Notus School District No. 135

PERSONNEL 5700

Substitutes

The term "substitute teacher" as defined in I.C. § 33-512(15) as any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one (1) day or more during a school year.

The state department of education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five (5) years. The substitute teacher applicant is responsible for the cost of the criminal history/background check which is \$40. If the substitute teacher subs for the District on eight (8) separate full days, the District will refund the \$40 to the substitute during the next payroll session.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The principal or designee shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute.

The Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are given to substitute teachers.

An applicant who has successfully completed the process to be approved as a substitute teacher will be placed on the District's approved Substitute List.

Cross Reference: 5110 Criminal History / Background Checks

Legal Reference: I.C. § 33-130 Criminal history checks for school district employees or

applicants for certificates

I.C. § 33-512(15) Governance of schools

Policy History:

Adopted on: November 9, 2009 Revised on: October 8, 2012 August 9, 2021