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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** GCE  
**Policy Title:** Substitute Teachers  
**Cross Reference:** GCAG  
**Legal Reference:**  
**Adoption Date:** February 26, 1997  
**Amendment or Re-affirmation Date:** February 25, 2014

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT COMPETENT AND QUALIFIED TEACHERS SHOULD BE EMPLOYED AS SUBSTITUTE TEACHERS IN THE SCHOOLS.

**GUIDELINES**

1. The continuous instruction and well being of students, in the absence of the regular teacher, is the main criteria in substitute teacher selection.
2. The school administration is responsible to ensure that suitable substitutes are hired to replace an absent teacher and to make every effort to see that the substitutes have been fairly selected.
3. Substitute teachers are encouraged to:
  - 3.1. attend division professional development activities at their own expense; and
  - 3.2. visit schools they are interested in substituting in.
4. Schools are encouraged to develop a substitute teacher handbook.

**REGULATIONS**

1. The school administration is responsible for:
  - 1.1. using substitutes who have been approved by central office;
  - 1.2. ensuring adequate lesson plans and classroom instructions are available;
  - 1.3. keeping accurate records of teacher absences and substitutes utilized and submitting them to central office as required;
  - 1.4. notifying central office if there is serious concern about the competence of a particular substitute teacher; and
  - 1.5. notifying central office if a substitute teacher is no longer available.

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2. The substitute teacher is responsible for:
  - 2.1. signing up on the substitute list at central office and providing necessary documentation as requested
  - 2.2. reaching the school at least 15 minutes before school commences;
  - 2.3. reporting directly to the school administration who will provide information regarding the day's assignment;
  - 2.4. leaving a written statement for the regular teacher regarding work accomplished while the substitute was teaching; and
  - 2.5. reporting back to the school administration at the conclusion of the day.
3. The absent teacher shall be responsible to:
  - 3.1. provide suitable daily plans for the classes to be taught; and
  - 3.2. provide information such as class lists, seating plans, classroom rules and regulations and specialized instructions for specific students. (eg. Special Needs, Medical Conditions).
4. Central office will be responsible for:
  - 4.1. keeping current files for each substitute; and
  - 4.2. providing schools with revised substitute lists in September; lists will be updated periodically.
5. Substitute teachers shall be provided with a copy of this policy at the time their name is placed on the substitute teacher list.