

Placement of Substitute Teachers

All teachers shall use the following procedures with regard to normal temporary replacement of certified teachers:

- A. Placement of substitute teachers shall be done exclusively through the Principal and Office Manager.
- B. Any teacher who becomes ill or who must be absent for some other reason shall request a substitute, from the Clerk's roster, as soon as possible (no later than 7:30 a.m.) The teacher shall also call the Principal.
- C. Teachers who are absent on a particular day shall notify of their intent to return or not to return the following day by 4 p.m. The Principal shall then notify substitutes before departure of the fact that they will or will not be needed in the same assignment the following day.
- D. Should a teacher have declared his/her intent to return to duties after an absence but subsequently finds that there is a reoccurrence of the illness or a deteriorating condition which requires continued absence, it shall be the teacher's responsibility to re-call the Clerk and re-request a substitute.
- E. Except when notified to the contrary, each substitute teacher shall be released from duty at the close of the school day on Thursday or on the last school day before the start of any vacation.
- F. In the event that the returning teacher has failed to notify the school of his/her intent to return to duty the next day, and the substitute and the teacher both appear for duty on the ensuing day, the regular teacher will be expected to perform the classroom duties but the substitute shall be compensated for one-half (1/2) day.

The teacher shall also leave written instructions for the substitute, clearly outlining daily activities and any books or papers to be utilized. In return, the substitute will leave written comments or suggestions for the teacher.

The Board has clearly established a daily rate of pay for substitute teachers. No fringe benefits are given substitutes. The hours for a substitute shall be the same as the regular school day. A substitute shall report to the Principal, upon arrival, for special instructions.

Policy History:

Adopted on: 2008-09

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