

**DANBURY PUBLIC SCHOOLS**

Danbury, Connecticut

**POLICY**

***SUBSTITUTE TEACHERS***

Adopted: 10/27/99

Policy No. 4-122

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The Board of Education recognizes that there will be times when regularly employed staff will be absent from their assigned responsibilities due to illness, personal reasons, or professional assignments. In order to provide for continuity of educational programs, with as little loss to students as possible, the Superintendent of Schools is authorized to provide substitute teachers, selected from an approved list, to fill the vacancies caused by absences which should not be left unfilled.

Prior to placement on the substitute teacher roll, the candidates shall be required to file written references and participate in a personal interview and be fingerprinted.

**COMPENSATION**

The per diem rate for substitute teachers will be established on an annual basis through a formal recommendation from the Superintendent to the Board of Education for their approval.