

## SUBSTITUTE TEACHERS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised September, 1979 Revised October, 1984 Revised June, 2006	Substitute Teachers

Teachers are to call the substitute calling system to obtain a substitute for sick leave. Teachers should call the system as soon as possible when it is known that a substitute is needed. Substitutes need at least one hour notice in the morning before they are needed for duty.

The principal or his/her designee will utilize the substitute calling system to obtain substitutes for all other leave such as personal, professional and jury duty.

If a teacher wishes a substitute to discontinue teaching before the time originally requested, the principal should be notified before 3:00 p.m. the afternoon before the teacher plans to return so that the substitute may be notified.

Substitute teachers should report to the office of the building where they are called to teach and be given a folder with details of the classroom routine, duties and special daily activities. The principal or designee should do all they can to make the substitute teacher's day in the building a learning experience for the students.