

**STAFF PERSONNEL**  
*Series 400*

Policy Title: USE OF SUBSTITUTES

Code: 404.8

Teachers who require services of a substitute teacher should notify their building principal as soon as possible. Detailed lesson plans and other directions should be available for the substitute. Absent teachers should notify their principal by 4 p.m. if they can or cannot return the next day.

Date of Adoption:  
Readopted: 7/19/99, 7/19/04, July 2009

Legal References:

Related References: