

ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES

The Board of Education recognizes its obligation to provide qualified, temporary replacements for district teachers who are absent from school.

Although it is the goal of the administration to hire certified substitutes, it is understood that time allowances and other circumstances may prevent this.

In order to allow adequate time for the school to procure a substitute, professional staff members should notify the Building Principal of their absences in advance. Whenever possible, the teacher who will be absent should leave a detailed lesson plan for the substitute to follow.

Each year the Board, working with the Superintendent of Schools, shall establish a salary schedule for substitute teachers.

ADOPTED: 11/14/94