

**Winfried Feneberg, CAGS**  
*Superintendent of Schools*

**Michael Bessette, CAGS**  
*Assistant Superintendent*



**Lawrence LeBoeuf, BS**  
*Business Administrator*

**Lawrence Elliott, MEd**  
*Director of Student Support Services*

## **SICK/EMERGENCY CALL OUT PROCEDURE:**

Hillary Foster is the district's subcaller. If you are unexpectedly going to be out, please complete the following steps to assure coverage for your position in a timely manner:

Go to our webpage <http://www.kearsarge.org/>, under **Staff Resources** click on **Teacher Request for a Substitute** which brings you to a google doc form to fill out which goes directly to Hillary and gives her the necessary information to try and find coverage for you. Obviously the more notice, the better, but we understand there are times when this is not possible.

**Another method is to email or leave a message on the sub line.** Please only use these methods if you are not able to complete the request outlined above. Hillary's email is: [subcaller@kearsarge.org](mailto:subcaller@kearsarge.org) and the subline is 927-4169. It is also helpful to let your building principal/administrator know that you have contacted the subcaller and you will not be in.

Once you have returned from a sick day/emergency day, as well as if you would like to request other types of time off, please follow the same procedure as above and notify our Subcaller.

**Be sure to put your request into TimeClock Plus. To do this, login to TimeClock Plus, go to your dashboard, requests, click on the date on the calendar that you are requesting and use the dropdown to select your reason for the request. There is a section for notes if you need to add anything.**