

ATTENDANCE AND PUNCTUALITY - TEACHER****

1. It is the responsibility of each staff member to be checked in at school and be in attendance at your assigned area for the day, on time, as designated by the building principal. If for some reason a teacher/staff member is unable to get to school on time, or if illness, personal business or emergency keeps the teacher from coming in, it is the teacher's responsibility to promptly notify the building principal or designee, by phone or text.

Teachers who are out due to illness, personal business or emergency will be expected to contact the building principal the evening prior to the scheduled workday. If unable to make contact by the evening prior to the scheduled workday, it is expected that contact will be made by 7:00 a.m. so that arrangements can be made for a substitute.

TEACHERS and STAFF will need to sign/clock in upon arrival/sign out at departure to building each day. Designated attendance recording areas will be assigned on each campus by the building principals.

A report of need for a substitute shall include a brief explanation of the reason for the request and an estimate of how long the substitute will be required.

Each teacher is required to leave lesson plans in his/her desk at school so that they may be used by a substitute when necessary or as required by immediate supervisor/building principal.

Upon return to work, the staff member will complete a leave of absence form and return it to the required office. Turn in to building principal if there you are unsure.

Absence forms are legal documents and there for are part of employment requirements. Falsification of information on this form is grounds for termination.

**See current Negotiated Agreementfor leave information.