

Dr. George Washington Carver Middle School

TEACHER ABSENCES

Teachers who find it necessary to be absent should do the following:

1. Call the Sub Finder at **1-877-528-7378** automatic answering service the evening before, if possible, and no later than 6:30 a.m. on the day of the expected absence. The LAUSD Sub Finder brochure is available from Diana Barajas or Mr. Moriuchi, Assistant Principal.
2. You can call the Sub Finder in advance of a known absence and enter the necessary date(s).
3. Submit the Request for Class Coverage form and Certification/Request of Absence form to Diana Barajas prior to your absence.
4. In case a substitute comes to school as a result of your failure to give proper notification, the substitute, not the regular teacher will be paid for the service.
5. Call the Main Office between 7:00 a.m. and 7:20 a.m. on the day of the expected absence.
6. Lesson Plans are to be left in the classroom or given to the Main Office. Emergency Lesson Plans are to be used if you, the teacher, have not provided a lesson plan for the expected day of absence. Emergency Lesson Plans are to be updated whenever they have been used by a substitute.
7. A seating chart and temporary roll sheet should be left in the classroom or given to the Main Office.

RETURN FROM ABSENCE

Teachers are expected to do the following before returning to duty after an absence:

1. It is your responsibility to notify Diana Barajas or Hilda Machuca, SAA, before 3:00 p.m. on each day of your absence whether you are returning the next day or not.
2. Any employee absent from duty for any illness, injury, or other disability for more than 5 consecutive working days shall be required to submit either the Certification of Illness or Injury Card (Form 60.82) completed by the attending physician or a statement from the attending physician on letterhead attached to Form 60.82. Form 60.83 shall be signed by the employee.
3. Submit the Request for Class Coverage form to Diana Barajas if you did not do so prior to the absence.

CLASS COVERAGE

It will be necessary from time to time to ask teachers to substitute for another teacher's class. A teacher will be notified by Diana Barajas and given a Coverage Slip.

Mr. Moriuchi will supervise the assignment and keep careful records of such coverages so that they may be rotated fairly among the faculty.

The original copy of the substitute class assignment should be signed and returned to Diana Barajas so that credit may be given. The duplicate is to be kept by the teacher.

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CLASS COVERAGE (CONTINUED)

Any teacher requesting class coverage should do so by nutrition time on the day of the coverage. Inform Diana Barajas indicating the period(s) you will be absent.

Teachers are requested to report promptly to the classroom as indicated on the substitute request. At the termination of the school day, roll books, sub folders and classroom keys must be returned to the Main Office.

**Dr. George Washington Carver Middle School
INTER-OFFICE CORRESPONDENCE**

TO: B and C Track Teachers **DATE:** August 21, 2006
FROM: Derek Moriuchi, Assistant Principal
SUBJECT: TEACHER ABSENCE PROCEDURES

In an effort to provide clarification on teacher absence procedures, I have attached information on Teacher Absences; Return from Absence; and Class Coverage.

Each teacher is responsible for securing his/her own substitute teacher unless prior arrangements were made. Provide Diana Barajas or Hilda Machuca with the Request for Class Coverage form and Certification/Request of Absence document prior to the absence or immediately upon returning.

Thank you.

Attachments: (3)

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