

Section: 2000 - Faculty and Staff

Title : Notification of Absence

Number: 2405

Status: Active

Adopted: August, 2013

NOTIFICATION OF ABSENCE

A teacher absent from school due to personal illness will call the school Secretary (grades K-5: 828-429-6011-Chris; grades 6-12: 828-305-2319-Mary) by 6:30 AM the morning of the absence, but preferably, the previous evening. **Please do not e-mail 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 Executive Secretary for Headmaster signature and approval.

Teachers need to be certain that lesson plans and class rolls are available and can be easily located. The absence of these items can create problems for the substitute teacher. A minimum of one day's lesson plan **MUST** be on top of the teacher's desk at all times. Please note that administrative evaluations **WILL INCLUDE** confirmation of lesson plan availability. 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 grade chair and to the building secretary 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 Headmaster's office. At no time should a teacher make his/her own arrangements for a substitute.

Full time teachers may be called on at any time to substitute for an absent teacher.