

SUBSTITUTE PREPARATION

1.) PLEASE NOTE THE FOLLOWING IMPORTANT PROCEDURES FOR LEAVE REQUESTS:

A. Leave Request forms need to be completed and submitted to the principal for *any* reason that you will be out of the building/classroom other than sick days. This includes personal days, funeral leave, family illness, field trips, jury duty, or meetings at Central Office. For Professional Days, you need to submit a form even if a substitute is not needed. A **10-day notice must be given** for all KNOWN days you will be out. This includes field trips, workshops and conferences. As much time as possible should be given for personal days.

There are *different forms* for Workshop/Conferences and Salary Credit Courses. Forms for Salary Credit Courses must be submitted and approved *prior to starting* the course or reimbursement can not be guaranteed. These forms are available online.

B. If you are leaving the building during the regular school day, you must get permission from an administrator and sign out in the Main Office. If you need any coverage for your classes, you must work with your Department Head to arrange coverage within the Department. Once this is done, please be sure to let Joanne know who will be covering your class.

C. If you need to *call in sick*, please use Substitute Online.

You should then call your Department Head's voice mail and let them know that you will be out and give any detailed instruction for your sub.

***PLEASE NOTE CHANGE:**

If you have a genuine emergency in the morning, please call either Joanne Cremins, Dr. Ellsasser, Mr. Kenyon or Mr. Fleming between 7:00 & 7:10 AM. Please be sure you speak to a "live" person as sometimes voice mail is not checked until after school begins.

D. **Department Heads** are asked to welcome substitutes to their department and check to be sure that they have everything that is needed for the day.

E. **Teachers** are asked to be sure that assignments are available for each block of the day including the rotating block. These assignments should be long enough to fill the entire block.

F. A substitute folder will be kept for each teacher and will include an up-to-date class list as well as any other information you feel important for a substitute to have. A generic set of sub plans for you will be kept with Joanne.

If you know that you will be out ahead of time, please leave the plans you would like followed in your mailbox.