

# NEWMARKET SCHOOL DISTRICT

## SUBSTITUTE STAFF HANDBOOK



Newmarket School District  
SAU #31  
186A Main Street  
Newmarket, NH 03810  
603-659-5020

## **Office Personnel**

### **Newmarket Junior Senior High School**

**(603) 659-3271**

Substitute Coordinator: Crystal Daley-Dolloff

Andrew Korman, Principal

Angelica (Kecha) Mahoney, Assistant Principal

Jeanne Civiello, Assistant Principal

Jayne Sanborn, Administrative Assistant to the Principal

[sanbornj@newmarket.k12.nh.us](mailto:sanbornj@newmarket.k12.nh.us)

Crystal Daley-Dolloff, Administrative Assistant

[crystal@newmarket.k12.nh.us](mailto:crystal@newmarket.k12.nh.us)

### **Newmarket Elementary School**

**(603) 659-2192**

Substitute Coordinator: Deborah Roffo

Sean Pine, Principal

Deborah Roffo, Assistant Principal

Kristina Cochran, Assistant Principal

Linda Bergeron, Administrative Assistant to the Principal

[bergeronl@newmarket.k12.nh.us](mailto:bergeronl@newmarket.k12.nh.us)

Brenda Collins, Administrative Assistant

[collinsb@newmarket.k12.nh.us](mailto:collinsb@newmarket.k12.nh.us)

### **Newmarket School District SAU**

**(603) 659-5020**

Patricia Banfield, Executive Assistant

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## Checklist for Substitute Teachers

### Upon arrival at school:

- Check in at the school office to: Sign in, pick up badge, keys, and any paperwork
- Newmarket Junior Senior High School requires your license-plate number for all vehicles parked on school property.

### Before beginning the school day, check:

- The substitute plans left by the classroom teacher
- Attendance procedures
- Location of Emergency Management/Sub Plans binder
- Review Emergency Management plans briefly.
- Are there specific directions for today's classes?
- Special-education students in class who need accommodations
- Schedule for the day
- In which room(s) will you be working? Where are they?
- What educational assistants or tutors are involved in your day?
- Will there be a fire drill today?
- Car-parking arrangements. Park in staff parking area. See ***Parking***.
- Your break time
- Lunch procedures for students and your lunchtime responsibility
- Duties you need to cover
- Dismissal time

### In the Classroom:

- Take attendance using the class roster. Report any absences to the main office. See also ***Attendance Procedures, Students***.
- Follow the classroom teacher's plans.
- Have a great day!

### Dismissal:

- Let students leave promptly. Note: At NES, there is a staggered dismissal. Students should be allowed to leave when called over the PA system. See also ***Bus Dismissal***.
- Do not keep anyone after school.

### Before Leaving for the Day:

- At NES: Please provide feedback for the teacher describing what took place during your day in his/her/their classroom. Note how you can be reached in case the teacher has a question.
- At NJSHS: Please complete Substitute Teacher Feedback Form and bring to Crystal in the Main Office. See ***Exhibit A*** for our Substitute Teacher Feedback Form.
- Check housekeeping (end-of-day) guidelines.

**Absence, Student.** Parents are expected to notify the school office if a student will be absent that day. Otherwise, the office will call parents of children who are not in school to confirm their absence.

**Student Accidents/Injuries.** A child should see the nurse or school secretary about any accident of a serious or questionable nature. If a student accidentally injures another student, send the injured student to the nurse and report the incident to the principal. If a staff member is injured, notify the principal.

**Staff Accidents.** Injured staff members should complete a First Report of Injury Form (FROI). FROIs are available in each main office, in the nurse's office and at the SAU Office. Accurate and prompt reporting is essential. FROIs should be turned in at the Main Office as soon as possible, or at the latest, at the end of the day the injury occurred.

**After School, Keeping Children.** No child may be kept after school for any reason without prior parental permission. Staff members who wish to keep students after school for schoolwork or other reasons should be mindful of the fact that ours is a bused population of students; transportation home must be considered. See also **Dismissal**.

**Assemblies.** Teachers/substitutes are responsible for their classes during assemblies and should sit with their students. Proper audience behavior should be modeled and encouraged at all times.

**Assignment.** Once you have accepted an opening, a substitute's assignment is under the direction of the principal of that school. If the teacher or educational assistant for whom you are covering has more than one unassigned period, you may be asked to cover elsewhere.

## **Attendance Procedures, Students.**

### **At NES**

- Classroom teachers take attendance promptly at the beginning of the school day.
- Send attendance sheet and notes to the office via student courier or call the main office.

### **At NJSHS**

- The substitute teacher is to take attendance promptly at the beginning of each block, by sending the attendance sheet for each block to the Main Office. Attendance sheets will be provided in your substitute packets.
- The teacher and educational assistant enter attendance in the computer program called Infinite Campus.
- Any student arriving after the bell rings must have a "late slip".

**Birthday Celebrations-NES:** Birthdays may be recognized in the classroom. If a child brings a birthday cake or cupcakes at snack time, all children in the class must be included. Check with the nurse for any students that may have food allergies in the classroom. Be sensitive to the needs of children who do not celebrate birthdays, for whatever reason.

**Changes in Your Status as a Substitute.** It is your responsibility to notify the School Office as well as the SAU office if your availability as a substitute changes or you no longer wish to substitute in the Newmarket School District. Please provide any updates in address, phone number, name, your choice of schools to substitute in, or any other changes to Patty Banfield at the SAU Office via email at [banfieldp@newmarket.k12.nh.us](mailto:banfieldp@newmarket.k12.nh.us).

**Child Abuse Reporting.** In New Hampshire, teachers are mandated reporters of suspected child abuse. Suspected child abuse must be reported to the principal or guidance counselor. It is not the responsibility of the school employee to prove the child has been abused or to determine whether the child is in need of protection. See ***Policy JLF: Reporting Child Abuse/Neglect*** on the district website or request a copy from the Main Office.

**Confidentiality.** State and federal laws require confidentiality, and the school expects an extremely high standard for protecting private information. Personally identifiable information of all kinds must be kept confidential. Because ours is a small community, anonymity is virtually nonexistent and confidentiality can be compromised. Under no conditions may you discuss any students with any parents other than their own. Being committed to confidentiality means that you do not share personally identifiable information with your friends, your neighbors, or your own children. Substitutes, interns, educational assistants and volunteers must maintain the same high standards for confidentiality as is expected of teachers.

“Personally identifiable information” includes the name of a student, the student’s parents or guardians, and other family members; the address of the student or other identifiers such as Social Security number; or a description of personal characteristics or other information by which the student easily could be identified.

**Discipline.** We expect teachers to handle classroom discipline in a positive way. Please make an effort to understand and relieve frustrations that contribute to misbehavior. Behavior rules and consequences for misbehavior should be posted. Routine discipline is most effectively handled at the closest and most immediate level. Whenever possible, correct individual students in a private manner, and refrain from sarcasm, teasing, or any other action that may humiliate a student in front of classmates.

For serious or repeat offenses, students should be sent to the principal’s office at NES. At the JSHS, send the student to the Main Office. Incidents involving physical fighting, dangerous items, illegal substances, or sexual harassment should always be referred to the

principal. Corporal punishment is not legal. Students with repetitive or chronic behavior problems should be discussed in problem-solving terms. Please leave the classroom teacher notes about behavior incidents or concerns, and actions taken (teachers like good news too!).

## Dismissal.

### Bus Dismissal

A large percentage of our students are bused to and from school. After-school buses leave promptly after dismissal. The buses do not wait for missing children. Therefore, delaying dismissal after school for even a few minutes can mean a student may miss the bus and be stranded. (See also [\*\*After School, Keeping Children.\*\*](#))

**NES:** The official school day ends at 2:50 pm each day except Wednesday, when school ends at 2:20 p.m. See also **Hours of Session**. NES has a staggered student dismissal. Students should be dismissed as called on the PA system. ***Teachers must remain in classrooms until all students are dismissed.***

**NJSHS:** The official school day ends at 2:30 pm each day except Wednesday, when school ends at 2:00 pm. See also **Hours of Session**. All students are dismissed at the same time.

### Walkers, Recreation Department Program, Parent Riders-**NES Only:**

Students who are walking home or use private transportation are dismissed before buses leave the school.

- **Walkers:** Exit via Main Entrance
- **Parent Riders:** Exit via back entrance.
- **Recreation Program participants:** Exit via Main Entrance.

At NES, parents must provide a note if a child will be riding a bus other than his usual bus, or getting off at a different stop. If a child is to be picked up by someone other than the parent or guardian, the child must give the staff a note from the parent stating that. Take these notes to the office in the morning.

**Dress.** Newmarket School District provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our students, visitors, and coworkers. ***Please see policy GBEBA: Staff Dress Code.*** All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Certain clothing items are never appropriate in a school environment such as ripped or torn jeans or torn clothing. Please use common sense. Extra clothing for students is often available through the school nurse or the office for use in cases of accidents.

**Duties.** All teachers are expected to share a variety of regular duties assigned by



schedule — e.g., recess, lunch duty, hall patrol — and to cooperate to fulfill occasional duties related to plays, concerts, open houses, field trips, etc. Ask what daily duties, if any, are your responsibility.

## Early Dismissal.

NES: Students requesting early dismissal during the school day for appointments, travel or other reasons must have a note from a parent. If someone other than the parent will come for the child, the note must so state. Students must check out through the school office, where the parent should meet the student. Parents should not take children from the playground or classroom without first communicating with the office and the teacher.

NJSHS: A dismissal pass will be issued from the Main Office. No student should be dismissed from class without a dismissal pass.

**Educational Assistants.** Educational assistants and all support personnel are educational professionals in our schools and should be treated accordingly. Issues related to needs for clerical help, playground supervision and other responsibilities of educational assistants should be discussed with the principal.

**Fire Drills.** Throughout the year are unannounced. Emergency escape routes are posted in your room. All adults and students must exit the school when the fire bell rings. **The safety of all children and staff takes precedence over any other action.**

### Priorities:

- Evacuate immediate area.
- Pull fire alarm to evacuate buildings (in the event of an actual emergency).

### Procedures:

- Instruct children to proceed to nearest exit to outside station as designated on posted exit routes.
- Take the emergency backpack found near the door of each classroom with you.
- Close the door of the classroom. (Special Education, office and nurse personnel close offices, and check and close teachers' room and gym.)
- Check and Report Attendance:  
At NES: Check attendance and report to the principal or secretary in the center of playground. Any teachers without a class should report to center of playground and assist if needed.  
At NJSHS: Check attendance and report to Administrative Assistant who will be positioned behind the school at the entrance to the Community Center.
- Remain outside until the return signal is given.
- Walk; REMAIN QUIET.
- AT NES: Each substitute receives a sub folder that has seating charts, emergency procedures, an identified teacher to ask for help, and information on the Emergency Backpack in each classroom.

- AT NJSHS: Each substitute receives emergency procedures information in the sub plan folders.

**First Aid Procedures.** Small bandages may be applied in the classroom, but evaluation of other health matters is best left to the school nurse. No prescription or non-prescription medication may be administered by the classroom teacher. The school nurse will provide you with a first-aid kit for your class trips. See ***Policy JLCE: Emergency Care and First Aid*** found on the district website or available via request from the main offices.

**Food in School.** At the elementary level, snacks are eaten in the classroom during the 15-minute morning snack period. Candy, gum and junk food usually are not allowed, but substitutes may use their discretion in handling these situations. Healthy snacks are encouraged, and it is hoped teachers will set a good example. Clean-up may be handled individually or by assigned, rotating jobs, as the teacher prefers. Students may eat in most classrooms when class is in session; students are expected to clean up their space.

**Holidays and Special Days.** The school curriculum may be, but is not generally, designed around holidays. We try to be sensitive to the needs of children who do not celebrate birthdays and other holidays for religious reasons. When holiday topics arise in class, discussion must incorporate, as appropriate, a global perspective and observe the diversity of cultures and religions in our society. It is best to avoid activities that are considered religious unless you have prior approval from the principal.

**Hours of Session.** Hours vary from school to school due to intermeshed bus schedules. Substitutes should check in with the school office when they arrive.

- NJSHS: 7:35 am to 2:30 pm (2:00 on Wednesday). Substitutes with 7:35 a.m. classes should check in at the office by 7:15 am and be in class by 7:30.
- NES: 8:45 am to 2:50 pm (2:20 on Wednesday). Substitutes should check in at the office before 8:15 a.m.

**Housekeeping.** Before you leave your room at the end of the day, chairs should be placed on tables or stacked to make vacuuming and other clean-up chores easier for the custodial staff. Windows closed; lights out. All confidential materials should be out of sight, preferably locked up. Lock school doors if you are last out or it is late. At the NJSHS, return your keys to Crystal in the office before leaving the school.

**Identified Students (IEPs, 504s).** Regarding special education, New Hampshire is a categorical state. A child must have a specific diagnosis to be eligible for special education services. The process is called “identifying” and we speak of “identified” children. Whenever possible, substitutes should ask whether any identified children in their classes require special provisions or accommodations. Ask the principal or special education teacher as early in the day as possible.

**Interaction With Students.** Substitutes should not exchange personal information such as phone numbers or e-mail addresses with students, or make plans or communicate with a student via social media while in the role of substitute. If a substitute is a personal friend of a child's parents, a professional decorum is still expected between the substitute and the student.

**Leaving the Building/Grounds.** Staff members who must leave school during the day for any reason must notify the office of their absence. Doing so means staff time will not be wasted looking for you if a need arises. Please notify the office if you take students out for field trips – or even just to hold class outside at an unscheduled time.

**Medications.** Student medications may not be kept in the classrooms. All medications must be given to the school nurse for safekeeping and distribution.

**Non-discrimination.** In all activities, curriculum and programs, our school districts actively oppose discrimination or differential treatment on the basis of gender, race, religion, national origin, sexual orientation, gender identity or handicapping condition. Faculty are challenged to identify and rectify areas of discrimination or differential treatment.

**Nurse.** Each school employs a full-time registered nurse. While health care is a first priority, the school nurse is also involved in faculty health programs, health education, and various other projects and programs. When the nurse is not at school or is unavailable, see the secretary or principal.

**Parking.** Note the parking routine for each school. Lock your car.

- **NJSHS:** Park behind the school. You will be required to provide your license plate number. Please use the main entrance at NJSHS.
- **NES:** The staff parking is directly across from the school. Please use the front entrance at NES.

**Pledge of Allegiance.** In the Newmarket schools, each classroom begins the school day with the Pledge of Allegiance, in compliance with New Hampshire statute RSA 194:15-c. Students may participate or not, depending on their preference and belief. Whether participating or not, students are to respect the rights of their classmates.

**Religion in the Schools.** The school district actively discourages religious prayer, observances, displays, or pageants in school.

**Removal From List.** Employment as a substitute does not constitute a promise of future employment. A substitute may be removed from a school's list of available substitutes at the request of the principal. No investigation of the matter will be made by the SAU office. See also ***Changes in your Status as a Substitute.***

**Safety.** Safety is everyone's responsibility. Please be on the lookout for dangerous situations in the school and report them to the school nurse and/or custodian. Loose electrical connections, broken windows, protruding nails, loose carpets, slippery areas, scalding water, air quality — these and any other hazards or concerns should be reported immediately.

**School Bus.** School bus transportation is provided for many students. A large percentage of our students use school buses, and teachers should be mindful of prompt bus departures after school. (See also, *After School, Keeping Children.*) Problems that students may experience while riding should be reported to the principal.

**School Cancellation.** If school is canceled or there is a delayed start because of weather, a notice will appear on the home page of the SAU website ([www.sau31.org](http://www.sau31.org)). Also, early-morning radio notices are broadcast by WMUR TV Channel 9, WNNE TV Channel 31, Vermont Association of Broadcasters (1-888-422-4798), WTSN 1400 AM, WGXL 92.3 FM, WNHV 910 AM, WHDQ 106.1 FM, KIXX 100.5 FM, WWOD 104.3 FM, V-101 101.7 FM, WNTK 99.7 FM/1490 AM, WCVR 1320 AM. **Substitutes will not be called;** it is your responsibility to look at the website, tune in to WMUR, or listen to the radio.

**Sexual Harassment.** Different people have different standards for touching, off-color jokes, and the like. Be conservative in these matters so as not to cause discomfort to the people you work with. Regarding deviations from standard behavior that make you uncomfortable, see the Title IX representative in the school (your principal). Close teacher-student relationships are encouraged, but staff generally do not touch students. Avoid pet names. Avoid gender-related teasing. Be aware of students who prefer gender neutral pronouns. Student-to-student sexual harassment must be addressed immediately and reported to the guidance department or principal.

**Smoking/Alcohol.** Smoking or use of alcohol or illegal drugs is not allowed in school or on school grounds.

**Snowballs.** For safety reasons, no one is allowed to throw snowballs.

**Spills.** Please promptly report spills on carpets or floors to the main office or a Facilities Technician.

**Substitute Plans/Packets.** In most schools, each teacher prepares a general emergency substitute packet or folder in advance. It is intended that the substitute will be able to manage the day using information in this packet. Information usually includes:

- Special duties and assignments covered by the teacher.
- General lesson plans. There may or may not be information specifically related to class work for the day of absence.
- Enrollment/class list/seating plan for each class.
- Rules, procedures and/or schedules the teacher wants a substitute to know about.
- Principals and principals' assistants know where these packets or folders can be found. Check with them when you report to the office upon arrival.

**Substitutes.** All Substitute teachers are background checked prior to working with students. Substitutes may be removed from the approved substitute list by request of the principal or department head if, for any reason, a subbing experience is considered unsatisfactory.

**Supervision of Students.** Students (K-5) must be supervised at all times in classrooms, in halls, on the playground, courtyards, and playing fields. Use judgment about sending individuals or small groups unchaperoned. Students at the middle school and the high school should not be left alone, unsupervised in a classroom setting.

**Work Day.** *If you are hired for a full day, you may be asked by the principal to work every period, regardless of the periods the absent teacher is assigned that day.* For example, if you are hired to substitute for a math teacher who has two free periods that day, you may be asked to fill in for another teacher during that "free" time.

## Exhibit A: NJSHS Substitute Teacher Feedback Form (2-sided)

### Substitute Teacher Feedback Form

It is expected that high quality, detailed lesson plans are left by our teachers. Our teaching staff appreciates the manner in which they are carried out. Please complete this form and submit it to Crystal Daley-Dolloff before leaving for the day.

To log into windows machines in the district and a Google account for substitutes

User Name: SubstituteNJSHS

Password: Substitute@NJSHS

Username: SAU31Substitute@newmarket.k12.nh.us

Password: Substitute@SAU31

Substitute Teacher's Name:

Date:

Name of teacher needing coverage:

Were you able to follow the lesson plan?

yes

no

Were the day's objectives met?

yes

no

Were you able to access items such as:

Attendance lists, seating charts, schedules, evacuation info, etc.?

yes

no

Please provide a general discipline report:

Highlights of the day:

Suggestions to help better implementing plans:

Please complete the form on the reverse side as the day progresses:

Block	Class	Feedback
<b>A</b>		
<b>Advisory</b>		
<b>B</b>		
<b>C</b>		
<b>D</b>		