

**Section 7-21.2. Principal to secure substitute teachers; substitute teachers defined; qualifications for substitutes; temporarily employed teachers defined; rate of pay; part-time teachers; summer school teachers; homebound teachers; interns; student teachers.** — A. It shall be the responsibility of the principal or designee to secure an approved substitute to serve in the place of the regular teacher.

B. A substitute teacher, as used in this ~~section~~ policy, is:

- (i) one who is employed to substitute for a contracted teacher for temporary period of time during the contracted teacher's absence, or
- (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than ninety (90) teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year. However, during the 2023-2024 and 2024-2025 school years, the School Board may employ a substitute teacher to fill such a vacancy for a period not to exceed 180 days during one school year.

C. In addition to satisfying the general requirements for employment, substitute teachers shall:

- (i) be at least 18 years old;
- (ii) ~~possess good moral character;~~
- (iii) hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education;
- (iv) ~~attend orientation to school policies and procedures;~~ and
- (v) having earned thirty (30) semester hours or more from an accredited institution of higher learning.

D. The superintendent or designee may also secure teachers on a temporary basis. A "temporarily employed teacher" is:

- (i) employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence or
- (ii) is employed to fill a teacher vacancy for a period of time, but for no longer than ninety teaching days in a school year. In order to qualify as a temporarily employed teacher, the employee must hold a valid Virginia teaching license with an endorsement in the area in which the employee will be temporarily employed to teach. A "temporarily employed teacher" will be compensated at the long-term rate of pay.

E. An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time. Part-time teachers shall meet the certification requirements of the State Board of Education.

F. Summer school teachers shall meet all certification requirements.

G. Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Personnel Office or from the approved substitute teacher list and shall hold a valid teaching certificate.

H. Arrangements for the utilization of interns in the school division should be initiated through the superintendent.

I. Suffolk Public Schools shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The superintendent shall have the responsibility for the assignment and placement of student teachers in Suffolk Public Schools. Student teachers shall not be

used as substitute teachers. (Adopted August 18, 1995; Revised November 13, 1997; Revised November 11, 1999; Ordinance Number 99/00-19; Revised April 10, 2013; Ordinance Number 12/13-46; Effective Date: July 1, 2013; Revised June 9, 2016; Ordinance Number 15/16-61; Effective Date: July 1, 2016)

**Legal Authority** - Virginia Code §§22.1-70, 22.1-78 & 22.1-302 (1950), as amended.