



## University of Kentucky Substitute Teaching Student Teaching Policy Revised - September 18, 2024

### Context

Under EPSB approved emergency policy for 2021-2022, if a student teacher has completed sixty-four (64) semester hours of credit and has a minimum GPA of 2.5, the student teacher may qualify for issuance of an emergency substitute certification, which would allow them to serve as a substitute teacher within a district. Further, the days the student teacher serves as the substitute may count toward fulfilling certification requirements, per the defined university policy.

The following outlines the policies for implementation at the University of Kentucky Teacher Education Program.

### General Qualifications

- A student teacher can choose to not be included.
- Program Faculty Recommendation
  - Consider a professional learning/growth plan if they are not ready
- Good academic standing and admitted into TEP and student teaching
- Minimum overall GPA of 2.75 (more strict than the EPSB policy)
- If a student is already on a professional learning/growth plan and/or on probation for TEP, the student is not eligible to serve as a substitute teacher.

### Elementary Education Program Specific Qualifications

- Must complete the full semester of EDC 433 with a passing grade
- In emergency situations, elementary program faculty will vote on whether to move the student into a hired position only **after 12 weeks** of student teaching.
- The elementary program faculty will consider requests on a case-by-case basis to vote for an approval to be granted. If approval is granted, student teachers still need to complete all program requirements for graduation.

### District Parameters

- The district must agree to the University of Kentucky Teacher Education Program Qualification policies outlined in this document.
- The student teacher would apply for an emergency substitute certificate as outlined in the school district's policies and procedures. This includes applying to be a district substitute teacher and go through the district hiring process for substitute teachers in order to be employed.
- The district must submit the emergency substitute application for the student teacher, per EPSB regulations. ([see link here](#)). There is no fee for emergency substitute certification.

## **School Parameters**

- **The student teacher shall remain in the classroom in which they are placed.**
  - The cooperating teacher would move to another classroom to fulfill the substitute position.
  - The student teacher would serve as the official substitute for the classroom in which they are placed and be compensated according to substitute policies in the district.
- The school is required to identify a contact person (faculty or administrator) for the student teacher to contact if the student teacher is in need of assistance while in the classroom without supervision.
- Supervision of student teachers (e.g., scheduled assessments or observations) will continue to occur at regularly scheduled intervals unless an extenuating circumstance arises.
- A student teacher must have been in the classroom at least 10 days before they are eligible to serve as a substitute. However, if it is a second placement for the student teacher, at least 5 days before they are eligible to serve as a substitute.
- A student teacher may serve as a substitute for up to 20 days and count them toward student teaching for the semester in which they are student teaching. A practicum student may serve as a substitute and may count the hours towards their practicum hours as long as they have permission from their course instructor and/or program chair.
- A student teacher may serve as a substitute for up to 4 days in a row. If more consecutive days are needed, then the school and cooperating teacher will contact the Program Chair and the Director of the Office of Field Experiences to discuss the extenuating circumstance and come up with a plan for supporting the school and student teacher.
- A student teacher may choose to not accept the substitute teaching position, if they do not feel comfortable, without penalty.

## **Communication with School Districts**

- The responsibility for carrying out this policy resides with the Office of Field Experiences.

## **FAQs**

- What about our unit-wide assessments and other high stakes assessments?
  - The student teacher will still be responsible for completing course and program assessments and expectations. Substitute teaching should not interfere with the obligations so they stay on track for certification.
- Who is responsible for supervision?
  - The school is still responsible for day-to-day mentorship and supervision. The university is still responsible for mentorship and required observations for certification.
- Are students going to be able to opt out of this?
  - There are two opt out points. (1) If they do not wish to participate at all, they would not apply for the emergency sub certification at their district. (2) If they do not wish to sub for the day, but are emergency sub certified, they can tell the school no without penalty.
- How will Program Faculty Chairs determine who can participate?

- All UK students who meet the emergency certification requirements are eligible to participate as long as they are in good academic standing (e.g., not on probation or a professional growth plan).
- The UK student (e.g., practicum student, student teacher) will ask their supervisor, course instructor, and/or program chair if the substitute position is appropriate and meets UK's policy before subbing.
- What is the cost?
  - There is no cost to get emergency substitute certification through a school district.
- There are costs associated with the background checks, physicals (if required), etc. If the cost is prohibitive, please contact **Dr. Amy Spriggs** ([amy.spriggs@uky.edu](mailto:amy.spriggs@uky.edu))
- How much will student teachers get paid?
  - Student teachers will be paid in accordance with the salary schedule the school district has approved.

## **EPSB Context:**

### **History/Background:**

**Existing Policy:** KRS 161.010(6) defines student teacher and KRS 161.042 further sets out the role of the student teacher but tasks the EPSB with promulgating administrative regulations on the specifics of the utilization of student teachers and the requirements for the supervising teacher, school and school district. Through 16 KAR 5:040, the EPSB has set forth the requirements for admission, placement and supervision in student teaching. Specifically, Section 5 of the regulation establishes the requirements of the seventy (70) day student teaching placement consistent with the certification program that the student teacher is pursuing. This section also contains the following limitations on the student teaching experience:

(6) A student teacher shall not have responsibility for the supervision or instruction of P12 students without the direct supervision of a certified educator.

(7) A student teacher shall not receive direct compensation for student teaching.

KRS 161.102 establishes an emergency substitute certificate that "shall enable the applicant to apply for substitute teaching in any subject area for any grade level in any local school district." Through 16 KAR 2:030E, the EPSB has established the following requirements for issuance of a one year emergency substitute certification:

1. Application shall be submitted to the EPSB and shall:

- a. contain verification of an offer of employment in a Kentucky school district
- b. contain verification that the candidate possesses a minimum of a high school diploma or high school equivalency
- c. Be in compliance with 16 KAR 2:010, Section 3(1).

**Summary:** In the midst of the pandemic, many districts found it difficult to secure substitute teachers. In the past, districts have utilized retired educators and individuals retired from other professions to serve as substitute teachers. Due to health concerns, many of these

individuals were not comfortable serving as substitutes at that time. Additionally, the requirements of the COVID-19 instructional setting were prohibiting many student teachers from obtaining experience in the classroom.

Status as a student teacher does not confer a certification on the student teacher. Therefore, the student teacher does not have the ability to perform services or supervise students outside of the direct supervision of the certified teacher. If a student teacher has completed sixty-four (64) semester hours of credit and has a minimum GPA of 2.5, the student teacher may qualify for issuance of an emergency substitute certification, which would allow them to serve as a substitute teacher within a district. However, 16 KAR 5:040 does not allow substitute teaching experience performed by the student teacher to be counted as student teaching experience. Experience as a substitute teacher would result in the student teacher receiving payment and supervising students outside of the direct supervision of the certified teacher which is prohibited by 16 KAR 5:040, Section 5(6) & (7). Per KRS 161.028(1)(r) the EPSB has the ability to waive regulatory requirements.

Therefore, staff recommended that the EPSB conditionally waive 16 KAR 5:040, Section 5 (6) & (7) allow experience that a student teacher acquired as an emergency certified substitute teacher to meet the requirements of student teaching. The Kentucky Senate Majority also submitted a letter encouraging the EPSB “to implement policies that authorize applying substitute teaching experience toward fulfilling teacher certification educational requirements, at least during the 2020-2021 academic school year.”