

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Use of Central Call System	
ADOPTION/EFFECTIVE DATE: April 19, 1993 Reformatted: October 9, 2013	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Personnel Amendment:	

A. Purpose

To establish a process for teachers to call for a substitute.

B. Policy Statement

To have continuity of instruction in the classroom it is important to have a qualified substitute teacher present. This policy establish process to contact or cancel substitute if needed.

C. Rationale

The Board of Education believes that a proper learning environment must be maintained when substitute teachers are present, that learning should not only be possible by is expected when substitute teachers are present, and that substitute teachers must be treated with the same respect that is shown to other staff members.

D. Definitions

None

E. Implementation Guidelines

1. When a teacher is to be absent and needs a substitute, the teacher is to call the Central Call System in order to have a substitute assigned to his/her class.

The teacher is to call the Central Call System well in advance of an absence. This will help ensure that the system has ample time to locate a substitute.

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2. When a teacher is to be absent and a substitute is not required for the teacher's classes, the Central Call System is not to be called.
3. Prior to or returning from an absence, the teacher **must meet** with the attendance clerk to ensure that their absence is recorded correctly for payroll purposes.
4. Canceling an absence: If a teacher must cancel an absence, the teacher must call the Central Call System as soon as he/she knows they will not need a substitute. The teacher will be given the substitute's phone number and it is the teacher's responsibility to contact the substitute and inform the substitute that the job is no longer available. In the event the substitute is not notified, it will be the school's responsibility to see that the substitute is paid for a minimum of one half day.
5. The use of the Central Call System does not relieve the teacher from obtaining the necessary authorizations for his/her absence

F. Evaluation

The Superintendent will provide the Board of Education a review of this policy in 2017. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

G. References

None