

**North Country Schools/OENSU
Common Board Policy Manual**

PERSONNEL

POLICY NO. D.6

D.6 SUBSTITUTE TEACHERS

Individuals wishing to substitute in North Country Schools/OENSU shall have a minimum education of two years of college. The superintendent may approve a waiver of this standard on a case by case basis. A person employed pursuant to local school board policy may substitute for up to fifteen (15) days per teacher absence. A person holding any professional license may substitute for thirty (30) days per teacher absence. Substitute teachers who are licensed but not appropriately endorsed will be employed for more than thirty (30) days per teacher absence only when the superintendent secures an extension allowing such employment from the commissioner in compliance with regulations of the State Board of Education. Upon application by the superintendent, the Commissioner may allow substitution by such licensed teachers for additional thirty (30) days. Extensions are granted only when the superintendent has presented evidence that an appropriately licensed teacher is not available. The superintendent may apply for additional extensions. Search for an appropriately licensed person shall continue throughout any extension.

For retired teachers, the last professional license remains in force for the purpose of serving as a substitute teacher. Retired teachers are those who have withdrawn from active service and are qualified to receive a retirement allowance under 16 VSA Chapter 55.

A master list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent to be used by each school in the district including a list of retired teachers who are willing to substitute. No person will be placed on the qualified substitute list unless that person has a minimum education of two years of college.

The superintendent or his or her designee may conduct an orientation session for substitute teachers each year and as needed throughout the year. Each teacher will compile a packet of information containing at least 3 days of emergency lesson plans and pertinent substitute teacher information as defined by the principal.

Legal Reference: Vt. State Board of Education Manual of Rules and Practices §5500
 16 V.S.A. §557, §558

Date Adopted:

Brighton	8/15/00	Morgan	4/13/00
Charleston	8/10/00	Newport City	8/7/00
Coventry	9/6/00	Newport Town	9/12/00
Derby	8/28/00	Troy	10/17/00
Holland	11/13/00	NCUHS	7/18/00
Jay/Westfield	9/12/00	NCUJHS	8/29/00
Lowell	7/13/00		