

**SECTION: 7000- PERSONNEL**  
**STAFF NOTIFICATION OF ABSENCE**

*Policy Code: 7405*  
*Approved: 4.11.2018*

---

A staff member that needs be absent from school will contact the Administrative Assistant by 6:30 a.m. the morning of the absence, but preferably, the previous evening. **Please do not email or call the school.** It is not always possible to secure a substitute unless notification is prompt. Teachers who know that they will be absent from school for any reason must complete a notice of absence form at least two weeks prior to the scheduled date, if possible. These forms must be turned in to the Administrative Assistant for School Director signature and approval.

For scheduled absences teachers need to be certain that lesson plans and class rolls are available on top of the teacher's desk. In the case of an emergency absence a minimum of three day's worth of lesson plans **MUST** be kept in the red Classroom Emergency Binder. Teachers who will be absent more than one day due to sudden illness or other unplanned absences **MUST** e-mail or call in any additional necessary lesson plans to the Leadership Representative and to the Administrative Assistant for distribution to the substitute teacher. A separate substitute file discussing any special information (or students with special health needs) should be available in the school administrative office. All arrangements to secure a substitute will be made through the Administrative Assistant. At no time should a teacher make his/her own arrangements for a substitute.

Any staff member may be called on at any time to substitute for an absent teacher.