



# SUBSTITUTE TEACHER POLICY

## Purpose

This policy ensures that Bonneville Academy hires and utilizes substitute teachers in accordance with Utah State Board of Education Rule R277-508, while allowing flexibility in staffing and continuity of instruction.

## Policy Provisions

1. Preference will be given to substitute teachers who hold a current Utah Educator License or Associate Educator License.
2. Substitute teachers who do not hold a current license may be used for no more than eight (8) weeks per assignment per school year, in compliance with USBE Rule R277-508.
3. After eight weeks, a non-licensed substitute must be evaluated for potential replacement or licensing pathway in compliance with state rule.
4. All substitute teachers must undergo a background check and CACTUS verification to ensure no history of license suspension, revocation, or disciplinary action.
5. Substitute teachers must also complete fingerprinting and I-9 employment eligibility verification as required by federal and state law.
6. Bonneville Academy may provide basic orientation materials and classroom expectations to substitutes prior to or upon assignment.
7. Administration may assign the same substitute to ensure continuity of instruction when beneficial for students.
8. In cases of emergency or extended absence, student teachers, paraprofessionals, or instructional aides may be assigned under the supervision of a licensed educator, per R277-508.
9. The school reserves the right to determine pay rates, assignment duration, and supervision procedures for all substitute teachers.

## Legal References

- USBE Rule R277-508: Substitute Teachers
- Utah Code § 53A-1a-512: Employment Background Checks
- Immigration Reform and Control Act (I-9 Requirements)





### Fee Waiver Application Process

Parents or guardians may apply for a fee waiver by submitting a completed application with required documentation to the school's designated administrator. All applications will be handled confidentially and will not be shared beyond authorized personnel.

### Documentation and Retention

Fee waiver documentation shall be retained for three years unless the parent or guardian waives the right in writing, in accordance with USBE Rule R277-407-8(2).

### Confidentiality and Student Protections

Students shall not be treated differently, discriminated against, or denied participation due to fee waiver status. School staff shall maintain strict confidentiality regarding all fee waiver applications and decisions.

### Appeals Process

If a fee waiver request is denied, the parent or guardian may appeal the decision to the Board of Directors within 10 school days. The Board shall respond to the appeal within a reasonable time and its decision shall be final.

### Non-Waivable Fees

Fee waivers do not apply to charges for lost, damaged, or destroyed school property including textbooks, Chromebooks, and equipment, as specified in USBE Rule R277-407-13.

Approved by the Board of Directors on: \_\_\_\_\_

Signature: \_\_\_\_\_

Chair, Bonneville Academy Board of Directors

