

**Spearfish School District 40-2
4000 Personnel**

Administrative Regulation

Code: 4360AR

STUDENTS FROM COLLEGE/UNIVERSITIES AS SUBSTITUTES

In the case of a teacher's absence, the following guidelines will be considered:

1. Students from colleges and universities will not be asked to substitute until approved to do so by building administrator.
2. Students from colleges and universities will be asked to substitute only within their training and background assignment any time after their first two weeks and then only with the recommendation of their supervising teacher and building administrator.

The importance of the instructional process will be kept in mind and, if the regular teacher is absent from the classroom of assignment for any part of the day, the principal will make every effort to hire the best substitute available.

Amended August 8, 1977
Revised May 11, 1987
Revised December 14, 1998
Revised December 11, 2006
Reviewed January 9, 2012