

Long-Term Substitute Guidelines

- Because a stable learning environment is in the best interest of the children and the teachers, consistency of parent participation is expected. A parent's frequent use of substitutes is discouraged. However, if the need for a substitute occurs often (3 or more times consecutively), the parent should obtain a single long-term substitute to fulfill their PCEP commitment.
- Before selecting a long-term substitute, the parent must notify their classroom teacher and get the teacher's approval.
- It is preferable to select a substitute who is a classroom parent rather than an out-of-classroom parent.
- All substitutes must have volunteer paperwork on file in the Maplewood office. For more information, contact your classroom Parent Coordinator.
- If a substitute agrees to work a rotation and is subsequently unable to meet that obligation, the parent is responsible for finding another substitute.