

AESOP

1-800-942-3767

<http://www.aesonline.com>

# **RIDGEFIELD PUBLIC SCHOOLS**

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## **Substitute Handbook**

**2019-20**



- An Equal Opportunity Employer -

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## **INTRODUCTION**

Welcome to substitute teaching in the Ridgefield Public Schools. We value our substitutes because you make it possible to maintain an orderly and meaningful educational program for our students in a teacher's absence.

You are performing a vital role as a substitute teacher. It is therefore necessary that the schools have capable and dedicated substitute teachers ready to step in. In so doing, you render a very important service to the children, the school and the community.

This handbook has been designed to furnish a guide for the varied routines you will encounter in your work as a substitute teacher in the Ridgefield schools. Although individual schools may differ somewhat in their time schedules, other routines will be fairly similar. Please discuss anything which is doubtful with the principal or assistant principals of the school.

We would appreciate your written comments and suggestions for the improvement of this handbook, so that future issues will be even more helpful.

**CENTRAL OFFICE ADMINISTRATORS**

**INTERIM SUPERINTENDENT OF SCHOOLS**

Dr. JeanAnn Paddyfote

**ASSISTANT SUPERINTENDENT OF SCHOOLS**

Mr. Craig Creller

**ASSISTANT SUPERINTENDENT OF SPECIAL SERVICES**

Dr. Elizabeth Hannaway

**DIRECTOR OF PERSONNEL**

Ms. Karen M. Dewing

**ASSISTANT DIRECTOR OF SPECIAL EDUCATION**

Mr. Anthony Showah

**DIRECTOR OF TECHNOLOGY AND OPERATIONS DEVELOPMENT**

Dr. Robert Miller

**BUSINESS MANAGER**

Ms. Dawn Norton

**COORDINATOR OF TRANSPORTATION**

Mr. Rick Lupinacci

**SCHOOL FACILITIES MANAGER**

Mr. Joseph Morits

**GRADES 6-12 POSTSECONDARY PREPARATION  
And TRANSITION COORDINATOR**

Ms. Myra Scott

RIDGEFIELD SCHOOLS

BARLOW MOUNTAIN ELEMENTARY	Ms. Rebecca Pembroke, Principal 203-894-5800
BRANCHVILLE ELEMENTARY	Mr. Keith Margolus, Principal 203-894-5850
FARMINGVILLE ELEMENTARY	Ms. Susan Gately, Principal 203-894-5570
RIDGEBURY ELEMENTARY	Mr. Jamie Palladino, Principal 203-894-5875
SCOTLAND ELEMENTARY	Mr. Jill Katkocin, Principal 203-894-5825
VETERANS PARK ELEMENTARY	Ms. Ellen Tuckner, Principal 203-894-5525
EAST RIDGE MIDDLE SCHOOL	Ms. Patricia Raneri, Principal 203-894-5500
SCOTTS RIDGE MIDDLE SCHOOL	Mr. Timothy Salem, Principal 203-894-5725
RIDGEFIELD HIGH SCHOOL	Dr. Stacey Gross, Principal 203-894-5750
ELEMENTARY SUPERVISORS:	
Barlow Mountain Scotland	Ms. Sarah Weirsman
Branchville Veterans Park	Mr. Nicholas DeCesare
Farmingville Ridgebury	Ms. Tracey Mayette

## **RIDGEFIELD'S PHILOSOPHY OF EDUCATION**

The basic purpose of the schools is to help each pupil toward maximum individual and social development. To accomplish this, the school program must provide for the wide range of individual needs and differences. Instruction must begin at each pupil's level of achievement and continue at a rate consistent with his ability to learn. The fundamental facts and skills are the basic tools in learning how to think. These skills include the ability to define problems, gather and organize data, draw and test conclusions, and evaluate the results. Pupil participation in the thinking process, in turn, modifies interests, attitudes, values and appreciation.

## **LAW ON CERTIFICATION**

Connecticut Regulations concerning Certification of substitute teachers include the following:

“The State Board of Education is required by law to certify all teachers. Administratively, it is impossible to certify substitutes on an individual basis. Accordingly, a procedure has been approved whereby the certification office might certify a list of substitutes submitted annually by the Superintendent of Schools. Except for special cases to be handled individually, qualifications for substitutes are established as follows:

1. Graduation from an approved college.
2. Good health.
3. Substitute teachers may teach no more than 40 days in the same assignment in any one year in any one town. The limitation of *40 teaching days* may be extended upon application of the Superintendent of Schools.
4. Substitutes with current teacher certification may teach indefinitely in positions for which they are appropriately certified.

## **JOB DESCRIPTION**

### **TITLE: SUBSTITUTE**

**PRIMARY FUNCTION:** Provide quality instruction that enables each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher (or provides substitute services as a paraprofessional, secretary, nurse or custodian.)

### **QUALIFICATIONS:**

1. Must possess a bachelor's degree from an accredited university or college for a substitute teacher. High School diploma required for substitute paraprofessional, secretary or custodian. Substitute nurses must possess a RN license, valid CT Department of Health license and valid First Aid and CPR.
2. Must be in satisfactory health.
3. Must submit to federal and state background check.
4. Must submit to DCF background check and EEV (Educational Employer Verification).
5. Must complete CT DCF Mandated Reporter.
6. Must sign Confidentiality Agreement.
7. Must be emotionally mature, objective, and sensitive to people and their concerns. Able to handle responsibility, work independently, and maintain good working relationships with students, families and co-workers.

**REPORTS TO:** Principal/Building Administrator

### **ESSENTIAL FUNCTIONS:**

1. Reports to the building principal/administrator upon arrival at the school building.
2. Reviews all lesson plans and schedules to be followed prior to the students' arrival.
3. Maintains the established routines and procedures of the designated school and classroom.
4. Teaches the lesson outlined and described by the absent teacher.
5. Consults with administration, team leader or grade-level teacher to get a clear understanding of the schedule and assignment.
6. Assumes the responsibility for maintaining a positive classroom climate and demonstrates enthusiasm for the teaching/learning process.
7. Practices and promotes positive interaction with and among students.
8. Complies with and supports school policies, regulations and procedures.

**TERMS OF EMPLOYMENT:** On an as-needed basis.

TERMS OF EMPLOYMENT

<b>Substitute nurse rate is:</b>		<b>\$36.08 per hour</b>
<b>Substitute para rates are:</b>	<b>Instructional</b>	<b>\$ 15.75 per hour</b>
	<b>Clerical</b>	<b>\$ 13.33 per hour</b>
	<b>Supervisory</b>	<b>\$ 12.04 per hour</b>
<b>Substitute secretary rates are:</b>	<b>Administrative</b>	<b>\$ 24.76 per hour</b>
	<b>School</b>	<b>\$ 21.61 per hour</b>

1. **Substitute teachers will be paid at the rate of \$100.00 for each full day of work and**
2. **\$50 for each half day of work.**
  - a. **At all levels a half day consists of working 3.5 hours or less and a full day consists of working more than 3.5 hours.**
  - b. **Half day or full day assignments will be indicated in AESOP when a substitute accepts an assignment.**
3. **When a school or the Central Office of the Board of Education has prior notice that a staff member intends to be absent, a substitute teacher will be engaged whenever possible in advance of the intended absence. However, if the schools are closed because of inclement weather or for any other emergency reason, the substitute teacher will not be paid for the time engaged but not actually worked.**
4. **If a substitute reports to an assignment which is no longer needed, the school may offer other duties to the substitute. If the substitute declines these other duties, the substitute will be paid a half-day rate of pay. If the substitute chooses to accept these other duties, the substitute will be paid the full-day rate of pay.**
5. **The district may employ Building Substitutes. Building substitutes are paid \$110 per day and report every day to the assigned school. Building substitutes may be assigned to any position within the school.**
6. **Substitutes for Special Education or Preschool assignments may be required to assist in toileting or diapering students.**
7. **The District reserves the right to reassign a substitute to another position based upon building needs.**
8. **Substitute Nurses: By accepting to be a substitute nurse for the Ridgefield Public Schools, you agree to substitute at all schools.**



### **Long-Term Substitutes**

There are times the district hires certified substitutes on a long-term basis. Long-term substitute assignments are designated by the administration and the daily rate for these assignments is \$258. No assignment is considered a long-term sub assignment without prior approval of the Director of Personnel.

### **PROFESSIONAL ETHICS/CONFIDENTIALITY**

Information obtained about students must be kept confidential. Education records and student information are those records, file, documents and other materials recorded in any way, including but not limited to handwriting, print, computer media, video or audio tape, film, microfiche, which contains information directly related to a student, which are maintained by an education agency or institution. This information is not to be released or disclosed by any means including oral, written, or electronic means without express written consent from the parent or eligible student. In addition, information regarding other teachers or staff members should not be publicly disseminated. Substitutes are representative of the entire Ridgefield Public Schools.

Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitutes may not distribute religious, political or commercial materials to students.

### **ARRIVAL TIME**

**High School** substitutes are asked to report to the high school by 7:00 a.m. If late notification makes this impossible, you should make every attempt to arrive by 7:25 a.m.

**Middle School** substitutes are asked to report to the middle schools by 7:35 a.m.

**Elementary** substitutes are asked to report to the Branchville, Ridgebury, and Scotland Elementary schools by 8:15 a.m. Substitutes for Barlow Mountain, Farmingville and Veterans Park Elementary schools are asked to report to the schools by 8:50 a.m.

### **REMOVAL FROM THE SUBSTITUTE LIST**

Substitute teachers, paraeducators, nurses, secretaries or custodians may be removed from the approved list for any of the following reasons:

1. Health reasons.
2. Criminal or unacceptable record documented by State Police Department, FBI, DCF or through the Educational Employer Verification.
3. Failure to comply with ongoing required trainings (e.g. Mandated Reporter, NIMS)
4. Unsatisfactory performance as evidenced by an unsatisfactory report or complaints from the school administration.
5. Failure to regularly accept assignments on the days you have indicated you can substitute.
6. Cancelling assignment without reasonable notice.
7. Any other reasonable and just cause.

### **UNEMPLOYMENT COMPENSATION**

In agreeing to offer your services to the Ridgefield Public Schools as a substitute teacher you acknowledge that there is no guarantee that the Ridgefield Public Schools will need your services as a substitute employee a certain number of days throughout the school year.

In requesting to be placed on our substitute list, you are acknowledging that the need for substitute employees is directly related to:

1. Contracted employees' wellness;
2. Contracted employee staff development opportunities/requirements;
3. Other situations outside of the employer's control (jury duty, bereavement, etc.) and
3. Other needs of the district to employ substitutes.

Subsequently, the Ridgefield Public Schools cannot and does not guarantee that you will be employed any specific number of days as a substitute employee throughout the course of a year or that you will earn a certain amount of money on a monthly basis.

Any efforts on your behalf to claim unemployment benefits citing lack of work as a reason will be vigorously contested by the Ridgefield Public Schools. Individuals expecting to be employed on a regular basis or to earn a specific, regular monthly income should not apply to be a substitute.

## AESOP Substitute System

- The Ridgefield Public Schools use AESOP to secure substitutes. Substitutes will be provided a log-in to register with AESOP.
- Substitutes may customize their settings by establishing preferred schools and preferred call times.
- On the web site please read “Quick Start User Guide” or view “Basic Training Video.”
- Substitutes may either look for available jobs by internet ([www.aesoponline.com](http://www.aesoponline.com)) or by telephone ([1-800-942-3767](tel:1-800-942-3767)).
- When a substitute has successfully accepted an assignment, the substitute will be provided with a confirmation number.
- If a sub is called by AESOP and the substitute does not want the assignment, substitute must REJECT the job to prevent further calls by AESOP
- If you don't want AESOP to call for a job for a particular day, you must update personal sub calendar with “non-working days.”

E-mail: [jkidd@ridgefieldps.net](mailto:jkidd@ridgefieldps.net) with any emergencies regarding AESOP

**RIDGEFIELD PUBLIC SCHOOLS**  
Ridgefield, CT 06877

**2019-20 SCHOOL HOURS**

<i>School</i>	<i>Start</i>	<i>2-Hour Delay</i>	<i>3-Hour Delay</i>	<i>Early Dismissal</i>	<i>Regular Dismissal</i>
RHS	7:25	9:25	10:25	10:30	2:15
ERMS,SRMS	8:00	10:00	11:00	11:05	2:50
BES, RES, SES	8:35	10:35	11:35	11:40	3:25
BMES, FES, VPES	9:10	11:10	12:10	12:15	4:00

**Please note:** Occasionally weather conditions may worsen later in the day, past standard early dismissal times above. In such instances, students will be dismissed as soon as buses arrive at schools. *It is recommended that parents discuss a plan with their children if this were to happen and children were to arrive home earlier than usual.*

**2019-20 PRESCHOOL HOURS**

<i>Preschool</i>	<i>Start</i>	<i>2 or 3-Hour Delay</i>	<i>Early Dismissal</i>	<i>Regular Dismissal</i>
AM	9:15	No AM Preschool	11:45	11:45
PM	1:30	1:30	No PM Preschool	4:00

**AM Preschool** students attend their classroom sessions Monday-Thursday for their selected days.  
**PM Preschool** students attend their classroom sessions Monday-Friday for their selected days.

**2019-20 MARKING PERIODS & QUARTER END DATES**

Marking period start and end dates can be found on specific school websites. Posting these dates on school websites allows the district to update marking periods and quarter end dates when there are weather-related closings that impact academic calendars.

# Ridgefield Public Schools 2019-20 Calendar BOE Approved 05-28-19

## July

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

July 4: Fourth of July

## August

2 Days

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	▲ 20	▲ 21	▲ 22	➔ 23
☺ 26	☺ 27	➔ 28	☆ 29	☆ 30

Aug 20-22: New Teacher Orientation

Aug 23: Prep Day for Teachers

Aug 26-27: PD Day for Teachers

Aug 28: Building Day for Teachers/PD Paras

Aug 29: First Day for Students K- Grade 9

Aug 30: First Day for Students Grades 10-12

## September

19 Days

M	T	W	T	F
☺ 2	3	4	5	6
9	10	11	☺ 12	13
16	17	18	19	20
23	24	25	26	27
☺ 30				

Sept. 2: Labor Day

Sept 12: Early Dismissal for Students- PD for Staff

Sept 30: Rosh Hashanah

## October

21 Days

M	T	W	T	F
	1	2	3	4
7	8	☺ 9	☺ 10	11
☺ 14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Oct. 9: Yom Kippur

Oct 10: Early Dismissal for Students- PD for Staff

Oct 14: Columbus Day

## November

17 Days

M	T	W	T	F
				1
4	☺ 5	6	7	8
☺ 11	12	13	▨ 14	□ 15
18	19	□ 20	▨ 21	□ 22
25	26	☺ 27	☺ 28	☺ 29

Nov 5: No School for Students; PD Day for Teachers

Nov 11: Veterans Day

Nov 27-29: Early Dismissal & Thanksgiving Recess

## December

15 Days

M	T	W	T	F
2	3	4	5	6
9	10	11	☺ 12	13
16	17	18	19	20
☺ 23	☺ 24	☺ 25	☺ 26	☺ 27
☺ 30	☺ 31			

Dec 12: Early Dismissal for Students- PD for Staff

Dec 23-31: Winter Recess

Offices Closed: Dec 24-26, 1/2 day Dec 31

## January

21 Days

M	T	W	T	F
		☺ 1	2	3
6	7	8	☺ 9	10
13	14	15	16	17
☺ 20	21	22	23	24
27	28	29	30	31

Jan 1: New Year's Day

Jan 9: Early Dismissal for Students- PD for Staff

Jan 20: Martin Luther King's Birthday

## February

17 Days

M	T	W	T	F
3	4	5	6	7
10	11	12	☺ 13	☺ 14
☺ 17	☺ 18	19	20	21
24	25	26	27	28

Feb 13: Early Dismissal for Students- PD for Staff

Feb 14: February Recess

Feb 17: Presidents' Day

Feb 18: No School for Students; PD Day for Teachers

## March

22 Days

M	T	W	T	F
2	3	4	5	6
9	10	11	☺ 12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Mar 12: Early Dismissal for Students- PD for Staff

## April

17 Days

M	T	W	T	F
		1	2	3
☺ 6	☺ 7	☺ 8	☺ 9	☺ 10
13	14	15	☺ 16	17
20	21	22	23	24
27	28	29	30	

April 6-10: Spring Recess

April 10: Good Friday

April 16: Early Dismissal for Students- PD for Staff

☆ First Day of School/ Last Day of School

☺ No School, Offices Closed

☺ No School, Offices Open

☺ Early Dismissal

▲ New Teacher Orientation

## May

20 Days

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
☺ 25	26	27	28	29

May 25: Memorial Day

➔ School for Teachers; No School for Students

☺ PD Day for Teachers; No School for Students

☺ Potential Storm-day Makeup

□ Elementary School P/T Conferences (early dismissal)

□ Middle School P/T Day Conferences (early dismissal)

▨ Middle School P/T Evening Conferences

## June

10 Days

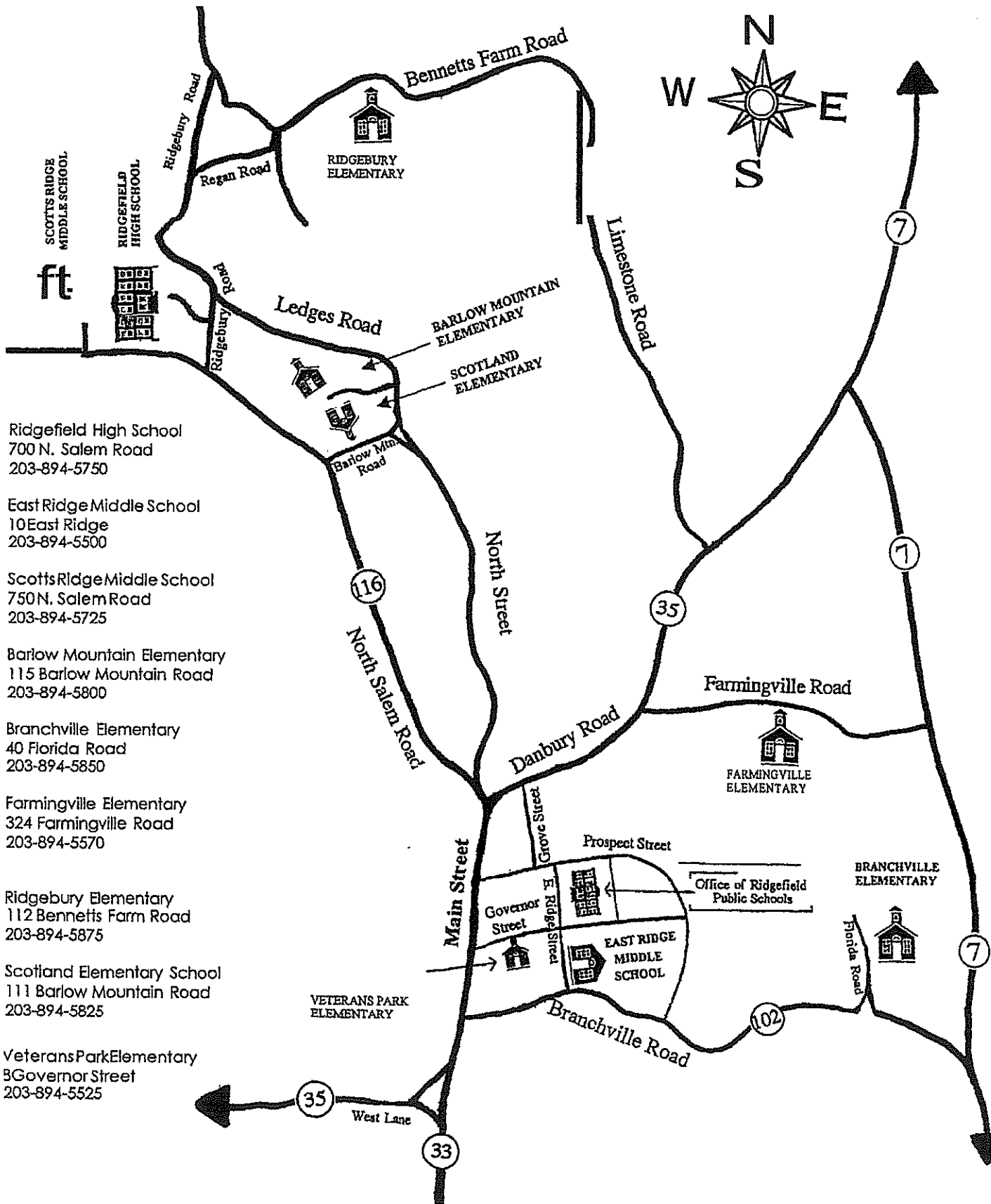
M	T	W	T	F
1	2	3	4	5
8	9	10	11	☆ 12
☺ 15	☺ 16	☺ 17	☺ 18	☺ 19
☺ 22	☺ 23	☺ 24	☺ 25	☺ 26
☺ 29	☺ 30			

June 12: Tentative Last Day of School

The Last Day is an Early Dismissal Day for Students

Total School Days: 181

Total Teacher Days: 187



Ridgefield High School  
700 N. Salem Road  
203-894-5750

East Ridge Middle School  
10 East Ridge  
203-894-5500

Scotts Ridge Middle School  
750 N. Salem Road  
203-894-5725

Barlow Mountain Elementary  
115 Barlow Mountain Road  
203-894-5800

Branchville Elementary  
40 Florida Road  
203-894-5850

Farmingville Elementary  
324 Farmingville Road  
203-894-5570

Ridgebury Elementary  
112 Bennetts Farm Road  
203-894-5875

Scotland Elementary School  
111 Barlow Mountain Road  
203-894-5825

Veterans Park Elementary  
3 Governor Street  
203-894-5525

## **PARKING**

High School substitutes are asked to park in the parking area located off the Ridgebury Road entrance. Take the 2<sup>nd</sup> left and the spaces are up on the left side marked with an S.

East Ridge Middle School substitutes are asked to park in the parking lot on East Ridge Road in front of the school.

Scotts Ridge Middle School substitutes are asked to park in the parking lot in front of the Main Entrance.

Elementary substitutes are asked to park in the school parking lot.

## **PAYCHECKS**

Paychecks are mailed to the substitute's home address, unless authorized direct deposit has been completed. Checks are issued every 2 weeks. Pay weeks are Wednesday to Tuesday. Payroll closes on every other Tuesday, one week prior to the issuance of a check.

For example:

Pay period Wednesday, August 27 through Tuesday, September 9 – check issued on September 19. Pay period Wednesday, September 10 through Tuesday, September 23 – check issued October 3. (Please refer to page 19.)

## **REPORTING IN**

Please report to the school office to receive instructions for the day. **All substitutes must sign-in and wear a substitute sticker while in the school building.** At the high school report to the Main Office and then to the department chairman. At the middle schools and elementary schools report to the Main Office.

In the school office you will receive a copy of the teacher's schedule and information about lesson plans. A payroll form is also available in the school office. Please be sure to complete and sign this form.

Check the teacher's mailbox for daily bulletins and messages. Please remember to return keys when you leave school at the end of the day.

### **ASSISTANCE**

A substitute in the elementary schools may seek assistance from a nearby classroom teacher or the school principal. At the middle school and high school department chairperson, department leaders, senior teachers and other staff members will gladly assist you.

### **COMMERCIALISM**

Teachers should not permit any commercial advertising to be announced, distributed, or promoted in or through the school unless approved by the principal and should not furnish names and addresses of pupils, parents, or teachers for other than school purposes.

### **COMPLETION OF WORK**

Substitute teachers are to check off on the day's plan, whether or not the work was completed. If not, they are to list pages or points at which they stopped, and/or leave a written memo for the returning teacher. In some cases a form is provided for this purpose.

### **DISCIPLINE PROBLEMS**

If you have a discipline problem that you cannot handle, assistance is readily available from the school administration. At the high school you should first contact your department chairman. If the chairman is unavailable, you may contact one of the assistant principals who will be happy to offer you support.

When referring a student to an assistant principal, please fill out a misconduct report. Misconduct reports are in each teacher's desk. Be specific and describe completely what you regard as misbehavior.

At the middle school, if you have discipline problems, contact the department leader or a nearby teacher at first. If this is not possible, call for an Assistant Principal over the P.A. system for assistance with a general class problem. However, if the problem is with an individual student, send him/her to the Time Out Room with a referral slip indicating the problem. In all cases, leave a note with the classroom teacher so that he/she can follow through with disciplinary action.



## **DISMISSAL**

Procedures at dismissal time vary considerably. It is vital that the substitute teacher be certain that very young children know the bus they are to board. A child is not to be dismissed during the school day unless cleared through the school office.

## **END-OF-DAY ROUTINES**

The report of the schoolwork completed, special messages, and any papers or notes, which have been collected from the children, should be left in the teacher's mailbox. Classrooms should be left in an orderly condition, and locked when so directed by the school office.

## **FACULTY LOUNGE**

Each school has a faculty lounge or teachers' room where you may go to relax during unscheduled time. Substitutes should ask in the school office for the location of the lounge.

## **FIRE DRILL**

Fire drill instructions are listed in the teachers' handbook or the plan book. Instructions are also posted in every classroom. Familiarize yourself with location of exits, routine, and type of signals used for each drill. Each teacher is responsible for the rapid and safe evacuation of his/her class.

## **LEAVING THE SCHOOL GROUNDS**

Children should not be permitted to leave the school grounds during school hours for any reason whatsoever unless they have permission slips signed by parents and approved by the principal.

## **LUNCH**

The time and length of lunch periods vary among the schools. The school office, the teachers' handbook or the plan book can give you appropriate information concerning lunchtime for the school and the class you are teaching. Children in the elementary schools should be accompanied to the cafeteria and should be encouraged to visit a washroom in advance of lunch periods.

Substitute teachers are welcome to purchase lunch in school or to bring lunch from home. Each school has a faculty dining room or a faculty lounge.

## **MISCELLANEOUS**

Information about items such as money, supplies, texts, or others not covered in this handbook may be secured from the school office.

We are always ready to help you. In the services you perform we owe you a debt of gratitude. If, in any way, we can make your substitute days more pleasant, more worthwhile, or more satisfying, do not hesitate to let us know.

## **PLANS**

Elementary – Plan books and seating charts will be available. Plans for the day should be found in the plan book and should be followed as closely as possible.

The teacher's plans should be read carefully. Please become aware of the schedule for the day, i.e., lunch, recess, special classes, and dismissal. If you are lacking any pertinent information, please contact the office immediately.

Middle and Senior High School – The Middle and High school office will give you the day's schedule and appropriate lesson plans.

Substitute teachers working with the same class for an extended period will be expected to plan work for that group.

A copy of the daily schedule and time blocks will be found in the school office, the plan book, or will be posted in the classroom.

## **RECESS (Elementary)**

Recess areas vary according to grade, school, and weather. Detailed information may be secured from the school secretary or from other teachers.

It is desirable to check the teacher's mailbox and office bulletin before returning to the classroom for the afternoon session.

## **SCHOOL BUS**

Children must ride the bus unless they are regular walkers, bicycle riders, or are picked up by parents. Any change must be accompanied by a written consent of the parent and approved by the school office. Children are not permitted to change buses.

## **SECURITY**

All employees and visitors must wear either an official picture identification security badge or a visitor's pass. Please report to the main office of the school in which you will be working to obtain the required badge.

Check with the school office for direction involving locking of special classrooms (labs, typing rooms, supply closets, industrial arts rooms, etc.).

## **SOLICITATION**

Teachers should not allow the solicitation or collection of contributions from pupils or parents unless approved by the principal.

## **SPECIAL DUTIES**

Assignment of special duties such as cafeteria, study halls, playground or bus supervision is listed in the teachers' handbook or the plan book. The school office will inform you of the responsibilities involved in such assignments.

At the high school, service assignments are indicated on the teacher's schedule. Kindly report to the assigned area where the head proctor will explain your specific duties for the day. All lunchroom and study hall assignments come under the jurisdiction of a head proctor. If you are replacing a head proctor, see another teacher on duty.

Hall patrol is indicated by the area assigned: "first floor", "second floor", "third floor", "Community Entrance". If you should be asked to serve on hall patrol, please see that no students remain in the halls. Students should be directed to their appropriate activity at that time.

At the middle school, service assignments are indicated on the teacher's schedule: "HD" indicates hall duty, "CAF" refers to cafeteria duty, "TOR" refers to the Time Out Room and "CR" indicates the computer room. If you have questions about these assignments, please see one of the Assistant Principals.

## **SPECIAL SERVICES**

Teachers in special areas such as art, music, physical education, guidance, speech, health, reading and library are assigned on a full or part-time basis in all of the schools. These people will act as resource persons, consultants, and co-teachers in their special area. Their schedules may be found in the teachers' handbook or the plan book, or may be given by the school office.

The library is available for use by individual students at certain times of the day. Please consult the office as to time available before sending students to the library.

## **SUGGESTIONS**

1. Be prompt. If you are called in the morning, come as soon as possible. Start your classes on time.
2. Be prepared. If you find it impossible to follow the teacher's written plans, consult the principal or department chairman. In any case, be prepared to offer students a valuable learning experience.
3. Be impartial. Be fair. Give each youngster a chance to handle responsibility and to gain recognition.
4. Be alert. Have a wide range of attention. See all, but don't look too long at the insignificant.
5. Trust your own judgment. Common sense is a must. But, if in doubt, check with the principal.
6. Be a good listener. You'll get to know the youngsters and in turn, the youngsters will respect their right to be heard.
7. Avoid what might appear to be a bribe. For example, "Be quiet and I won't give the test today".
8. Be positive. Sincere praise or an appreciative smile can work wonders.
9. Do not permit behavior that is unacceptable. Get help if necessary.
10. Be formal. Insist that youngsters use "Mr." or "Ms." and your last name when addressing you.

RIDGEFIELD PUBLIC SCHOOLS  
TIMESHEET PAYROLL SCHEDULE  
2019-2020 School Year

Monday Pay Cycle Begin Date	Sunday Pay Cycle End Date	Pay Date
06/10/2019	06/23/2019	07/05/2019
06/24/2019	07/07/2019	07/19/2019
07/08/2019	07/21/2019	08/02/2019
07/22/2019	08/04/2019	08/16/2019
08/05/2019	08/18/2019	08/30/2019
08/19/2019	09/01/2019	09/13/2019
09/02/2019	09/15/2019	09/27/2019
09/16/2019	09/29/2019	10/11/2019
09/30/2019	10/13/2019	10/25/2019
10/14/2019	10/27/2019	11/08/2019
10/28/2019	11/10/2019	11/22/2019
11/11/2019	11/24/2019	12/06/2019
11/25/2019	12/08/2019	12/20/2019
12/09/2019	12/22/2019	01/03/2020
12/23/2019	01/05/2020	01/17/2020
01/06/2020	01/19/2020	01/31/2020
01/20/2020	02/02/2020	02/14/2020
02/03/2020	02/16/2020	02/28/2020
02/17/2020	03/01/2020	03/13/2020
03/02/2020	03/15/2020	03/27/2020
03/16/2020	03/29/2020	04/10/2020
03/30/2020	04/12/2020	04/24/2020
04/13/2020	04/26/2020	05/08/2020
04/27/2020	05/10/2020	05/22/2020
05/11/2020	05/24/2020	06/05/2020
05/25/2020	06/07/2020	06/19/2020
06/08/2020	06/21/2020	***07/03/2020*** FY 2019-20

Complete yellow timesheets as they are printed beginning with a Monday date and ending with a Sunday date to coincide with this timesheet payroll schedule.

All timesheets must be filled out in Blue or Black ink; must have name PRINTED legibly, Date worked, hours worked and description of work; must be signed and dated by the substitute/tutor/employee before submitting to the administrator for approval by end of day Tuesday.

Timesheets will not be paid if submitted to payroll without both signatures and filled out in Blue or Black ink.

All completed timesheets must be sent to Central office by Tuesday following the Sunday period end date.

## **SUGGESTIONS (continued)**

11. Be firm but fair. Students will respect your decision.
12. Be understanding. All days cannot be good ones. Youngsters, whether in elementary, middle, or senior high school, have ups and downs. Be tolerant and kind.
13. Be loyal to the schools. Do not discuss individual classes or teachers.
14. Be confidential. School records are normally not available to substitute teachers. Respect all confidential information given you.

## **SUPERVISION**

Children are to be under qualified adult supervision during the entire school day. Children should not be left alone in classrooms, nor should any student be permitted to leave the room without your knowing his/her destination. In some schools a “pass” system has been developed.

## **USE OF SUPPLIES**

Use all supplies including paint, clay, and colored paper with discretion. Supplies may be requested through the office.

**APPENDIX**

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