

## **Arranging for a Substitute Teacher**

### **Calling In Sick**

If you become ill in the evening or morning before school and need to call in sick, here is the procedure:

1. By 7:00 am or earlier, call the school at 563-2289 ext. 203 and leave your message for Stephenie. Since Stephenie does some sub work from home you may call her cell (802-498-3123) after 6:30 am or before 8:00 pm. Let her know if there are any special class plans that need to be cancelled.
2. By 7:30 am or earlier, e-mail sub plans to Stephenie at [smanning@cabotschool.org](mailto:smanning@cabotschool.org).
3. Repeat this process if you need to be out sick for additional days. Call early so we can avoid the last minute rush.
4. When you return to school fill out the electronic leave form

### **Substitutes**

Requesting, finding and instructing substitute teachers consumes a remarkable amount of our secretary's time and has created disruption for everyone involved.

We all need to be on the same page. That is, we need to have one system that all staff members follow when planning for a substitute. Specifically:

- Requests for professional/personal days can be considered only if they are requested 10 working days in advance. Personal days for emergencies are an exception.
- Teacher and paraprofessional sub plans will be kept in identical 2-pocket folders, which have been labeled for you by the substitute secretary.
- These sub folders will be stored in the office.
- Teacher sub folders will include typed copies of the following:
  - Teaching/Learning plans for the day.
  - Classroom expectations, including any specific language or techniques that the teacher uses to re-focus students or make transitions.
  - Student health issues.
  - Class lists. Class time schedule (planning, breaks, supervision responsibilities).
  - Attendance procedure.
  - Family/Student Handbook is to be kept on your desk, visible to sub.
- Paraprofessional sub folders will include typed copies of:
  - Daily schedule and list of assigned students.
  - Reminder that classroom teacher or special educator will give sub specific instructions.

