

## Substitute Concerns/Reporting Procedure

1. Teachers report concerns by notifying site principal and completing a Substitute Teacher Evaluation form.
2. Principal investigates concern.
  - a. Speak to substitute regarding situation
  - b. Speak to witnesses involved in complaint
3. Principal reports summary of concern to Sub Coordinator/Assistant Superintendent (Preceed with phone call, then email and hard copy).
4. Principal reports the findings of investigation to substitute.
5. Principal works with Assistant Superintendent to determine if substitute will:
  - a. Continue on the substitute list without consequence.
  - b. Be removed from particular classroom permanently or for a designated length of time.
  - c. Be removed from a particular school permanently or for a designated length of time.
  - d. Be removed from PUSD substitute list permanently or for a designated length of time.
6. Substitute may respond in writing which will be kept in a file with the investigation findings of principal.
7. Per policy, after three negative evaluations, a substitute will be removed from the substitute list. The substitute will need to re-apply in future years.