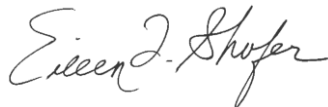


Standard Operating Procedure:

Subject: Providing quality instruction and evidence-based grades in the event of persistent vacancies.	Effective Date: November 1, 2019	Page 1 of 2
	Approved by: Eileen F. Shafer, Superintendent of Schools	Signature: 

I. Purpose

To establish District guidelines for instruction and grading in the event of persistent vacancies in any graded area.

II. Authority

The Superintendent of Schools

III. Terms and Conditions

It is necessary to provide alpha and numeric equivalent grades for all students each marking period as it pertains to a vacancy or leave. The building principal must ensure that purposeful instruction is taking place and provide appropriate support for substitute teachers. In the event that the vacancy remains unfilled beyond ten days. The following actions must take place:

- Principal must notify parents/guardians of all vacancies
- Principal and/or designee will provide substitute teacher with a current student roster
- Principal and/or designee should provide access to the curriculum guide;
- Principal and/or their designee will provide daily assignments;
- On a daily basis, the principal and/or designee will collect the Substitute Teacher “Daily Grading Form” or the school’s created spreadsheet.
- Student work shall be maintained in a portfolio.
- Principal and/or designee will input all student alpha and numeric equivalent marking period grades into Infinite Campus.
- Principal and/or designee will post all students marking period grades according to the established district timelines.
- If the work provided does not adhere to established standard grading minimums and weights, permission must be obtained from the appropriate Unit Assistant Superintendent.

IV. Reporting Procedures

- Principal will notify Human Resources and the Assistant Superintendents of the vacancy and post immediately.
- Principal will conduct interviews and submit completed PTF for approval

Dissemination

District Cabinet members, all Building Principals, Supervisory and Administrative employees of the Paterson Public School District.



Substitute Teacher Daily Grading Form

Date: _____ School: _____

Absent Teacher's Name: _____

Long-Term Substitute: _____ (Covers class more than 10 days)

Subject: _____ Grade: _____ Homeroom _____

Student	SID#	Attendance P= Present A= Absent	Assignment	Class Participation
			Reflection on a Climate Change Article	
Sarah Jones		P	70	100

Grading: 100 – Met all the expectations.
 70 – Met some of the expectations.
 50 – Did not meet any of the expectations.

Please submit this form along with students' work to the principal or designee by 3:00 PM.