
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GH
Policy Title: Substitute Support Staff
Cross Reference:
Legal Reference:
Adoption Date: February 26, 1997,
Amendment or Re- June 21, 2011
affirmation Date:

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES IT SHALL BE THE RESPONSIBILITY OF THE PRINCIPAL TO HIRE SUBSTITUTE SUPPORT STAFF AS REQUIRED CONSISTENT WITH THIS POLICY.

REGULATIONS

1. Substitute support staff may be hired at the discretion of the Principal.
2. Substitute school support staff are to be hired from an approved list provided by central office. The list will be developed in consultation with schools.
3. School administration will keep accurate records of support staff absences and substitutes utilized and submit them to central office as required.