

### **3.15.8 -- TEACHER ABSENCES - SUBSTITUTE TEACHERS**

In case of absence for any reason, the teacher shall report to the Principal at home or at school and at the earliest possible time, the need for a substitute teacher. The Principal shall be responsible for obtaining a substitute and maintaining all records necessary for payroll and Central Office record keeping.

The Principal of each school shall report absences of teachers along with the names of the substitute teachers to the Central Office in writing as often as feasible, but no less than once per week. A monthly report shall also be made and filed with the Central Office one week prior to the next pay day.

All substitutes shall be paid by the District, and deductions from salaries of teachers shall be made when required by District Policy. The amount of the deductions shall be according to leave policies and current substitute pay. Substitute teachers shall be issued checks with the regular payroll.

The amount to be paid substitutes shall be determined annually by the Board of Education, except that no action will be necessary if the pay is to continue at the same rate for the next year. Substitute teachers will be paid for one half day for teaching one half day or less, and a full days pay for teaching more than a half day. Teachers being replaced by substitutes shall leave lesson plans with the principal.

Substitutes shall follow these lesson plans and keep order in the classroom. If substitutes have problems maintaining order they should request aid from the Principal's office. Substitutes will be hired, when available, to replace instructional personnel or as determined by Administration policy.

When sufficient substitutes are not available, non-certificated employees may be used as substitute teachers.

Approved by Board of Education 2/9/88  
Amended 11/14/95