

Dell Rapids School District #49-3

Policies and Regulations Code: GCBD – Personnel



GCBD PROFESSIONAL STAFF LEAVES AND ABSENCES

All employees shall whenever possible, arrange in advance for their absence with the respective principal's office.

When it is necessary for a teacher to be absent because of illness the teacher must notify their principal as early as possible. All calls for substitutes are made through the principal or the principal's designated staff member by 7:30 A.M. Whenever possible, notify the preceding evening. Call the superintendent only in those cases when you cannot contact your principal or his/her designee.

A teacher who is absent because of illness should report to the building principal as early as possible stating whether or not he/she will return to school the succeeding day. Doing this before the current school day has completed is preferred to help secure a substitute for the succeeding day.

ADOPTED: DECEMBER 16, 1985

REVISED: MARCH 9, 2015