

**STAFF PERSONNEL
SERIES 400**

406.1

TITLE: SUBSTITUTES

Each building shall be provided a list of substitute teachers from the district office, and shall arrange from this list, substitute teachers who have been properly screened through the background check process through the district and undergone a criminal background check within the last five years at any public school district or who is listed on the State Department of Education approved substitute list.

It is recognized in a small community that the rotation selection for substitutes may include individuals who are immediate relatives/spouses of other school personnel. Such individuals may be retained as substitute personnel, in the same rotation and selection process as all other substitutes and no preference or priority will be given to any immediate family member/spouse of any other school employee. All best efforts will be made such that a substitute employee will not directly report to or be supervised by their immediate family member/spouse and that such individuals will be supervised by other school personnel. The District does recognize that there will be limited emergency situations where this goal cannot be attained.

The Board directs the superintendent to establish administrative procedures relating to this policy and substitute training.

Revised: December 10, 2012