



CMCSS Substitute Program Guidelines for Accepting Assignments and Family Members

With Red Rover Absence Management, a substitute can choose to limit schools from which he/she receives absence notification. Many times, a substitute may choose to work at a school in which a family member attends and/or is employed. The following guidelines must be observed when working in a school in which a family member attends or works.

Substitutes are not to work in an immediate family member's classroom. Accepting a position such as PE in which additional teachers are present is permissible. However, being the sole instructor for a class in which a substitute's immediate family member is enrolled is not allowed. This includes, but is not limited to children, grandchildren, siblings, nieces, and nephews.

Substitutes are allowed to accept assignments in which they are replacing a spouse or other family member as defined above. This includes teacher and SPED assistant placements.

When working in a school in which a family member attends or works, the substitute is expected to maintain professionalism and fulfill the position as the substitute teacher. Conferences with teachers or conversations regarding personal children must take place outside of the assigned workday. These meetings must be scheduled according to normal school and teacher policy. If this becomes a concern, the substitute will be excluded from accepting future positions at the school.