



Provo City School District

Policy Series 5000: Personnel

Policy 5620

Licensed Substitutes

When educators need substitutes, they will complete the appropriate leave request form in advance whenever possible, and notify the approved substitute provider to make the necessary arrangements. Contacting the provider does not constitute permission to be gone. Notification and permission must be granted by the employee's principal or designee.

The teacher to be absent is responsible for providing the substitute with appropriate lesson plans, seating charts, classroom procedures, and other pertinent instructions. Regular, extra duty assignments given the absent teacher shall be assumed and followed by the substitute teacher unless instructed otherwise.

Student teachers may periodically substitute through the approved substitute provider for no more than two (2) consecutive days.

Substitute teachers are expected to abide by the policies of the Board of Education in regards to ethics, professionalism, taking attendance, student discipline, dress and grooming, following the school schedule, and care and security of school properties. The substitute shall also become aware of school emergency procedures.

The substitute teacher is expected to arrive at the school thirty (30) minutes before school begins unless late notice of the employment opportunity has been given. The substitute shall report directly to the main office upon arrival at school.

Secondary substitute teachers shall be, whenever possible, hired in their fields of training--majors and minors--to match the subjects they are assigned to teach.

School records and student information shall be handled by substitutes with care and confidentiality in accordance with district, state, and federal regulations.

Substitutes for positions other than teaching shall also abide by all district policies and exhibit professionalism in the performance of their assigned duties.

Substitutes are not employees of Provo City School District but are employed by the substitute provider. Substitutes who are staffed through the provider do not have any contractual relationship with the District, nor do they have any expectation of employment.

Substitutes will be paid by the approved provider according to the staffing agreement.

No individual staffed by the approved provider shall serve as a substitute teacher in Provo City School District if they have not passed the required fingerprinting and background check, if his

or her teaching license has been revoked or is currently suspended by the Utah State Board of Education, or whose license has been revoked or is currently suspended by another state.

Approved by Board of Education: February 9, 2016