

## **G-28 ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES**

All certificated employees shall notify either the secretary responsible for procuring substitutes or their building principal no later than the evening prior to a scheduled or known absence, regardless of type.

Non-scheduled or emergency absences shall be reported as soon as possible prior to the beginning of the school day of absence.

If the absence is to be longer than one (1) day, the employee shall advise the secretary or building principal as soon as possible in order that the best available substitute arrangements may be made.

Should the employee fail to give proper notification of return and both the employee and the substitute report for work, the employee shall remain and the substitute shall be compensated for one-half day and dismissed. Any employee willingly and knowingly disregarding the procedures of this policy shall be subject to written reprimand.

Weekly lesson plans shall be completed by each teacher. Principals are to ensure that such plans are current and available to substitute teachers.

SOURCE: Plainfield Community School Corporation  
Plainfield, IN  
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