

**PERSONNEL**  
**CERTIFIED PERSONNEL – ABSENCES AND LESSON PLANS**

1. Notification and Arrangement for Substitute

- a. Faculty members who know in advance that they will be absent shall notify their building principal. The faculty member is responsible for obtaining a substitute through the automated substitute system. Emergency absence should be reported by telephone directly to the principal and logged onto the automated substitute system.
- b. In any case, absent faculty members must use the automated substitute system and may not arrange for their own substitutes. This includes single periods as well as for one or more days.
- c. A call for a substitute for an emergency absence shall be made before 6:30 a.m. of the day the teacher will be absent from class.

2. Lesson Plans

- a. Each teacher shall keep lesson plans up-to-date and readily available so the substitute may continue regular school work. If possible, more detailed information should be sent to the substitute the first morning of the absence.
- b. Short-term substitutes are placed in impossible situations when no lesson plans or very indefinite assignments are left for them. On the other hand, they should not be expected to continue with class plans which may include such procedures as introduction to new units and oral discussion unless there has been a consultation with them at least a day in advance to determine whether or not the substitute teacher feels prepared to undertake such an assignment.