

Administrative Directive Title: Procedures for the Use of Substitute Teachers	AD Number: 5.701.1	Adopted: January 2007 Former Descriptor: PER2
Policy References: Board Policy 5.701 – Substitute Teachers	Revised: 7/11; 2/14; 8/15; 9/18; 2/19; 7/19; 4/23; 11/24	

1 Each school principal is ultimately responsible for ensuring that classrooms have appropriate
 2 supervision. All teachers are responsible for submitting their absences in Frontline, which will allow the
 3 school to allocate for a substitute teacher.

4 Understanding that the use of substitute teachers is critical to ensuring the continuity of instruction and
 5 maintaining a positive learning environment when regular classroom teachers are absent, the following
 6 procedures outline requirements for securing substitute teachers for planned, unplanned, and extended
 7 absences, as well as the expectations for preparing a substitute folder:

8 **Planned Absences**

- 9 1. **Notification:** Employees anticipating a planned absence must submit a leave request to their
 10 principal or direct supervisor at least five (5) business days in advance, if possible. This allows
 11 sufficient time to arrange for a substitute teacher.
- 12 2. **Substitute Request:** Upon approval of the leave, the employee should input the request into
 13 Frontline to request a substitute teacher. The request should include the dates of the absence and
 14 any specific requirements for the substitute.
- 15 3. **Lesson Plans:** The employee must provide detailed lesson plans for the substitute teacher no
 16 later than 24 hours prior to the planned absence. These plans should include instructions for
 17 classroom management, specific assignments, and any special considerations for students.

18 **Unplanned absences**

- 19 1. **Notification:** In the case of an unplanned absence (e.g., illness or emergency), the employee
 20 should notify the school as soon as possible, preferably by 6:00 AM on the day of the absence.
 21 Notification should be made through the established absence reporting system or directly to the
 22 principal or HR.
- 23 2. **Substitute Assignment:** The school or HR will assign a substitute teacher as soon as possible.
 24 The substitute will be notified of the assignment and expected arrival time.
- 25 3. **Substitute Folder:** In the case of unplanned absences, teachers must maintain an up-to-date
 26 substitute folder, which will be readily accessible in the classroom or online for the substitute.
 27 This folder will serve as a guide for the substitute in the absence of detailed lesson plans.

28 **Extended Absences**

- 29 1. **Notification:** For absences that will extend beyond five consecutive school days (e.g., medical
30 leave, maternity leave), employees must notify HR and their principal as soon as the need for
31 extended leave is known.
- 32 2. **Substitute Assignment:** HR will arrange for a long-term substitute teacher, ensuring the
33 substitute is appropriately certified for the extended role, if required by district policy.
- 34 3. **Lesson Plans & Transition:** For extended absences, the employee must prepare a series of
35 lesson plans covering the anticipated duration of the leave. A transition meeting with the
36 substitute may be required to ensure continuity of instruction.
- 37 4. **Substitute Evaluation:** Long-term substitutes may be evaluated periodically by the principal or
38 department head to ensure consistent classroom management and instruction.

39 **Substitute Folder Requirements**

40 All employees are required to maintain a **Substitute Folder** in their classroom or on the school's
41 designated online platform. This folder should be updated at least once per semester and include the
42 following:

- 43 1. **Class Roster:** An updated list of students, including seating arrangements if applicable.
- 44 2. **Daily Schedule:** A detailed daily and weekly schedule, including any special classes (e.g., art,
45 music, physical education) and times for breaks, lunch, and transitions.
- 46 3. **Lesson Plans:** General or emergency lesson plans that can be used in the event of an unplanned
47 absence. These should be suitable for multiple days, covering core subjects or grade-appropriate
48 activities.
- 49 4. **Classroom Procedures:** Clear instructions for regular classroom routines, including attendance
50 procedures, restroom policies, and any specific behavioral expectations.
- 51 5. **Emergency Procedures:** A copy of the school's emergency procedures, including fire drill
52 instructions, lockdown procedures, and any special medical information for students (e.g.,
53 allergies).
- 54 6. **Student Support Information:** A list of any students with Individualized Education Plans
55 (IEPs), 504 plans, safety plan, or behavior intervention plans, with notes on any required
56 accommodations (confidential information must be handled appropriately).