

# Substitution Procedures Policy

**For all absences**, after securing subs in areas you are scheduled to serve in, if your children will be absent, please email the co-op list to notify everyone so teachers may modify lessons as needed.

**For all positions in the cooperative:** This policy is *also* to be followed as closely as is reasonably possible upon the event of a need for withdrawal from this cooperative.

## Substitution Procedures Policy Helper/Nursery/Cleaning Units

For Helper, Nursery or Cleaning absences please email the co-op list ([utch-dw-coop@dwcoop.net](mailto:utch-dw-coop@dwcoop.net)) and request that someone trade dates with you or sub for you.

- If you are available to trade or substitute, **please Reply All** to the original email to let the requestor and the rest of the co-op know the need is filled.
  - Please **DO NOT reply if you are unable** to trade or sub for the requestor.

For Teaching absences, please consider asking your helper to teach for you, then follow the sub procedures above to find a sub for the helper.

- Be sure to provide lesson plan and materials to the helper who will be teaching for you.

If you do not get a substitute response for *Nursery* or *Cleaning* Helper Units, please contact the nursery and cleaning coordinator for help: Christie Hoffman 801-698-7365

## Snow Day Procedures

In the event of snow, **we will follow what the Davis School District** announces the night prior.

- If they cancel or call a late start, we will cancel the co-op.
- If they do not cancel, we will not cancel.

**We will still send a message to the co-op list before 7:30 AM.**

Many families travel from different areas, so please follow your own comfort needs. You will still need to follow the substitute procedures to cover your classes if you choose not to attend on a day we are scheduled to meet.