto:trivera@stamfordpublicschools.org) no later than the Wednesday before your Shout Out will appear with the following information:

- Your Name
- Title for Your Good News
- A brief description of the activity, program, or event that made you proud. Be sure to include the date and location. Also, please make sure you check the spelling of the names of the students and/or teachers involved (There is a 200-word limit)
- You may also submit a picture in jpeg format (There is a 3-photo limit; max. 10 MB per file)

**APPENDIX D**  
**STAFF DIRECTORY**

Department	Name	Email
Art	Anthony Scaturchio	<a href="mailto:ascarturchio@stamfordps.org">ascarturchio@stamfordps.org</a>
	Darin Tomaszewski	<a href="mailto:dtomaszewski@stamfordps.org">dtomaszewski@stamfordps.org</a>
	Darlene Vasquez	<a href="mailto:dvasquez@stamfordps.org">dvasquez@stamfordps.org</a>
Business (CTE)	Recardio Cole	<a href="mailto:rcole@stamfordps.org">rcole@stamfordps.org</a>
	Florina Merturi	<a href="mailto:fmerturi@stamfordps.org">fmerturi@stamfordps.org</a>
	Sean Peterson	<a href="mailto:speterson@stamfordps.org">speterson@stamfordps.org</a>
EL Support	Maritza Bredy	<a href="mailto:mbredy@stamfordps.org">mbredy@stamfordps.org</a>
English	Rudra Bhavasar	<a href="mailto:rbhavasar@stamfordps.org">rbhavasar@stamfordps.org</a>
	Alyssa Domini	<a href="mailto:adomini@stamfordps.org">adomini@stamfordps.org</a>
	Ed Donnelly	<a href="mailto:edonnelly@stamfordps.org">edonnelly@stamfordps.org</a>
	Derek Stout	<a href="mailto:dstout@stamfordps.org">dstout@stamfordps.org</a>
	Steve Wolff	<a href="mailto:swolff@stamfordps.org">swolff@stamfordps.org</a>
*MTSS - Humanities	Shauntier Yates	<a href="mailto:syates@stamfordps.org">syates@stamfordps.org</a>
Math	Mike Andino	<a href="mailto:mandino@stamfordps.org">mandino@stamfordps.org</a>
	Sean O'Connell	<a href="mailto:soconnell@stamfordps.org">soconnell@stamfordps.org</a>
	Pradnya Nandanwar	<a href="mailto:pnandanwar@stamfordps.org">pnandanwar@stamfordps.org</a>
	Swati Ray	<a href="mailto:sray@stamfordps.org">sray@stamfordps.org</a>
*MTSS - STEM	Jackie Schell	<a href="mailto:jschell@stamfordps.org">jschell@stamfordps.org</a>
	Kyarah Serrano	<a href="mailto:kserrano@stamfordps.org">kserrano@stamfordps.org</a>
	Vin Urbanowski	<a href="mailto:vurbanowski@stamfordps.org">vurbanowski@stamfordps.org</a>
PE/Health	Jim Penn	<a href="mailto:jpenn@stamfordps.org">jpenn@stamfordps.org</a>

	Guy Semon	<a href="mailto:gsemon@stamfordps.org">gsemon@stamfordps.org</a>
	Ali Walsh	<a href="mailto:awalsh@stamfordps.org">awalsh@stamfordps.org</a>
Science	John Dalton	<a href="mailto:jdalton@stamfordps.org">jdalton@stamfordps.org</a>
	Teresa Guerra	<a href="mailto:tguerra@stamfordps.org">tguerra@stamfordps.org</a>
	Donna Kaiser	<a href="mailto:dkaiser@stamfordps.org">dkaiser@stamfordps.org</a>
	Paige Ridley	<a href="mailto:pridley@stamfordps.org">pridley@stamfordps.org</a>
	Victoria Russo	<a href="mailto:vrusso@stamfordps.org">vrusso@stamfordps.org</a>
	Patrick Scollan	<a href="mailto:pscollan@stamfordps.org">pscollan@stamfordps.org</a>
	Danielle Weber	<a href="mailto:dweber@stamfordps.org">dweber@stamfordps.org</a>
	Shanhui Xiong	<a href="mailto:sxiong@stamfordps.org">sxiong@stamfordps.org</a>
	Bing Yang	<a href="mailto:byang@stamfordps.org">byang@stamfordps.org</a>
Social Studies	Nicholas DeAntonis	<a href="mailto:ndeantonis@stamfordps.org">ndeantonis@stamfordps.org</a>
	D. Claude Morest	<a href="mailto:cmorest@stamfordps.org">cmorest@stamfordps.org</a>
	Justin Morse	<a href="mailto:jmorse@stamfordps.org">jmorse@stamfordps.org</a>
	Anthony Pollicella	<a href="mailto:apollicella@stamfordps.org">apollicella@stamfordps.org</a>
	Erin Priolo	<a href="mailto:epriolo@stamfordps.org">epriolo@stamfordps.org</a>
	Michelle Pusser	<a href="mailto:mpusser@stamfordps.org">mpusser@stamfordps.org</a>
	Luke Sonne	<a href="mailto:lsonne@stamfordps.org">lsonne@stamfordps.org</a>
World Language	Kelly Angileri	<a href="mailto:kangileri@stamfordps.org">kangileri@stamfordps.org</a>
	Raquel Bonessi	<a href="mailto:rbonessi@stamfordps.org">rbonessi@stamfordps.org</a>
	Anna Koltypin	<a href="mailto:akoltypin@stamfordps.org">akoltypin@stamfordps.org</a>
	Andrew Palmer	<a href="mailto:apalmer@stamfordps.org">apalmer@stamfordps.org</a>
	Bing Yang	<a href="mailto:byang@stamfordps.org">byang@stamfordps.org</a>
	Shanhui Xiong	<a href="mailto:sxiong@stamfordps.org">sxiong@stamfordps.org</a>

Parent Facilitator	Ena Morrobel	<a href="mailto:emorrobel@stamfordps.org">emorrobel@stamfordps.org</a>
School Nurse	Cinthia Vera	<a href="mailto:cvera@stamfordps.org">cvera@stamfordps.org</a>
School Resource Officer (SRO)	Ryan Pitoniak	<a href="mailto:rpitoniak@stamfordps.org">rpitoniak@stamfordps.org</a>
Security	Robbie Jenkins	<a href="mailto:rjenkins@stamfordps.org">rjenkins@stamfordps.org</a>
	Alejandro Melendez	<a href="mailto:amelendez@stamfordps.org">amelendez@stamfordps.org</a>
Special Education	Caitlin Capeci	<a href="mailto:ccapeci@stamfordps.org">ccapeci@stamfordps.org</a>
	Namita Pendharkar	<a href="mailto:npendharkar@stamfordps.org">npendharkar@stamfordps.org</a>
	Lisa Pirri	<a href="mailto:lpirri@stamfordps.org">lpirri@stamfordps.org</a>
Arbor Program	George Schott	<a href="mailto:gschott@stamfordps.org">gschott@stamfordps.org</a>
Asst. Principal for SI	Christie Robinson	<a href="mailto:crobinson@stamfordpublicschools.org">crobinson@stamfordpublicschools.org</a>
School Psychologist	Adiaha Campbell	<a href="mailto:acampbell@stamfordps.org">acampbell@stamfordps.org</a>
Social Worker	Mary Hidajat-Crichlow	<a href="mailto:mhidajaterichlow@stamfordps.org">mhidajaterichlow@stamfordps.org</a>
SBHC Social Worker	Charlie Bath	<a href="mailto:cbath@stamfordps.org">cbath@stamfordps.org</a>
School Counselors	Josh Bogard	<a href="mailto:jbogard@stamfordps.org">jbogard@stamfordps.org</a>
	Maria DeAntonis	<a href="mailto:mdeantonis@stamfordps.org">mdeantonis@stamfordps.org</a>
	Mark DeSimone	<a href="mailto:mdesimone@stamfordps.org">mdesimone@stamfordps.org</a>
Lead School Counselor	Cecilia Rodriguez	<a href="mailto:crodriguez1@stamfordps.org">crodriguez1@stamfordps.org</a>
Teen Talk Counselor	Audrey Camino-Jara	<a href="mailto:acaminojara@stamfordps.org">acaminojara@stamfordps.org</a>
Office Support	Penny Giantomidis	<a href="mailto:pgiantomidis@stamfordps.org">pgiantomidis@stamfordps.org</a>
Office Support	Brandy Johnson	<a href="mailto:bjohnson@stamfordps.org">bjohnson@stamfordps.org</a>
Principal	Tina Rivera	<a href="mailto:trivera@stamfordps.org">trivera@stamfordps.org</a>
Assistant Principal	Joe Cozza	<a href="mailto:jcozza@stamfordps.org">jcozza@stamfordps.org</a>
Assistant Principal	Jessica Prince	<a href="mailto:jprince@stamfordps.org">jprince@stamfordps.org</a>

Chartwells Manager	Sue Martinoli	<a href="mailto:smartinoli@stamfordps.org">smartinoli@stamfordps.org</a>
Custodians	Gus Yoranidis	<a href="mailto:gyoranidis@stamfordps.org">gyoranidis@stamfordps.org</a>
	Rich Brown	<a href="mailto:rbrown2@stamfordps.org">rbrown2@stamfordps.org</a>
	Saville McIntosh	<a href="mailto:smcintosh@stamfordps.org">smcintosh@stamfordps.org</a>
	Leon Richardson	<a href="mailto:lrichardson@stamfordps.org">lrichardson@stamfordps.org</a>
IT Specialist	Peter Clarke	<a href="mailto:pclarke@stamfordps.org">pclarke@stamfordps.org</a>
Multi Media Specialist	Dana Carey	<a href="mailto:dcarey@stamfordps.org">dcarey@stamfordps.org</a>
Paraeducator	Brenda Renovales	<a href="mailto:brenovales@stamfordps.org">brenovales@stamfordps.org</a>
Paraeducator (SPED)	Ruth Cohen	<a href="mailto:rcohen@stamfordps.org">rcohen@stamfordps.org</a>