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Staff Contact Information

SAU 41 Office Administration

4 Lund Lane
Hollis, NH 03049
603-324-5999

Gina Bergskaug, Superintendent of Schools
Dorothy Flaherty, Assistant Superintendent
Lance Flamino, Business Administrator
Lauren DiGennaro, Assistant Superintendent of Student Services
Carrie Marsh, Human Resources Director

SAU Office Support Staff

Jennifer Dubois, Human Resources Specialist
Gracie Stouffer, Human Resources Assistant/Receptionist

School Staff

Brookline School District

Richard Maghakian Memorial School, 22 Milford Street, Brookline –603-673-4640

Daniel Molinari, Principal
Ashley Flamino, Special Education Administrator
Meg Peterson, Curriculum and Instruction Administrator
Charlene Lavey, Senior Administrative Assistant
Kim Kapala, Administrative Assistant

Captain Samuel Douglass Academy, 24 Townsend Hill Road, Brookline – 603-821-0439

Chas Miller, Principal
Ashley Flamino, Special Education Administrator
Meg Peterson, Curriculum and Instruction Administrator
Diana Ledoux, Senior Administrative Assistant
Susan Brown, Administrative Assistant

Hollis School District

Hollis Primary School, 36 Silver Lake Road, Hollis –603-324-5995

Paula Izbicki, Principal
Sarah Proulx, Special Education Administrator
Abby Diaz, Curriculum and Instruction Administrator
Colleen Demmons, Senior Administrative Assistant
MaryBeth Williams, Administrative Assistant

Hollis Upper Elementary, 12 Drury Lane, Hollis – 877-465-5474

Candice Fowler, Principal
Sarah Proulx, Special Education Administrator
Abby Diaz, Curriculum and Instruction Administrator

Madelon Anderson, Senior Administrative Assistant
Lexis Leduc, Administrative Assistant

Hollis Brookline Cooperative School District

Hollis Brookline Middle School, 25 Main Street, Hollis – 603-324-5997
Patrick West, Principal
Allie Buschmann, Assistant Principal
Corinne Beaubien, Senior Administrative Assistant

Hollis Brookline High School, 24 Cavalier Court, Hollis – 603-821-4477
Jacob Hess, Principal
Yolanda Flamino, Assistant Principal
Cole Etten, Assistant Principal
Traci Lane, Assistant Principal of Student Services
Elana Ayer, Senior Administrative Assistant
Melissa Sherman, Administrative Assistant
Jen Barber, Administrative Assistant

A. INTRODUCTION

This Handbook contains general guidelines and information concerning your appointment to the Active Substitute List of SAU #41. The Handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning the specifics or the applicability of a policy or practice to you, you should address your specific questions to the SAU #41 Human Resources Department. Neither this Handbook nor any other document confers any right, either expressed or implied, for you to remain in the employ of SAU #41, or any of its three constituent school Districts: the Brookline School District, the Hollis School District, and the Hollis-Brookline Cooperative School District. Nor does this Handbook guarantee any fixed terms or conditions of employment. Your employment as a substitute is "at will" such that it may be terminated at any time with or without cause, by the SAU, any of the three Districts, or by you. No representative of either SAU #41 or any of its three constituent Districts has the authority to enter into any agreement for employment for any specified period of time without direct action by the pertinent governing Board and/or legislative body.

Many of the subjects described in this Handbook are covered in detail in the policy and procedure documents of the individual School Boards and/or SAU #41. **All such policies may be accessed through the SAU #41 website: www.sau41.org.** It is your responsibility to review policies and procedures in detail since this Handbook only briefly summarizes those matters. If you should have any questions about applicable policies, procedures, etc. you should contact the Human Resources Office or your supervisor (building principal).

The procedures, practices, policies, and guidelines of the individual Districts and/or SAU #41, including those described in this Handbook, may be modified or discontinued from time to time. Every attempt will be made to inform you of any changes as they occur. However, it is your responsibility to keep current of the policies and procedures for the different Districts and the SAU.

To the extent that any information contained in this handbook is in conflict with applicable law, regulation or School District policy, the law or policy shall prevail.

B. EMPLOYMENT INFORMATION

1. **SAU #41 "Active Substitute List":** Only those persons on the SAU #41 Active Substitute List are eligible to substitute within any of the SAU's three distinct School Districts:

   Hollis School District
   Brookline School District
   Hollis-Brookline Cooperative School District

   The active substitute list is maintained by the Human Resources Department. A candidate is not eligible for placement on the list until he/she has completed all the necessary steps to include the mandatory training for substitutes. Training is an annual school year requirement and must be completed in order to maintain active status.

   Placement on the Active Substitute List qualifies you to substitute as a teacher, paraprofessional, food service worker, or custodian in any of the schools of the three Districts. You will self-schedule substitute assignments through the SAU #41 "FRONTLINE" portal (see Section 4, below for FRONTLINE details).

   Substitutes are responsible for notifying the Human Resources Department of any change in name, phone number, address, teaching preference or request to be removed from the active list. Please contact the Human Resources Department at 324-5999.

2. **Initial Conditional Appointment:** Your initial placement on the Active Substitute List is conditional upon a successful criminal background check (forms available at the SAU office). The background check is at your cost and will also require submission to fingerprinting by the Hollis Police Department (9 Silver Lake Rd, Hollis, NH 03049, (603) 465-7637). Additionally, all Substitutes are required to complete a pre-employment physical at their time of hire prior to placement on the Active Substitute List.

3. **Employment Relationship:** Placement on the Active Substitute List is neither a guarantee that you will be assigned any specific number of days during the course of a year, nor that you will earn a certain amount of money on a monthly basis.

   Employment as a substitute within any of the three Districts is considered "at-will", where your employment may be terminated at any time, with or without cause. As discussed below, upon request by a certain school or District, you may be removed from the substitute list for that school or District, only, or terminated and removed entirely from the SAU #41 Active Substitute List.

   As each of the three school Districts, and the SAU, itself, are separate legal entities, your "employer" for each assignment will be the school District of the school of assignment. Your immediate supervisor for each assignment will be the school principal or their designee on the day of the assignment, however your direct supervisor will be the Assistant Business Administrator of SAU #41, and your personnel file and other such records will be maintained as an SAU file.

4. **FRONTLINE –** FRONTLINE is an automated system used, among other things, to schedule substitutes for teachers and other staff during short term, temporary absences. FRONTLINE allows permanent staff to register their own absences using a website or an Interactive Voice Response phone system. Persons on the Active Substitute List can then review and accept available vacancies as the individual substitute's schedule permits. Unfilled jobs trigger automatic phone calls to qualified substitutes. In the FRONTLINE

system, you may select the days and locations you wish to work or non-work times when you are unavailable.

5. **Time log:** A time log must be turned into the main office of the assigned school at the end of each day you substitute as part of your checkout procedure. Time logs should be provided to you at check in and check out for each building.

6. **Performance Monitoring/Feedback:**

   Feedback by Substitute: When you have completed an assignment, we request you log-in to FRONTLINE and provide feedback to the staff member for whom you were substituting. In the Feedback Section you will be asked questions regarding student behavior, lesson plans, student absences, notes to teacher, etc. You will also be asked to rate the assignment and your experience (1 to 5 stars).

   Feedback by the Staff: We also request our permanent staff provide feedback and rate each substitute teacher after an assignment is fulfilled. The ratings are based on classroom management, room cleanliness, following lesson plans, student discipline, etc. You can expect that your performance will be rated (1 to 5 stars).

   Substitute Performance Monitoring: Each building administrator will receive notification through FRONTLINE for each rating of two or below. The building administrator will contact each substitute with this rating and discuss the circumstances behind the rating. If the circumstances warrant it, the building administrator will request improvement. After two ratings of two or less, and the associated counseling with the building administrator, the building administrator can request that a substitute be removed from the ability to substitute at that particular school. The substitute will be notified by the building administrator by phone and a follow up letter via mail if removal occurs. Removal from one school, may or may not result in removal from the SAU #41 Active Substitute List.

7. **Immediate Removal:** The following list contains examples of (but not limited to) some actions that could result in loss of eligibility for substituting in one or more of the schools/Districts, or complete removal from the SAU Active Substitute List:

   - Using profanity in the presence of students
   - Endangering students in any way
   - Leaving students unattended
   - Falling asleep in the classroom
   - Making sexually or racially inappropriate oral/written comments or displaying in appropriate graphic or physical conduct, or subjecting students to racial or sexual harassment
   - Using alcohol or unlawful drugs on school premises or coming to work under the influence of drugs or alcohol
   - Insubordination
   - Willful violation of school rules/regulations

- Any other inappropriate behavior

8. 2026-2027 Pay Rates:

	Full-Day	Half-Day	Cav Block
Non Certified Substitute	$100.00	$50.00	$68.00
NH Certified Substitute	$125.00	$62.50	
NH Certified Nurse Substitute	$150.00	$75.00	

Certification required for all nurse subs

First Year Custodial/Maintenance Substitute $16.93 an hour
Year 2+ Custodial/Maintenance Substitute $17.23 an hour
First Year Food Service Worker Substitute $16.93an hour
Year 2+Food Service Worker Substitute $17.23 an hour
First Year Head Cook Substitute $19.54 an hour
Year 2+ Head Cook Substitute $19.84 an hour
Van Driver Substitute $19.00 an hour

C. SUBSTITUTE RESPONSIBILITIES AND GENERAL INFORMATION

1. School Day:

Be on time – it is critical that you arrive on time for your assignment. For every assignment, irrespective of the District or school, you need to report to the main office when you arrive and again when you leave for the day. Below is a chart for each school for the arrival and departure times.

School	Grades	Substitute Report Time	Substitute Departure Time	Substitute ½ Day am	Substitute ½ Day pm
Richard Maghakian Memorial	PK-3	7:55	3:15	7:55-11:30	11:30-3:15
Captain Samuel Douglass	4-6	8:10	3:25	8:10-11:45	11:45-3:25
Hollis Primary School	PK-3	8:00	3:15	8:00-12:00	11:15-3:15
Hollis Upper Elementary	4-6	8:00	3:30	8:00-11:30	11:30-3:30
Hollis Brookline Middle	7-8	7:20	2:20	7:20-11:05	11:05-2:20
Hollis Brookline High	9-12	7:25	2:30	Mon: 7:30-12:25	10:40-2:30
				TWTh: 7:30-12:25	10:00-2:30
				Fri: 7:30-12:00	10:25-2:30

Delayed School Opening – If school is delayed on the day you are signed up to sub, you are not required to report at the time listed above. You should arrive 1 or 2 hours later than your original arrival time depending on the length of the delay. Delay notices are available through local media sources.

Early Dismissal – In the event of an early dismissal you will be paid in full for the position you accepted. You are permitted to leave with building principal approval.

Cancellation – All cancellations are reported to local media. Cancellations will not be reported in FRONTLINE. The District does not pay substitutes for cancelled days.

2. **Appropriate Attire** – Substitutes are expected to dress professionally and appropriately. Dress should be modest with a neat and clean appearance. Clothing with inappropriate messages or suggestive graphics/language is not permitted. Always wear the identification badge assigned by any school.

3. **Know School Procedures and Routines** – Become familiar with individual school daily schedules, rules and procedures. Understand floor plans and fire drill/emergency instructions.

4. **Be Flexible –** Because of quickly changing needs within each school, the assignment you chose on FRONTLINE may not be the assignment you have when you arrive at the school. The need to be flexible is critical. Refusal to accept a different assignment is insubordination and may be cause for permanent removal from the Active Substitute List. The students are the most important factor when the building administration determines your assignment.

5. **Confidentiality** – Information learned about pupils is strictly confidential and must be treated as such. Confidentiality is a legal responsibility and is essential for the protection of students and families. Discussing school matters outside of school should be avoided. Any infraction of this policy is highly unethical and could lead to removal from the ability to substitute in the District. Please refer to the District confidentiality policy for more details.

   Information obtained about students, including grades/performance must be kept strictly confidential. It is against the law to disclose information contained in a student's personal folder, a student's grades or the fact that a student has a special need or disability. You should assume and act as if *any and all information* learned about a student during or as a result of a substitute assignment is confidential. Also be aware that you may know information about a student because of a personal relationship or as being a part of the community. This information must also remain confidential. Lastly, personal information regarding other teachers or employees should not be publicly disseminated.

6. **Bullying and Harassment** – Bullying is a form of student harassment which is prohibited by the School Boards and will not be tolerated. Any and all suspected incidents of bullying and/or harassment need to be immediately reported to administration.

   "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

   (a) Physically harms a pupil or damages the pupil's property
   (b) Causes emotional distress to a pupil
   (c) Interferes with a pupil's educational opportunities
   (d) Creates a hostile educational environment
   (e) Substantially disrupts the orderly operation of the school

   Types of Bullying

(a) Physical bullying – punching, poking, strangling, hair pulling, beating, biting and excessive tickling

(b) Verbal bullying – hurtful name-calling, teasing, and gossip

(c) Emotional bullying – rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure

(d) Cyber bullying – bullying through the use of electronic devices

(e) Sexual bullying – many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault

7. **Child Abuse and Neglect/Duty to Report** – Under New Hampshire law, any "person" (including any school employee) having reason to suspect that a child has been abused or neglected is required to report the same to the New Hampshire Division for Children Youth and Families. As a substitute, you should report such information immediately and directly to the building principal, or in his/her absence to the building administrator then on duty. If you cannot find an administrator, you should immediately contact the Superintendent's office. You should not speak to anyone else. The child and the family have a right to confidentiality and privacy as well as protection. DO NOT attempt to investigate the information further or to counsel the student.

Under State law (RSA 169-C:31), you will be immune from liability for any report made in good faith, but failure to report could be a misdemeanor (RSA 169-C:39). As such, if anything gives you pause (e.g., inappropriate drawing or behavior, something a child says about home, or someone saying they will hurt themselves), report immediately to the building administrator.

8. **Extra Duties** – Substitutes should expect to perform any extra duties that have been assigned to the regular classroom teacher. These duties could include bus duty, lunch duty or other special duties as assigned by building administration.

9. **Lesson Plans** – The substitute is expected to follow all lesson plans left by the regular classroom teacher and establish a classroom environment that is respectful of learning and individuals. You should seek support from administration if problems arise during the day that disrupts the students' education.

10. **Classroom Management** – Class control should be administered in a firm but friendly manner. Sarcasm, profanity and physical punishment should never be used. Make clear rules, consequences and procedures. Adhere to these rules consistently throughout the day with confidence and control.

11. **Boundaries** – Be professional and safe at all times. Be aware of personal space, use of sarcasm and the appropriate use of language. Substitutes are employees first and foremost and should leave personal relationships with staff and/or students outside of school. Substitutes should always be aware of their surroundings and never be alone with a single student at any time.

12. **Personal Devices** – Checking your email, surfing the internet, texting or personal phone calls are all strictly prohibited at any time that you are supervising or helping to supervise students, whether in class or otherwise. This includes even those times when the students are occupied with worksheets, movies or other activities. Use of these devices is restricted to your lunch break or planning time when you are

not supervising students. Personal and/or private conversations should take place in designated staff areas. Substitutes are not provided network or email access. If, however, you do access the school's wireless system, you are obligated to follow the applicable Acceptable Use Policy, and such use will be filtered/monitored like employees with approved access.

13. **Use of Social Media** – Use of social media as a way to communicate about your SAU #41 substitute position, or any specific substitute assignment within the SAU or any of the three constituent Districts, is not condoned. Specific communications found to violate the policies of one or more of the Districts could result in your removal from the Active Substitute List. In all events, the duty to maintain student confidentiality and respect for your colleagues should be paramount.

14. **Important District Policies** –The following represent common summations of important current policies from the three separate school districts which are not otherwise discussed in this handbook. You are encouraged to review the specific policies of each District through the SAU #41 website: www.sau41.org

(a) **Drug-Free Workplace** – Each District maintains a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations.

(b) **Tobacco-Free Workplace** – Each District maintains a tobacco-free workplace in accordance with State laws RSA 126-K:, RSA 126-K:6 and RSA 155:64-77. Smoking is prohibited in all school buildings and on all school property.

(c) **Acceptable Use Policy (AUP)** – Each District has established policies and procedures with regard to access and disclosure of electronic data composed, stored, sent or received by employees and students using the that District's computer system. This policy is designed to protect the safety and security of the District's computer systems, including Email and Internet use. Except under special circumstances, substitutes are not provided network or email access. If, however, you do access the school's wireless system, you are obligated to follow the AUP and will be filtered/monitored like all other approved employees.

D. HEALTH, SAFETY & EMERGENCIES

1. **Classroom Illness/Injury** – All accidents involving you or the students, no matter how minor, must be reported to the school nurse promptly so that the required accident reports can be completed. Student illness should also be addressed by the nurse. Medication is never administered to students by a substitute.

2. **Student Medication** – All medications are kept in the respective nurse's office and administered by the nurse under the direction of the prescribing physician and at the request of the parent. Any student who brings medication to the classroom should be immediately sent to the nurse (or school principal in the nurse's absence).

3. **Security –** Do not hold the door for people coming into the building. They need to go through the same security protocol you did. Wear your ID badge at all times and do not take it home.

4. **Fire & Emergency Drills** – Be familiar with the fire/emergency drill instructions for each school. You will find these in your sub folder/binder and posted in each classroom.

5. **Crisis Response -** Each school has a comprehensive crisis, emergency management and medical emergency response plan. Request this information at the main office.

6. **Blood & Bodily Fluids –** Whenever possible, direct skin contact with blood and bodily fluids should be avoided. Disposable gloves should be used when direct contact is anticipated. Dispose of used gloves in a plastic bag or lined trash can. Wash hands thoroughly after any contact with blood or bodily fluids. If direct contact is made, wash the area of direct contact immediately and report to the school nurse. The office should be notified of the incident so a custodian can clean and sanitize the area.

7. **Communicable Disease Control** – Each District will work cooperatively with the New Hampshire Division of Public Health Service to enforce and adhere to the Public Health Code (Chapter He-P 300 Diseases) for the prevention, control, and containment of communicable disease in schools. To insure adherence to current law and medical practices, these policies and administrative regulations will be reviewed as needed.

E. THE SUCCESSFUL SUBSTITUTE DAY

Each school has its own personality and will vary in procedures and routines. Awareness of the following points will help in your performance as a substitute teacher.

Starting the Day

- Arrive at school with sufficient time to familiarize yourself with the specifics rules, procedures and routines of your school for the day
- Ask about any extra duties associated with the assignment
- Introduce yourself to the teachers on both sides of your classroom
- Be flexible and expect the unexpected

During the Day

- Procure and have ready all needed materials for the day's lesson plan
- Review any special needs that children in the classroom might have like allergies and medical issues
- Be aware of any special education staff or specialists who might be offering instruction to children in the classroom
- Write your name on the board
- Be in the classroom when students arrive and greet them
- Reflect a positive relationship with the students by greeting them with a smile and pleasant "good morning"
- Review the expectations or rules of the classroom teacher and let the students know of any that you have
- Check the class rolls or seating chart. Try to acknowledge students by name
- Never leave your classroom unsupervised; send a student to the office or the classroom next door if you need assistance

- Use positive rather than negative requests and suggestions
- Use the lesson plans provided by the regular teacher and let the students know you plan to follow what the teacher provided
- Be respectful of your students…. they need patience, consistency, good judgment and a sense of humor

Closing the Day

- Challenge students to recall topics learned that day
- Remind students of assignments
- Organize and label student's work and leave notes for the teacher if applicable
- Do not correct papers unless specifically instructed to do so in the lesson plans
- Make sure all classroom materials are accounted for
- Leave the room clean and in order
- Check out at the main office and leave your completed timesheet and identification badge
- Provide feedback for the day via FRONTLINE

APPENDIX A: Building Specific Substitute "Must Knows"

Brookline School District
Hollis School District
Hollis Brookline Middle School
Hollis Brookline High School

Brookline School District

Building Procedures:

- Upon arrival, please report to the Main Office. Your room assignment, time sheet and schedule will be given to you along with specific information related to the grade level classroom. We request that all substitutes wear identification stickers above the waist throughout the school day.
- Arrival is thirty (30) minutes before the scheduled opening time. Substitutes are to remain fifteen (15) minutes after the scheduled closing time. Any late arrivals or early departures should be cleared with the principal.
- Parking is available in the side or back lots at RMMS and the main parking lot in front of CSDA.
- Staff eat their lunch in the teacher's lunchroom located across from the cafeteria. Lunch is available for purchase in the cafeteria at the beginning of the school day. CSDA and RMMS are designated as a peanut/nut safe environment/building/classroom. Peanut and nut products, and those manufactured in a peanut/nut facility are allowed in the School Cafeteria and Teacher's Lunchroom only.

Classroom Procedures:

- Attendance is taken immediately after the beginning bell has sounded. Tardy students must report to the office. Tardiness due to bus failure is excused and not recorded.
- Send hot lunch counts to the cafeteria, and send all notes from home to the office.
- All staff are responsible for handling discipline cases in their rooms and those encountered in other parts of the building. ***Sending a student to the office should be used only as a last resort.*** When a student is sent to the office, the office staff must be notified and he/she should also bring a ***Student Report Form*** with him/her. When appropriate, a student may be escorted to the office.
- Electronic equipment and access to online support is not available to substitute personnel. The showing of any videos would be listed in the teacher's daily lesson plan.
- Students are asked to report to breakfast immediately upon arrival. A staff member will take attendance and submit it to the school receptionist. Students will be asked to finish their breakfast or pack the remainder for their morning snack so they may return to class as close to 8:30/8:35 as possible. All students eat lunch in the cafeteria at their scheduled lunch period.
- Staff on recess duty ***must circulate around the playground to ensure adequate supervision.*** Please review the playground expectations listed in your substitute packet.
- Please follow the plans that teachers provide. All substitutes are to keep accurate notes during the day so the returning teacher has a clear idea as to what subject matter has or has not been covered along with a description of the overall class demeanor or individual behaviors. For assistance or questions during the day, contact the secretary. Seek administrative guidance in any unusual situation.
- Student cell phone use is prohibited in school. Phones will be taken away and given to the principal if students use them during the school day; they are returned at the end of the day.

End of the Day Procedures:

- All written requests for early dismissal must be sent to the office. Dismissals are made from the office area where parents are required to sign the Dismissal Book.
- Students **MAY NOT** ride any bus other than the one to which they have been assigned. At the end of the school day dismissal is announced for children who are car pool/walkers followed by children who are taking the bus home; please check for your assigned duty.
- Leave the room in an orderly condition with all supplies and equipment returned to the storage areas. Complete the timesheet and the form that was given to you at the beginning of the day by the secretary with regard to a summary of the day's events to be shared with the teacher.
- After the children have been dismissed, remain in the building until all responsibilities have been completed. Before leaving, check out with the school secretary and return the initial substitute folder.

Emergency Procedures:

- At the sound of the fire alarm, substitutes will have students file out of their classrooms in single file. Each class will use the nearest outside exit. Substitutes are to take the emergency backpacks with them when exiting the building and make sure that all students are accounted for.
- Fire Drill exit procedures are posted in each classroom. Each teacher has a designated outside meeting area. Impress upon the students the need to exit quickly (without running) and quietly.
  Account for all students when assembled outside & hold up the appropriate card (green-all accounted for, yellow-medical care needed or red-student missing). The 'Specials' Teacher is responsible for taking attendance. Notify administration if a child is missing from your class attendance.

Other Important Information:

- **Life Threatening Allergies Procedures**: Peanut/nut foods or those manufactured in a peanut/nut facility ARE NOT ALLOWED to be stored or brought into any classroom or instructional places AT ANY TIME, regardless of the designation. **CSDA and RMMS are designated as a peanut/nut safe environment/classroom. Peanut and nut products, and those manufactured in a peanut/nut facility are allowed in the School Cafeteria and Teacher's Lunchroom only.**

Hollis School District

Building Procedures

- Work hours: 8:00am-3:30pm
- Check in at the front office to get your name badge, time sheet, assignment and subfolder and keys (if applicable).
- Attendance is very important- please have your attendance and dismissal notes to the office by 9:00am and the lunch count to the cafeteria. (If you want to order a lunch- include it in the lunch count with your name).

Classroom Procedures

- Duties are part of substitute responsibilities at the elementary level. Please come dressed for the playground and inclement weather. Walkie-talkies are needed on the playground by all staff and can be found in the front office at HUES and classroom at HPS.

- Remember, adults must supervise students at all times. Please do not place a student in the hall alone as a punishment. Send them to the main office if an issue can't be handled in the classroom. Remember to follow up discipline issues with a report to the administration. Forms can be found in the office.
- Any injury or illness, please call the nurse immediately. See nurse the first time you are in a building for health trainings and procedures (i.e., anaphylaxis, bloodborne pathogens, epi-pen, head injury etc.)
- The Upper Elementary allows student cell phones only in lockers, turned off. They are allowed outside of school as parents allow.
- Please leave notes for the teacher on how the day went, what worked and what didn't, behavioral issues, etc.
- Leave the classroom as you found it. Have students tidy up at the end of the day.

End of the Day Procedures:

- Check out at the front office. Return badge, timesheet, sub folder and keys to secretary.
- When in doubt, call the front office. We are happy to help and answer any question you may have!

Emergency Procedures:

- Familiarize yourself with evacuation procedures. This includes fire drills and lockdown procedures.

Other Important Information:

- Though we are not a nut free facility, we do have peanut free classrooms. The secretary will notify you if you are placed in a nut free room. Be aware of food/drink items you bring into the nut free classroom, or leave them in the teacher's room.

Hollis Brookline Middle School

Building Procedures:

- Arrival time for substitutes is 7:00; please leave enough time to park.
- Please check in at the office when you arrive.
- Please wear your visitor badge at all times while you are in the building.
- You will be given a time sheet and a substitute teacher folder. Please review all the information contained in the folder.
- You will be given a classroom key to use in the building.

Classroom Procedures:

- Please review and follow the lesson plan for the day. If you have any questions, please contact the office or the neighboring teacher.
- Report any student behavioral issues to the office; do not hesitate to contact the office for assistance.
- Please keep all student information confidential.
- Student cell phones are not allowed in class. The cell phone should be taken to the office and the student will need to meet with the principal or assistant principal to get it back.

End of the Day Procedures:

- Check out at the office.
- Please turn in the classroom key, time sheet and substitute folder.

Emergency Procedures:

- Each classroom is equipped with a phone and a list of emergency numbers should you need to contact the office.
- Exit routes are posted in each classroom. Please familiarize yourself with the route you would take in an emergency.

Other Important Information:

- Nut products are not allowed in any of the classrooms. Nut products may be eaten in the cafeteria.
- At the Middle School level, boundaries are important. Please use respectful and appropriate language at all times. Please respect the personal space of students.
- Lunch is available for purchase in the cafeteria.

HOLLIS BROOKLINE HIGH SCHOOL

Home of the "Cavaliers"

Building Procedures

- If you are unable to fulfill your commitment to substitute on the morning you are scheduled, please contact Elana Ayer at 603-821-4477 ext. 1111 between 6:30 and 7:00am.
- Arrive promptly to the school at 7:00AM and park in the designated staff lot in front of the building. Be mindful that traffic is heavy between 6:45-7:00AM at the school so plan accordingly.
- Upon arrival, please report to the receptionist in the Main Office who will direct you to the appropriate personnel to provide you with your sub folder, time sheet, ID badge and security key.
- At the conclusion of the school day please return your time sheet and sub folder to the main office with accurate attendance rosters and completed teacher feedback form.

Classroom Procedures

- As you enter the classroom for the day, the teacher should have left an orange "Sub Folder" which contains lesson plans, Class Attendance Rosters, and pertinent information regarding Individual Health Plans/academic supports on the desk or close at hand. If you cannot find this folder, please check with the Department Chair whom should be indicated on your schedule for the day.
- Substitute teachers are to take attendance each period. Class rosters should be provided with the teacher's plans. The first two periods of the day, attendance should be reported to Mrs. Patel, the attendance secretary. Please send a written list of the absent students from these periods to the main office. For the remainder of the day, attendance for each period should be kept with the teacher's records.
- **PLEASE FOLLOW THE PLANS THAT TEACHERS PROVIDE**. All substitute teachers should keep accurate notes during the day so the returning teacher has a clear idea as to what subject matter has or has not been covered along with a description of the overall class demeanor or individual behaviors.

- If a significant problem arises during the day, please send the student who is causing the issue to the office and immediately call extension 105 or 106 to explain. Please follow this up with notes for the teacher. For assistance or questions during the day, please contact Elana at 102 or Nicole at 106.
- **Passes:** All students, including seniors, need a signed pass in order to leave a classroom for any destination (bathrooms, lockers, nurse, main office, or any other location in the building). Please contact the main office if the student has not returned within a reasonable amount of time. Passes to cars or the parking lot are to be issued by administration only. Substitutes may not write library passes for students from an academic class period.
- Student cell phones and other electronic devices are permitted in school provided it is for academic purposes and is at the discretion of the substitute. Students are to silence their phones while in the classroom. Any non-compliance with a reasonable request to refrain from using the phone or electronic device or interruptions of class due to the said device should be referred to the office.

Emergency Procedures:

- If you have an emergency of any kind in the classroom, please call 105, or 106 and assistance will be sent to you.
- Emergency evacuation procedures are clearly marked near the door to each room and an overall explanation is in your substitute packet and emergency numbers may be found near each phone. When the alarm bell sounds, all classrooms must be cleared. Substitutes, please check your room, close the windows, and turn off light. Close but do not lock the door and follow the students out of the building. As a substitute, your responsibilities are to keep the students together and exit the building in an orderly manner to the back parking lot.
- In case of a lock down, please follow the instructions for these procedures and wait for an all clear from an administrator.