

SUBSTITUTE REPORTING PROCEDURE

The following procedure should be utilized when seeking a substitute teacher:

1. Call (440) 605-9665 and leave a message as directed.
2. For sudden illnesses, call the evening before if you know you cannot work the following day. Otherwise, call before 6:30 in the morning.
3. When you are absent, it is your responsibility to notify your building secretary by 2:30 p.m. regarding your ability to return to school the next day.
4. For planned absences (i.e. personal leave, professional leave, doctor's appt.) when you need a substitute for a future date, REPORT TO YOUR PRINCIPAL.

PRINCIPALS: Notify the substitute caller for advance dates.
THE SUBSTITUE CALLER WILL CALL THE SUBSTITUTES.

5. Teachers are not to hire their own substitutes. All hiring must proceed through proper channels.
6. DO NOT CALL the substitute caller directly. Place all calls through the voice mailbox designated.
7. If you have a professional judgment to voice regarding the competence of a substitute teacher, please report it to your building principal for communication to the personnel department.

In addition to arranging for a substitute teacher when you are absent, please remember to notify your building principal or immediate supervisor.