

Adopted: May 20, 1996

District 77 Policy 445

Revised: November 20, 2006

March 19, 2012

Last Reviewed: March 14, 2017

445 TEACHER OBLIGATIONS WITH REGARD TO SUBSTITUTES

I. PURPOSE

The purpose of this policy is to identify the responsibilities of a teacher regarding absences and substitute teachers.

II. GENERAL STATEMENT OF POLICY

Teachers are responsible for obtaining substitutes for both anticipated and unanticipated absences through the use of the Aesop online leave reporting and substitute fulfillment system, and for promptly communicating their absences to the building principal or administrative supervisor. All employees are expected to observe the following guidelines.

Anticipated Absences: Report the anticipated absence to the principal/supervisor as soon as possible before the absence, and enter the absence request on Aesop.

Unanticipated Absences: In the event of an unanticipated absence due to illness, emergency, etc., make every possible effort to inform the principal/supervisor as soon as possible. The Aesop System begins calling substitutes at 6:00 a.m. Teachers should enter absences into Aesop early enough to allow a reasonable amount of time for the system to find a substitute and to allow the substitute time to prepare and arrive to the classroom at or near the scheduled time.

If an absence unexpectedly extends for more than one day, teachers must enter the absence into Aesop either via the web or telephone, and notify the principal/supervisor of the continued absence.

Lesson Plans: Teachers are expected to have lesson plans prepared and available for their substitutes.

Cross References: District 77 Policy 446 (Substitutes - Employment Procedures)
Article XVII Teachers' Master Agreement