

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

1. When a teacher must be absent for any reason, he/she should notify the building principal or Central Administration in sufficient time for the substitute to be on duty one-half hour before school starts. Special duties such as lunch duty or escorting children to out-of-school events should be made known to the substitute.
2. Teachers who plan to be absent may request a specific substitute.
3. It is the policy of School District No. One that substitute teachers, in order to remain eligible for the substitute list, must be available by their given phone number from 6:30 a.m. to 7:30 a.m. at the secondary level and from 7:00 a.m. to 8:00 a.m. for the elementary level.

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