

Substitute teachers shall be obtained to provide for a level of instruction commensurate with the regular teacher's performance as nearly as practicable. All substitutes shall be duly certified as provided for under current State Department of Education rules.

Approved: August 3, 1995

Revised: October 18, 2007

LEGAL REF: MCL 380.1236; 421.42; 421.50; AG Opinion #6360

Each building principal shall ~~make~~ **verify through our staff attendance system, via the website, that** suitable arrangements **have been made** for securing necessary substitutes in the building.

Whenever a teacher is to be absent from teaching duties, such teacher shall ~~notify the principal~~ **report such absence to the staff attendance system, via phone or website**, as early as possible or shall arrange to have some other responsible person ~~notify the principal~~ **report such absence to the staff attendance system** as early as possible of the teacher's inability to report for work. The length of the teacher's absence shall be predetermined, if possible. In any event, upon returning to duty, the teacher shall notify the **principal or the staff attendance system** in time to discontinue the service of the substitute.