

Substitutes' Reference Guide

for the schools of
Hanover, New Hampshire and Norwich, Vermont

-Good Substitutes are Essential to our Schools-

**School Administrative Unit 70
41 Lebanon Street, Suite 2
Hanover, New Hampshire 03755
(603) 643-6050**

Roster of School Office Personnel

Dresden District (NH)

Hanover High School (603) 643-3431

Justin Campbell, Principal
Cathy Niboli, Administrative Assistant
Julie Stevenson, Dean of Students
Katie Lowery, Administrative Assistant
Carolyn Mason, Receptionist carolynmason@dresden.us
Ann Hess, Administrative Assistant

Frances C. Richmond School (603) 643-6040

Mike Lepene, Principal
Amanda Yates, Associate Principal
Robin Morley-Ploof, Administrative Assistant
robin.morley-ploof@hanovernorwickschools.org
Deborah Movizzo, Receptionist

Hanover District (NH)

Bernice A. Ray School (603) 643-6655

Lauren Amrhein, Principal
Della Domingue, Administrative Assistant
della.domingue@hanovernorwickschools.org
Gwyn Dessert, Receptionist

Norwich District (VT)

Marion Cross School (802) 649-1703

Bill Hammond, Principal
Jessica Belley, Administrative Assistant
jessicabelley@hanovernorwickschools.org
Joy Smollin, Receptionist
joy.smollin@hanovernorwickschools.org

Checklist for Substitute Teachers

Upon arrival at school:

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

Before beginning the school day, check:

- 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 accommodation
- 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. Do you need a sticker?
- Your break time (is there one?)
- Lunch procedures for students and your lunchtime responsibility
- Duties you need to cover
- Dismissal time
- At Hanover High School, locate the Department Resource Center, where the Educational Assistant can also answer any questions.

In the Classroom:

- Take attendance. See guidelines on page 4.
- At the Ray School, take the lunch order and turn it in by 8:30 a.m.
- Have a great day!

Dismissal:

- Let students leave promptly.
- Don not keep anyone after school.

Before Leaving for the Day:

- Leave a note for the teacher describing what took place during your day in his/her classroom. (At the Ray School, complete the Substitute Feedback form. At the high school, write your notes on the Substitute daily sheet, and turn in your key.) Note how you can be reached in case the teacher has a question.
- 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.

Accidents. 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.

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 *Bus Dismissal*.

Animals. Teachers may keep animals in their classrooms for educational purposes, with the permission of the principal. However, if any student who frequents the room is allergic to the animal, the animal cannot be kept in the room. Students may bring animal visitors to the school with prior permission for a special school project, such as a science fair or "show-and-tell." The animal must be removed from school premises when the purpose for its visit has been accomplished. Animals may not be transported on school buses. In general, it is best if a parent accompanies child and animal, and then takes the animal home.

Assemblies. Teachers 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 Marion Cross

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

At Ray School

- Homeroom or classroom teachers take attendance promptly at the beginning of the school day.
- The teacher and educational assistant enter attendance in the computer program called PowerSchool.
- Any student arriving after attendance is taken must have a "late slip" from the office.

At Richmond Middle School

- Take attendance at the beginning of each period. Call the office and report any absences.

- Send attendance sheet and notes to the office via student courier.
- Any student arriving after attendance is taken must have a “late slip” from the office.

At Hanover High School

- Attendance is required each period.
- Send the attendance sheet to the Department Ed. Assistant at the beginning of each period to enter into PowerSchool.

Birthday Celebrations. 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. Be sensitive to the needs of children who do not celebrate birthdays, for whatever reason. Unless the entire class is included, private birthday party invitations may not be given out at school, and parents are encouraged not to hold parties beginning directly after school.

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.*) The official school day ends between 2:45 and 3:10 each day except Wednesday, when school ends at approximately 2:00 p.m. Check dismissal time at each school. (See *Hours of Session* on page 7.)

Students who are walking home or use private transportation are dismissed after buses leave the school, except at Marion Cross School, where students who do not take the bus are dismissed first. At the elementary schools, 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.

Changes in Your Status as a Substitute. It is your responsibility to notify the SAU office if your availability as a substitute changes. Also, write any updates in address, phone number, name, your choice of schools to substitute in, or any other changes to bridgetpeters@sau70.org.

Child Abuse Reporting. In both New Hampshire and Vermont, 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 Regulation JLF-R: *Procedure for Reporting of Child Abuse* at the back of this guide.

Coding; Coded. 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 “coding,” and we speak of “coded” children. Whenever possible, substitutes should ask whether any coded children in their classes require special provisions or accommodations. Ask the principal or special education teacher as early in the day as possible.

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 the high school, send the student to the Dean of Students). 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!).

Dress. There is no dress code in our schools. Staff members are expected to be appropriately dressed for the day’s activities in clothing that does not distract from their professionalism. 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, etc. Ask what daily duties, if any, are your responsibility.

Early Dismissal. 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.

At Hanover High School, students obtain a “goldenrod” (prior approval form)

from the office and present it for initialing to any teacher whose class will be missed.

Educational Assistants. Educational assistants and all support personnel are considered educators 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 red Emergency binder 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 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.
- Remain outside until the return signal is given.
- Walk; REMAIN QUIET.

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 at the back of this guide.

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.

At Hanover High School, 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.

- Hanover High: 8:00 to 3:00 (2:00 on Wednesday) Substitutes with 8:00 a.m. classes should check in at the office by 7:45 and be in class by 7:50.
- Marion Cross: 8:15 to 3:10 (2:10 on Wednesday). Substitutes should check in at the office before 8:00 a.m.
- Ray: 8:00 to 2:45 (1:55 on Wednesday). Supervision of students begins at 7:30 for bus students; students enter classrooms at 8:00 a.m.
- Richmond: 8:00 to 3:00 (2:05 on Wednesday)

Housekeeping. Before you leave your room at the end of the day, chairs should be placed on tables 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 Ray School, return your keys to Della in the office before leaving the school.

Injuries. All injuries should be referred to the school nurse, secretary, or principal for evaluation. The school secretary has forms for reporting injuries of personnel or students. Accurate and prompt reporting is essential. Information for workers' compensation is filed for the employee by Amy Tallman in the SAU office. See First Aid Procedures.

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 or secretary 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 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.

Teachers are expected to remain in the classroom when the nurse is teaching, so that the nurse can be freed immediately for health emergencies elsewhere. 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.

- Hanover High School: Park behind the school or in front of the soccer field. Each substitute is given a parking pass, which must be displayed on the

dashboard of your car. You will be required to provide your license plate number.

- [Marion Cross](#): The staff parking is at the end of the driveway on the south side of school.
- [Ray School](#): Enter the driveway and take your first right to the parking lots. There are three lots available. WATCH for little children in the driveway.
- [Richmond](#): Park in either parking lot.

Pledge of Allegiance. In the Hanover 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. Students at the Marion Cross School say the Pledge of Allegiance on various occasions.

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. Changes in your availability: Call Bridget Peters at the SAU (603-643-6050 x 2016) if you want to substitute in more schools, your availability changes, or you have changes in your contact information. See also [Substitutes](#).

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.

SAU 70 (603-643-6050). School Administrative Unit 70 (the Superintendent's Office) is an independent legal agency set up to manage three independent school districts:

Hanover District, **Bernice A. Ray School**, grades K through 5 (NH)

Norwich District, **Marion Cross School**, grades K through 6 (VT)

Dresden District, **Frances C. Richmond & Hanover High Schools**, grades 6 through 12 (interstate)

One function of the SAU staff is to interview and approve substitutes. The office is located at 41 Lebanon Street, Suite 2, in Hanover, New Hampshire.

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 because of weather, a notice in red appears on the home page of the SAU website (www.sau70.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), WTSL 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. Touching a student is okay if appropriate, public, and not conducive to misunderstanding. Avoid pet names. Avoid gender-related teasing.

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 custodian.

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.
- At Richmond Middle School, safety information (about fire drills, lockdowns, etc.) is included.
- Principals and principals' assistants know where these packets or folders can be found. Check with them when you report to the office upon arrival.
 - At Hanover High School, if the teacher has not talked with you and you don't find a plan in the teacher's mailbox in the main office, see the department Ed. Assistant. If there's no Ed. Assistant, see the department Coordinator.

Substitutes. The SAU office approves substitutes based on brief interviews. References are checked. Principals and administrative assistants are notified when new subs are added to the system. Call Bridget Peters at the Superintendent's office with any

questions regarding substitute protocol (643-6050 x 2016).

Interaction With Students: Substitutes should not exchange personal information such as phone numbers or e-mail addresses with students, or make plans with a student 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.

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-8) must be supervised at all times in classrooms, in halls, on the playground, courtyards, and playing fields. The classroom teacher should deliver elementary students to art, music, library, etc. 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.

PROCEDURE FOR REPORTING SUSPECTED CHILD ABUSE

Any school employee who suspects that a student may be abused or neglected must, in consultation with the school principal or designee, report such suspicion immediately by phone to the regional intake unit of the Division for Children and Youth Services (DCYS). If requested, a written report must be sent to the district office of the Division for Children and Youth Services within 48 hours. A state telephone directory with numbers for all regional and district offices is available in the superintendent's office.

A school employee who suspects another school employee of abusing a student must report that suspicion directly to the Division for Children and Youth Services. Once the report is made, the school principal should be informed. The principal must then inform the superintendent of schools. If the principal is the suspected abuser, the school employee who made the report to DCYS should inform only the superintendent of schools.

The oral and written reports should contain the following information, if known:

- Name and address of the child suspected of being abused or neglected;
- Name, address and telephone number of the parents of, or persons caring for, the child;
- The specific information and observations indicating neglect or the nature and extent of the child's injuries (including any information of previous injuries);
- The identity of the person or persons suspected of being responsible for such neglect or abuse;
- The names of siblings and the schools they attend;
- Any history of concern about the child;
- Any indication that the child may be in imminent danger; and
- Any other information that may be required by DCYS in completing a thorough assessment regarding the family.

A copy of the written report must be kept in a confidential file in the principal's office, apart from the student's academic or counseling files. In the case of a school employee suspected of abusing a student, a copy of the written report must be sent to the superintendent of schools.

The central reporting number for all DCYS district offices is 1-800-894-5533.

Prepared by The Attorney General's Task Force on Child Abuse and Neglect, April 1993.

Recommended Guidelines For Complying With Access To Children in School:

- Ensure that a familiar school adult is present;
- Attempt to find a location that is private and minimizes others' awareness of event;
- Request that law enforcement officers be in plain clothes;
- Clarify parent notification with DCYS...who, when.

(Suggested by Administrative Council, October 1993)

Effective: October 1993

Recoded from JG to JLF-R 23 July 2009

FIRST AID AND EMERGENCY CARE

In the event that students and/or school personnel sustain sudden injury or illness during scheduled school activities, during school hours or on school grounds the school has the responsibility for immediate first aid care, for attempting to notify a student's parents, and/or for getting the injured or ill person to a hospital, as deemed necessary. Further medical attention for students is the responsibility of the parent or guardian designate.

First aid is the immediate care given an injured or sick person. It includes emergency care rendered in good faith and without compensation by non-medical persons to save life, prevent further injury, or reduce suffering.

In each school, principals will ensure that procedures and training for handling emergencies will be established and made known to staff. The school nurse(s), in conjunction with the New Hampshire Department of Health or the New Hampshire Department of Education*, will review and recommend practices and procedures for emergency care and first aid.

At all times when the school is open — for classes or for school functions — ensure that all facilities have access to communication devices.

Hanover School Board
Adopted: 2 May 1989
Revised: 2 November 1994, 19 October 2011

Recoded from **JGFG** to **JLCE** 19 July 2011

* The policy for Norwich says here, "Vermont Department of Health or the Vermont Department of Education."

See the accompanying regulation, next page.

FIRST AID AND EMERGENCY GUIDELINES

The school health office is equipped with the necessary supplies for emergency treatment, as well as having an emergency guide for all common injuries posted in a convenient location for anyone to use.

Procedure:

In the event of an emergency, the nurse or any staff person should dial 9-911 and confer with emergency services. The school nurse is the responsible agent to perform all first aid on the property, other than minor first aid.

If a person has a suspected neck or spinal-cord injury, under no circumstances should a school employee move, turn, or reposition the person.

If a student has an injury that requires medical referral, the parents should be notified immediately and an accident report completed.

The nurse will notify the principal of a medical emergency.

The principal will notify the SAU of the medical emergency upon receipt of information from the school nurse.

In the event that a parent cannot be located, the school acts *in loco parentis* to the best of its ability, and for the best interest of the student.

At all times, a designated school employee or adult will remain with the injured student.

In the event of an after-school-hours emergency, the representative of the after-school program will call 9-911, then notify the principal, who in turn will notify the SAU.

Proactive Measures:

Personnel trained in CPR and AEDs (defibrillators) should be listed in the health office and in the main office.

The school nurse should be certified in CPR and AED, and should regularly offer this training to interested staff members.

Note: Quality patient care is based on Evidence Based Practice (EBP), which incorporates current research into patient care. EBP keeps practice current and relevant and increases confidence in decision-making (Beyea S, Slattery M. Evidence Based Practice in Nursing 2006). SAU 70 school district nurses use EBP as well as current policy when treating students with health problems.

Effective December 2011