

Instructions for Building Administrators Regarding Excluding Substitutes (Guest Teachers and Classified Substitutes) [Article II D \(EAST\)](#)

1. Investigate the details of the incident(s) with appropriate staff and students. Have staff document this in writing (an email to you works great).
2. For concerns regarding Guest Teachers, notify HR (Stein_h@4j.lane.edu) to discuss and calibrate concern.
3. Call the substitute to let them know there is a concern and you will need to talk with them immediately.
4. You will need to meet with the substitute. In person is highly recommended but if the substitute is unable or unwilling to meet in person, you can meet via phone. During this conversation, you will need to share your concerns with the substitute and provide them with the opportunity to respond.
5. At the end of your meeting, you will need to let the substitute know of your decision.
 - a. If you decide to exclude:
 - i. Let them know they will not be able to return to that classroom or your building (whichever is applicable) for the remainder of the year. [Review of the exclusion](#) will occur the following school year.
 - b. If you do not exclude:
 - i. Let them know your concerns and directives for expectations moving forward.
6. Documentation:
 - a. Provide a follow-up email using the provided template below to the substitute, HR administrator (Stein-Licensed, Adeniran-classified) and Hr_subdesk@4j.lane.edu.
 - b. Share any additional documentation, email, notes regarding the concern with Hr_subdesk@4j.lane.edu and appropriate HR administrator.
7. Documentation will be added to employee HR file. Exclusions, when necessary, will be entered into Frontline prohibiting the substitute from taking jobs for the specific building/classroom for the remainder of the school year.

* What if I have called the substitute and they have not returned my call?

- If you are not able to talk with the substitute, please send them an email stating that there was a concern and you will need to talk with them immediately.
- If the substitute does not return your call or your email within a week you will be able to make your decision without meeting with them.

Sample Substitute Incident/ Exclude Letter

Fill in the highlighted fields

On letterhead

Date

Employee Name

School Name

Re: _____

Dear Employee Name:

This letter is intended to summarize the meeting we had on DATE. In this meeting I shared some concerns that were raised when you subbed at SCHOOL on DATE. You were given the opportunity to discuss the concern with me during this meeting.

On DATE you... (in a few sentences or more if needed, explain the concerns)

After reviewing the concerns and meeting with you I have decided... (chose option 1 or 2)

Option 1 ...that you should not return to SCHOOL/CLASS for the remainder of the year. Human Resources will be notified of this decision and a copy of this letter will be placed in your personnel file. At the beginning of every school year a building administrator will review this information to determine whether this restriction should continue for another school year.

Option 2 ...to provide you with the following directives. (List directives) Please take these directives seriously. Failure to comply with these directives may result in additional disciplinary action up to and including removal as a 4J substitute. You are a valued employee, and these directives are meant to support you in your role with Eugene 4J School District. If you have any questions or concerns about this letter, please do not hesitate to contact me.

If you have further questions, you may call me at _____ or email me at _____.

Sincerely.

Administrator Name

Administrator Title

cc: Karen Hardin, Director of Human Resources
Personnel file
Sub Desk