



**KENNETT HIGH SCHOOL**  
**SUBSTITUTE**  
**HANDBOOK**

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## Substitute Teacher Overview

As a Substitute, you are a very important member of our school community.

This handbook is to help you become familiar with the general procedures that are expected of Substitute Teachers by Kennett High School.

Substitute teachers are assigned on an as needed basis. If at all possible, please try to be available when you are called and keep your commitment. Payment for substitute positions are based on half or full day employment and can be daily, extended or long term.

Substitute assignments may change on the needs of the school. A substitute teacher may be asked to accept assignments outside of his/her background or educational training. They may also be asked to cover classes during a planning or free period.

## Substitute Orientation

Applicants must make an appointment to meet with the Substitute Coordinator at Kennett High School prior to being called for a substitute assignment to review specific rules, procedures and expectations. Take a tour of the school and get a “sub folder” including a school map, school calendar, school safety packet, parking tag, etc. The substitute Coordinator will answer any questions you may have.

# **EXPECTATIONS**

## **SUBSTITUTE RESPONSIBILITIES**

The substitute teacher is directed by the same guidelines as the regular teacher. The initial responsibility of the substitute teacher is to maintain order within the classroom. Next, the substitute teacher should instruct the material assigned by the regular teacher. Most teachers are realistic in the lesson plans that they **MUST** leave for substitute teachers and they plan on that work being accomplished. Finally, the substitute should perform any additional duties of the regular teacher or duties given to them by the Substitute Coordinator on their day of employment.

**You will be contacted by the Substitute Coordinator around 5:45 am. The process begins with the regular teacher calling the substitute telephone line, which is 603-356-4343 (ext. 3160).**

**School starts at 7:25 to 2:20. Substitutes are required to be here 30 minutes prior to the start of school.**

**All substitutes should report directly to the Sub Coordinators office when they arrive for their assignment and Sub folder.**

**Substitute Teachers are expected to do the following:**

- **Teach**
- **Follow the lesson plan left by the teacher and ensure students complete all assigned work**
- **Maintain a safe environment**
- **Keep students under direct supervision at all times**
- **Refrain from touching any student for any reason**
- **Use appropriate language at all times**
- **Avoid engaging in or encouraging discussions of inappropriate or non- school related topics**
- **Become familiar with ALL emergency procedures**
- **Notify school administration of any unusual incidents that may have occurred during school**
- **Leave information concerning the day's activities for the teacher.**

## **Classroom Information**

Lesson plans are vital to the operation of an effective classroom and, therefore, an effective school. You must make every attempt to follow the lesson plans provided by the regular teacher. Many teachers will leave detailed plans in the event of a prearranged absence. Contact the sub coordinators office immediately if there are no lesson plans available. Upon the bell signaling the start of class, begin promptly. Circulate among the students in the room throughout the duration of the period making certain that they understand the assignment, are getting the necessary assistance and complete the assignment.

Once the class has begun, record the attendance. Use any seating charts that the teacher may provide. Most classes are very cooperative. If there is no class list, circulate a piece of paper with the date and class period on it and have the students sign it. Inform them that failure to sign it will result in their being listed as absent. The attendance should be delivered to the VP's office. You can ask a student to do this.

You are also responsible to keep your assigned classroom neat and in order. Also keep the students away from any class materials not needed to complete the days' assignments. Be sure the teacher's desk is left in the same condition that you found it.

At times students will feel ill and need to visit the nurse's office. No student should be sent to the nurse without a pass from the classroom teacher. The sub coordinator will provide you with these passes. In case of a serious emergency, contact the main office immediately.

All classrooms will have a sign out sheet, and if not you should have extra's in your folder. They should write down their name, destination, time they leave and sign back in when they return. They should take the hall pass with them.

On occasion a student may be dismissed from school. This may be done only if they present you with a blue dismissal slip that has been previously signed by the secretary from the Main office or VP office.

As the class is underway, be safety minded. Maintain classroom order at all times. Two steps will help you to ensure that. First, introduce yourself to the neighboring regular teachers. They can be a great help in your day by directing you to the lounge, cafeteria, or by tipping you off to potential troublemakers. Also, don't be afraid to call the office for help. Principals would rather a substitute call for some assistance than to have a difficult time in the classroom. They do not consider it a sign of weakness, but good judgment.

**IMPORTANT: Student Safety** Student safety is of the utmost importance. Look for the **red** binder in the classroom and review the safety procedures. They are also posted in each classroom. Determine an alternate route in case the primary one is blocked. In the event of a Fire Drill, take attendance once the students are safe according to directions provided in the

seasonal emergency plans. (You will be provided with a copy of these plans. Each classroom should contain a red binder with this information as well.)

## **Confidentiality**

Student educational records and other personally identifiable information about students are protected by law. Disclosing such information about a student to friends, family or others in the community is unethical and illegal. If a classroom has a student(s) that have medical or educational needs it will be written in there Sub Plans. Please do not share this information.

## **Dress Code**

The staff at Kennett High School should act as models for our students. Appropriate dress and appearance are essential. The staff is expected to dress in a professional manner for their duties and positions. Substitutes must have and display an I.D badge. Please see the Sub Coordinator if you need one or misplaced it.

All dress shall be “Business Professional” not “Business Casual” for all teaching and support staff. Jeans and shorts may not be worn. Men should wear collared shirts, and women should cover their shoulders. Sneakers and sandals are not acceptable. No flip flops. Open-toed dress shoes are acceptable.

Some teaching areas require different dress such as P.E., dance, career tech, and science labs. These are exceptions to the above rules. Fridays you can wear jeans.

## **Discipline**

Discipline issues are to be directed to the Assistant Principal or the Student Safety Officer. If you need assistance, please contact the main office.

## **Extra Duty Responsibilities, Recess, Lunch and Prep Hour**

Substitutes Teachers are responsible for assuming all extra duty assignments that are normally done by the classroom teacher. If the classroom teacher does not leave detailed instructions for these times, please see the Substitute Coordinator to see if there they have any assignments for you. Substitute teachers may be given responsibilities or other assignments during prep hour if needed. You may ask you to teach a different class than the one you originally signed up for. We value and appreciate your flexibility and willingness to put students first. If you are not needed, you may use the Teachers’ Lounge. During your lunch break you may purchase lunch from the cafeteria, Mineral Springs Café, or bring your own. If you are bringing your own lunch, there is a refrigerator in the Teacher’s Lounge. If you need to leave the building at any time during a free period, please see the Sub Coordinator.

## **Parking**

Parking is located at the back of the building. Make sure to lock your vehicle. The substitute teacher parks in the space of the teacher they are replacing for the day. The space will be assigned to you by the Sub Coordinator. You will also be provided a list with the names of the teachers, their parking spaces, and a map of the parking lot. If that's not possible because the regular teacher is here, the substitute teacher parks in one of the 3-5 designated substitute spots.

Substitute teachers, like all staff members need to be aware that, at the end of the day all egress from the parking lots ceases from 2:25 p.m. to 2:27 p.m. At 2:27 p.m., the buses roll and then the five lanes of cars are released by parking lot staff, starting with the easternmost lane and ending with the westernmost lane. This procedure gives us 2 minutes to clear the traffic light at route 302 and give the buses first shot at the next green lights to get the greatest number of students possible the ability to get home on time. For safety and efficiency of the operation, all staff and students need to heed the directives of the procedure and to the parking attendants.

## **Pay**

Substitutes are paid every two (2) It is suggested that each substitute keep a record of the date and assignment of whenever he/she works. Checks will be mailed unless you have signed up for direct deposit. In order to be paid, you must complete a Substitute teacher timesheet daily. These forms are available in the sub coordinator's office. Checks will be mailed to you from the Superintendent's office unless you have signed up for direct deposit.

## **Policy and Procedures**

Substitutes are required to follow all district policies and school procedures. It is the responsibility of the substitute to obtain and understand school rules and school procedures.

## **Snow Days, Early Release, and Two Hour Delays**

It is the policy of the district to either delay school for two (2) hours or cancel school for the day due to inclement weather or special circumstances. In most cases decisions regarding school opening are made prior to 6:00am. All scheduled substitutes will be notified by the Substitute Coordinator when possible. Substitutes may also access delays and cancellations by watching WMUR Channel 9 or accessing the WMUR website. In cases of school delay, substitutes are instructed to arrive at their regularly scheduled time plus two hours. Substitutes will receive their full compensation for a school delay. Substitutes will not be paid for school cancellations. If there is an early release the procedure will be announced over the intercom system.

## **Student Safety and Wellbeing**

Substitutes are responsible for the safety and wellbeing of every student in the class they are assigned to teach. Students must be supervised at all times. Students must never be left in a classroom or in any other area on campus without supervision. Never leave your class unattended. If anyone leaves your classroom you must notify the main office immediately. If you are unsure about how to handle a situation, you must contact a school Hall Monitor, Student Safety Coordinator or the main office.