Madison Elementary School SUBSTITUTE PROTOCOL

***Phone:*** Pick up and dial 110 for the office. Dial 9 first to call NH numbers. Please call the office with any issues or concerns. We cannot help if we do not know.

School starts at 9:07, you should arrive by 9:00 at the latest to check in and review plans.

***1. Check in at the office:*** It is important that all visitors sign in. This is how we will know whom to be looking for in an emergency.

2***. Complete time sheet:***  Please indicate whom you are subbing for, the date and hours worked on all timesheets.

***3. Go to classroom and review plans and emergency procedures:*** All staff should leave detailed plans of what to be doing during the day. If you ever find yourself with free time, please check in with the office to see if any help is needed elsewhere. Review the emergency procedures each time you are here. We are prepared and need you to be as well.

***4. Take Attendance/lunch count:***  All teachers need to take attendance and lunch count first thing. Teachers should leave a class list that can be used for this. Mark down any students that are absent, put “hot” for those having the hot lunch as shown on the menu, “SW” for those having the sandwich of the week. All others will have brought their own lunch. This needs to be brought to the office by 9:45 am.

***5. TEACH:***  Follow the directions given. Do not make your own plan.

***6. 3:25 have everyone packed up and ready for dismissal:*** Students should have everything packed in their bags, the messenger envelope should be picked up, and jobs completed. If teachers indicate that you can take the students outside at the end of the day, they should go prepared to leave from the playground.

***7. 3:25 bells will ring*:** Students going to the afterschool programs will report to those rooms, students being picked or walking report to the hall by Kindergarten. At 3:28 a second bell will ring and all others will proceed to the bus.

***8. Check out at the office:*** We really want to know how your day went. Without your input we cannot make it better for everyone so please let us know how we can improve your visits in the future.