

ARRANGEMENTS FOR CERTIFICATED STAFF SUBSTITUTES

Certificated staff members who will not be in attendance for a specified day of work shall report their absence to the appropriate personnel in the manner so designated by the Superintendent.

The Board is committed to securing the best qualified certificated staff substitutes available. Such substitutes will be secured according to the procedures established by the Superintendent. Once a substitute is secured, such substitute will be expected to carry out those duties so assigned for the duration of the absence of the regular employee.

[Adoption date: September 25, 1995]