

CLASS COVERAGE IN THE ABSENCE OF THE REGULAR TEACHER

The Board of Education requires pupils to attend all scheduled classes unless specifically excused under provisions of State Law and school regulations. It is imperative that each class be considered an important event and that student time will be used in a purposeful manner.

Given that some degree of teacher absence is inevitable, and given- that classes through grade ten are not to be canceled for any reason, it is essential that each school develop contingency plans for class coverage to provide for any circumstances that may arise. Each plan must ensure that:

- no class will be dismissed (note exception under #3 below)
- an adult will be present
- meaningful student activity will take place

The following principles shall guide the plans established for class coverage in the absence of the regular teacher:

1. Whenever possible, a substitute teacher from the approved list who is fully qualified in the required area of competence will be employed.
2. If an appropriately qualified substitute teacher is not available, a substitute teacher will be assigned in accordance with the following considerations:
 - a. another qualified substitute teacher
 - b. a member of the teaching staff in the appropriate certification area
 - c. a member of the teaching staff in another certification area
 - d. a professionally certified non-teaching member of the faculty (e.g., guidance counselor, school psychologist, social worker)
 - e. a building administrator
 - f. a district administrator

To be implemented in accordance with all relevant provisions of the collective bargaining agreement.

3. If a building principal is unable to assign a qualified substitute on the basis of steps 1 and 2 above, the building principal will decide how the absent teacher's classes are to be covered. If necessary, a secondary principal may cancel 11th or 12th grade classes for a maximum of two consecutive days.
4. The elementary administrator, or secondary department head responsible in each subject area, shall make sure the substitute is provided with a lesson plan or materials consistent with the nature of the subject and the needs of the students.
5. Should the substitute assigned not be conversant with the subject matter, alternative plans shall be provided by the elementary administrator or secondary department head, including but not limited to the following:
 - a. combining classes
 - b. presentation of relevant audio-visual material
 - c. identification of advanced students capable of assisting others with the lesson
 - d. supervised study preparation for other courses with the knowledge and approval of each student's activity by the substitute teacher and administrator/department head
6. In cases where the health and safety of students may be endangered by the absence of a certified teacher (e.g., industrial arts, physical education, chemistry lab), an alternative plan as outlined in #5 above shall be put in effect.

Principals are responsible for informing staff members in their buildings of the policy and accompanying regulations and for seeing that they are implemented in the spirit intended.