

**Otter Creek Elementary School
2023-2024 Plan**

After notification of an unfilled absence, Admin will follow the following procedures in order:

- **To protect Teacher plan time, Specials classes will be prioritized for a sub first.**
1. Amy Messer calls regular subs to try to get a sub.
 2. Is there building certified staff available? (building sub)
 - a. Is there staff at PD or meetings (within the building) that can be pulled back to their classroom?
 3. **David (Principal) calls admin contact (M. Sturgill, Executive Director) for help solving the absence**
 4. Is there an admin available for subbing?
(Whole day or half day)
 - a. Is the crisis team covered? Is it a service team day?
 - b. Are there meetings?
 - c. Planned student discipline? (ISS, interviews)
 - d. Can admin sub a portion of the day and split students the remainder?
 5. Is splitting the class (whole or half day) possible?
 - a. Sign up for willingness to take students
 - **This is the list.**
 - **Access is restricted to admin and SD.**
 - b. Teachers need to make a list on how to split their students
 - i. Some grade levels are willing to take as many kids as necessary
 - ii. Some grade levels have none willing to split
 - iii. This answer determines how this process works depending on the grade level
 - iv. The survey wasn't clear on what the number of students absorbed should be
 - c. Point person in grade level is notified to reach out to the team
 6. If there is no other option to cover a specials teacher absence, then the teacher will be compensated for the lost plan time.