

Substitute Policy for Onsite Classes

The following shall apply to onsite classes:

In the case of a planned absence (jury duty, appointment, conference, etc.):

- Teachers shall notify director at last two weeks in advance if possible and attempt to find a sub for their scheduled classes.
- Teacher will prepare lesson plan/class activity for students to do in their absence.
- Teacher will add information to the Sub Binder in the front office.

In the case of a last minute absence (illness, etc.):

- Teacher will contact school office as early as possible, by email or phone message.
- Teacher will attempt to find a sub and attempt to email a lesson plan/activity for class.
- School staff will add information to the sub binder.

If possible, in each of these cases parent will be notified of the sub through one of the following methods;

- Note home
- Sign on the door
- Verbal notification from staff
- Phone call or email

Teachers will be allowed to miss the number of hours equivalent to the number of hours they work in one week each semester with no deduction in salary. After the weekly number of hours have been missed, the teacher will have the direct cost of the substitute teacher (currently \$25/hour) deducted from their salary. These deductions will not apply for jury duty, attendance at school related conferences, WASC visit or other event that relate directly to improving their job performance or skills at Alder Grove.

Approved: 5/12/14
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