

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

ADMINISTRATIVE REGULATION

SUBSTITUTE PROCEDURES

Upon review of the circumstances that lead an administrator to the decision that a substitute's work or presence in a particular classroom or program is no longer appropriate for that classroom or program, the Program Director will issue a written notification with the reasons stated, to the Director of Human Resource Services to discontinue the services of that individual for:

- a. a classroom
- b. a program
- c. a center
- d. any or all BOCES program(s)

Removal from the BOCES list at the Substitute Teacher Registry may be permanent, at the discretion of the BOCES. The Director of Human Resource Services will issue a letter notifying the substitute of removal from the substitute list. The Substitute Teacher Registry will maintain a record of these individuals.

Whenever possible, the immediate supervisor will inform the substitute of his/her request to discontinue the substitute before the substitute leaves for the day.