

## SUBSTITUTE TEACHERS

Each principal shall inform staff members of procedures to follow in the event a substitute teacher is needed.

In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall make available:

1. Daily schedule (academic and supervisory);
2. Class rolls with seating charts; and
3. Lesson plans and other information for the day's activities. In case of emergency when plans are not provided, the principal shall provide the substitute with directions for the day.

The principal/designee will provide pertinent information about the school to substitute teachers. This information shall contain but shall not be limited to:

- a. Attendance procedures;
- b. Lunchroom schedule and procedures;
- c. Procedures for supervising student behavior;
- d. Names and assignments of regular staff members;
- e. Emergency evacuation procedures; and
- f. Other helpful information particular to the local school

Each substitute will file the appropriate paperwork with the school before he/she leaves.