



Administrative Regulations

South San Antonio Independent School District

D – Personnel	D
Page 1 of 1	
General – Exclusion or Removal of Substitute Teacher - 2023	

GENERAL

To ensure that we maintain a quality substitute program, South San ISD utilizes a progressive disciplinary policy for substitute teachers.

EXCLUSION OF A SUBSTITUTE FROM A CAMPUS LOCATION

Should a problem occur, the classroom teacher reports the incident to the campus administrator who is responsible for substitutes. The following procedures will also apply:

1. A substitute documented concern must be reported to the Human Resources Department within seven (7) days of an incident that would warrant exclusion from a campus or the District. Supporting documentation should also be included with the report. The administrator must conference with the substitute to review the reasons(s) for exclusion prior to submitting the evaluation to Human Resources.
2. If it is decided that it is in the best interest for the substitute to be removed from the campus substitute list, a notification letter will be mailed to the substitute by HR. The notification letter serves two purposes: first, it notifies the substitute of the reason that he/she is no longer eligible to work on that particular campus. Second, the letter also provides the substitute with directives that will assist the substitute in performing their duties on the remaining campuses to the high standard that South San ISD expects.

RESTRICTION OR TERMINATION OF A SUBSTITUTE FROM THE DISTRICT

The following procedures will apply:

1. In the event that a substitute receives two directives from two separate campuses, a warning letter will be sent informing the substitute that upon a third incident, the substitute will be permanently removed from service to the District.
2. Should there be a third incident; the substitute will be notified in writing of their permanent removal from the District-wide substitute list.
3. Human Resources shall retain the right to restrict or terminate a substitute from the District with approval from the superintendent based on a single event if a report(s) of unacceptable behavior on an assignment if severe enough to do so.
4. Any substitute that is dismissed by the District shall not be eligible for rehire.