

ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES

Teachers shall make every effort to notify the building principal at the earliest date and at least one day prior to possible absence. In emergencies, teachers must contact the principal by 7 a.m. if absence is necessary and by 2:30 p.m. each day if absence is to be continued.

Substitute teachers employed on a temporary emergency basis shall be secured by the principal whenever possible; otherwise by the superintendent. Substitute teachers shall not be secured by teachers.

Adopted: 1968

Revised to conform with practice:
date of manual adoption

Revised: March 15, 2016