



# Guidelines for Reporting Reserve Teacher Concerns

If a teacher has a concern/complaint regarding a reserve teacher and does not want the reserve teacher to return to their classroom, they must complete the “**Reporting Reserve Teacher Concerns**” form and submit to the building principal and/or department supervisor.

1. If the building principal/department supervisor feels that the reserve teacher should be allowed to continue to substitute in their building/department, the reserve teacher will be placed on the individual teacher’s “Do Not Use” list; however, will not be taken off the building substitute list. The principal/supervisor will forward the form to Human Resource Services.
2. If the building principal/department supervisor would like the reserve teacher blocked from their building/department, the principal/supervisor will discuss the concerns with the reserve teacher and forward the form to Human Resource Services.
3. Human Resource Services will:
  - a. Notify the Reserve Teacher in writing indicating they are blocked from substituting in the school, due to the specific reason(s) cited.
  - b. After three complaints, handled in the same manner as above, the reserve teacher will be notified in writing that they cannot substitute in the school district.



# Reporting Reserve Teacher Concerns

Please e-mail or fax the completed form to the Human Resource Services office at [kpekarna@shakopee.k12.mn.us](mailto:kpekarna@shakopee.k12.mn.us) or 952-496-5091. Thank you for your cooperation and feedback.

<b>Reserve Teacher Name</b>		<b>Date</b>	
<b>Classroom Teacher Name</b>		<b>Grade/Subject</b>	
<b>Please rate the reserve teacher on the following items:</b>	<b>Yes</b>	<b>No</b>	
Followed lesson plans?	<input type="checkbox"/>	<input type="checkbox"/>	
Provided favorable learning environment?	<input type="checkbox"/>	<input type="checkbox"/>	
Used acceptable methods of classroom management?	<input type="checkbox"/>	<input type="checkbox"/>	
Left summary of work covered?	<input type="checkbox"/>	<input type="checkbox"/>	
Left the room in an orderly condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Arrived on time and observed school schedules?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b>			
<b>Suggested Action:</b>	<b>Yes</b>	<b>No</b>	
Contact Reserve Teacher before allowed to return to the site	<input type="checkbox"/>	<input type="checkbox"/>	
Place on Classroom Teacher's "Do Not Use List"	<input type="checkbox"/>	<input type="checkbox"/>	
Place on Building's "Do Not Use List"	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Date Principal/Director contacted the Reserve Teacher to discuss concerns:</b>			
<b>NOTE: Human Resource Services will notify the Reserve Teacher in writing indicating they are blocked from teaching in the school, due to the specific reason(s) cited.</b>			



Principal/Director's Signature: \_\_\_\_\_