

The Board of Education recognizes the district's 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 enter their absence in the absence management system 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.

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