

## Personnel

a. Teacher Absences

## 1) Guidelines for Substituting

- a) Teachers shall be required to have completed and up-to-date lesson plans available and accessible for substitute teachers. Principals may also require a copy of the lesson plans to be turned in to the principal's office.
- b) Every teacher shall have substitute folders available and accessible. New teachers shall be oriented as to the contents of this folder.
- c) Each building must have an established substitute rotation schedule which shall include all teachers (except high school social workers). This schedule should be updated as the need arises. Reasonable efforts should be made to adhere to the rotation schedule in order to maintain general equity among staff directed to fill a vacant position.
- d) An emergency back-up plan for each school should be established. The plan may include the following:
  - Doubling classes where space and safety permit.
  - Reassignment of counselors and/or social workers to substitute duties.
  - Reassignment of the librarian to substitute duties.
  - Reassignment of exceptional education in Regular Education Initiative settings to substitute duties.
  - Reassignment of Title/Standards teachers to substitute duties.
  - Reassignment of music, art and/or physical education specialists to substitute duties (elementary).
- e) A teacher shall be paid for the number of minutes for which a teacher is paid if he/she is filling a position due to the absence of a substitute.
- f) The classroom must always take priority in the absence of a substitute. The staff should not be taken from the classroom to cover for an absent principal unless there is a substitute to cover that teacher's class. Elementary principals should contact the secondary school noted on the "Administrative Substitutes Contingency Plan" to get assistance when needed. (See 4121.2).

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- g) Teachers, during the regular school year, shall be permitted to cover for each other for short absences (one or two periods). However, the administration should approve of each arrangement in advance.
- h) All summer school absences shall be reported through the District approved reporting system and substitutes assigned accordingly. Regular classroom teachers who want to serve as substitutes for summer school must also sign up and be dispatched by the District approved reporting system.
- i) Every bargaining group staff member absence must be recorded by the staff member using the District approved reporting system.
- j) Teachers who will be absent due to their involvement in athletic events, music, drama, field trips, etc., will report such absence through the approved reporting system and substitutes, if necessary, will be assigned accordingly. If substitutes are necessary but unavailable, principals will assign substitutes in-house, in accordance with the collective bargaining agreement.
- k) Administrators shall not solicit information from substitutes for teacher evaluation.

Legal Reference:

Administrative Regulation adopted: July 14, 2003