



Preston School District #201
Section 5000 - Personnel

Policy 5700 – Substitutes

The term “substitute teacher” as defined in I.C. § 33-512(15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one 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 Board authorizes the use of substitutes as necessary to replace teachers and classified employees who are temporarily absent. The employee shall use the district approved time off system to arrange for a substitute. Under no condition is an employee to select or arrange for a private substitute.

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

Substitutes will be paid by the hour.

Legal References:

Legal References		Description
IC § 33-130		Criminal History Checks for School District Employees or Applicants for Certificates
IC § 33-512(15)		Governance of Schools – Background Checks
Cross References		
Code	Description	
5110	<u>Criminal History/Background Checks</u>	

Adopted:

Revised:

Reviewed: