

LEGAL: THE “EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)” DOES NOT CURRENTLY REQUIRE PARENT NOTIFICATION WHEN A CHILD IS NOT BEING TAUGHT BY A “HIGHLY QUALIFIED” TEACHER.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (06/08/16)

PERSONNEL

03.4

Substitute Teachers

QUALIFICATIONS

All substitute teachers shall meet criminal records check and medical examination requirements as specified in Policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

~~Schools receiving Title I funds shall notify parents when their child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who is not “highly qualified,” as defined by state and federal regulations.~~

SUBSTITUTE LIST

The Superintendent or designee shall maintain a list of qualified substitute teachers. The Superintendent or designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

RETIRED TEACHERS

Retired teachers may be re-employed as a part-time, temporary, or substitute teacher in keeping with requirements of the Kentucky Teachers’ Retirement System.

LENGTH OF DUTY

Substitute teachers shall observe the same hours of duty as the regular teacher. The substitute will continue to report for duty until relieved by the Superintendent or designee.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

Substitute teachers shall not work more than one-hundred-twenty-nine (129) days annually unless pre-approved by the Superintendent based on certification needed for longer term assignments

SUBSTITUTE SALARY AND PAYMENT SCHEDULE

Substitutes shall be paid on a per-diem basis according to the salary schedule approved by the Board. The salary schedule may reflect adjustments for long-term/continuous assignment substitutes.

Payment shall be made on the next scheduled payday for substitutes.

EMPLOYMENT NOTIFICATION

Each year, substitute teachers on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.

Substitute Teachers

REFERENCES:

KRS 17.160; KRS 17.165
KRS 156.106; KRS 161.605; KRS 161.611
16 KAR 2:030; 16 KAR 2:120
102 KAR 1:030; 702 KAR 1:035; 702 KAR 3:075
P.L. 107-110 (No Child Left Behind Act of 2001); 34 CFR 200.61; OAG 69-296
P. L. 111-148 (Affordable Care Act)

RELATED POLICIES:

03.11; 03.111; 03.112; 03.121

LEGAL: HB 87 AND SB 256 AMENDED KRS 159.035 TO ALLOW STUDENTS ATTENDING BASIC TRAINING REQUIRED BY A BRANCH OF THE UNITED STATES ARMED FORCES TO BE CONSIDERED PRESENT AT SCHOOL FOR UP TO TEN (10) DAYS.

FINANCIAL IMPLICATION: NONE ANTICIPATED

DRAFT (05/03/16) SEND WITH UPDATE PER DISTRICT

STUDENTS

09.123

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.¹

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

A student who has been reported as a truant two (2) or more times is an habitual truant. The class attendance requirements stated below do not in any way supersede or change the compulsory school attendance laws stated in KRS 159.010. When a student is declared a habitual truant, the parent may be notified by a certified letter and/or by a personal visit. If truancy continues, both parent(s) and student may be required to attend the Truancy Mediation Program. As a final recourse, court proceeding will be instituted if truancy continues.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

TARDINESS

A tardy shall be recorded for a pupil who is absent less than thirty-five (35%) percent of the regularly scheduled school day for the pupil's grade level. Late arrivals or early dismissals shall be counted as an absence or tardy according to the arrival/departure time.

The process for determining whether tardiness to school is excused or unexcused is identical to that for excused and unexcused absences.

EXCUSED ABSENCES

An excused absence or tardiness is one such as:

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil. (Parent notes are accepted for five (5) all day or part of the day per semester for students in grades Kindergarten through fifth (k-5) and for three (3) all day or part of the day per semester for student in grades six through twelve (6-12) for illness or other excusable reason that is listed. One (1) parent note may be written to excuses only one two (2) days or tardy tardies. All other student absences due to illness require a note from health professional, court officials, etc.);

Absences and Excuses**EXCUSED ABSENCES (CONTINUED)**

3. Medical, dental, or legal appointments that cannot be scheduled outside of school hours. (Times and dates shall be verified by the health professional or court officials);

Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused

When a student must miss more than five (5) consecutive school days due to illness or surgery, the parent/guardian is to contact the attendance office or the Director of Pupil Personnel who will explore the possibility of home/hospital instruction.;

4. Court appearances requiring the student's attendance. (Students will be excused only for the length of time of the scheduled court appearance and a reasonable amount of travel time);
5. Religious holidays and practices;
6. One (1) day for attendance at the Kentucky State Fair (per state law). (Proof of attendance must be provided);
7. Two (2) visits to colleges or universities; (Visit shall be approved at least three (3) school days in advance by the Principal and restricted to seniors. Documentation from the college visited shall be required);
8. Drivers test for permit or license. (A half (1/2) day may be allowed twice during the school year);
9. One (1) day for students with lice.- If the student is sent home, he/she will be excused for the remainder of that day;
10. Failure of bus transportation (missing the bus is not excused);
11. Documented military leave;
12. One (1) day prior to departure of parent/guardian called to active military duty;
13. One (1) day upon the return of parent/guardian from active military duty;

14. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces; or

14.15. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;

Absences and Excuses**EXCUSED ABSENCES (CONTINUED)**

~~15.~~16. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

~~16. Other valid reasons as determined by the Principal.~~ (The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.)

NOTES REQUIRED

Upon returning to school following an absence or tardy, a student has three (3) school days to turn in a note to the attendance office. One parent note may be written for two days absences or tardies. The note must be a signed and dated parent note, physician statement or court statement explaining the reason for every day the student was absent or tardy and a return to school date. If a written statement verifying a valid reason for each day of absence or tardy is not received within three (3) schools days after the student returns to school, the absence or tardy will be recorded as unexcused. Students presenting false or altered verification shall be subject to disciplinary action.

MAKE-UP WORK

Students shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation.

Requesting and completing work missed during any absence is the responsibility of the student/parent. Students are expected to make up all work assigned to or completed by the class during any absence. Students shall have time to complete the make-up work equal to the number of days/class periods missed.

If a student is excusably absent for only one (1) day, he or she may secure a make-up assignment when he or she returns to school. Parents who feel they have special circumstances may request assignments on the first day of absence.

If a student is excusably absent for more than one (1) day and there is a desire to secure make-up assignments before the student returns to school, parents may request the assignments by calling the Principal's office or counseling office within one (1) hour of the beginning of the school day on the day the student's parents wish to pick up the assignments. Personnel will endeavor to have the assignment available for pick up by the end of the school day.

If there is a special need during the instructional day, a message for a teacher to call the parent may be left on the teacher's voicemail.

Absences and Excuses

REFERENCES:

¹702 KAR 7:125

KRS 36.396, KRS 38.470, KRS 40.366

KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294

KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180

OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

RELATED POLICIES:

09.111, 09.122, 09.4281

09.126 (re requirements/exceptions for students from military families)