

# LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

## JOINT BOARD POLICIES

### II.

#### Board Policies Covering Certificated Employees

#### SUBSTITUTE INSTRUCTORS

First Reading 08-18-92  
Adopted 09-08-92  
Revised 04-02-02  
Revised 10-14-03  
First Reading 01-20-09  
Revised 05-19-09

BP 6111

- A. It is the general policy of the ROP that classes not be cancelled due to the absence of an instructor but that certificated substitute instructors be utilized.
- B. In the event that an instructor must be absent from an assigned class, it is the instructor's responsibility to notify the appropriate staff at their assigned location(s) and the substitute scheduler on duty at the administration office. The substitute scheduler will then secure a substitute and inform the program manager of the name of the substitute. In the event a substitute cannot be secured, it is the responsibility of the program manager to secure the class until a substitute arrives.