

BOARD POLICY
Arrangement for Substitutes

Descriptor Code: GBRJ

The Cherokee County Board of Education recognizes that in order to achieve maximum results and productivity, employees are expected to report to work and be on time each day unless scheduled absent. Regular employee attendance is essential to the efficient operation of the School District and is a necessary component to ensure the School District meets objectives.

In the event that a teacher or paraprofessional must be absent, the individual must utilize the School District automated substitute calling system as required to record the absence and secure the services of a substitute teacher. Each Principal shall inform the faculty at the beginning of the school year regarding absence reporting requirements.

Teachers must have lesson plans prepared that enable substitute teachers to more effectively perform their duties. Lesson plans will be left with the Principal or designee.

The Superintendent will establish procedures as necessary for employee time and attendance requirements and for additional arrangements for substitutes.

REVISED: July 21, 2016

Cherokee County Board of Education