

Arrangements for Substitute Staff

Teachers prepare written plans for their daily classwork so that progress through the courses of study may be assured. These plans shall be sufficiently complete to enable substitutes to carry on when necessary. An emergency substitute plan will be required for each teacher and shall be on file with the building administrator.

Adopted: September 12, 1989

Revised: December 12, 2006

Revised: February 26, 2019