

ARRANGING FOR A SUBSTITUTE TEACHER

Calling In

If you are sick and need to call in, please do so no later than 7:00am and leave a message with Gail Ducharme 426-3213 ext. 241. If you need to submit sub plans for the day, please email Anh Ducharme (anhducharme@twinfield.net) no later than 7:30am with them so she can be sure your sub gets them in plenty of time for class. Please also let Gail know where to find your substitute folder with your emergency plans.

When you return to work you must fill out a leave form that is available in the staff room or on the network at [faccommonson Chaldon(H), Business Forms, Leave Form w/ PD Directions], then submit paperwork to Gail Ducharme for processing.

Check List for Substitute Teacher Folders

Please use the following check list when compiling your substitute folder for the days you are not here. It is imperative that these folders are complete with plans and instructions for your substitute.

- Student Handbook
- Emergency Procedures
- Confidentiality
- Behavior Form
- Phone Extensions
- Class Lists
- TA List
- Class Time Schedule
- Attendance Procedures
- School Map
- Teaching/Learning Plans
- Classroom Expectations with any specific language or techniques that is used to re-focus students

Check List for Substitute Para-Educator Folders

- Daily schedule and list of assigned students
- List of specific instructions
- Name of special educator supervisor that can direct sub