

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

ANSWERING SERVICE – ABSENCE FROM ASSIGNMENT

1. All calls to the answering service shall be made at the latest by **6:00 a.m.** the morning of absence.

2. Half-day absence means the following:

A.M. – 8:20 a.m. – 11:30 a.m.

P.M. – Noon – 2:45/3:15 p.m.

3. Provide the answering service the following information.

- State your name, building, position
- State whether a sub is needed or not
- State reason for absence

4. With new technology, the district knows the exact time a call has been placed. An individual who calls in after **6:00 a. m.** more than once will be notified by letter of the late call and should respond with a reason for tardiness. A copy will be kept on file. Late calls make it difficult to obtain substitutes.

5. In the event that sickness occurs during the school day, attempts will be made to secure a substitute. However, the likelihood of finding a substitute mid day is difficult.

A teacher who is absent is expected to have seating chart(s), plan book, manuals, etc. in easy reach for a substitute. If for some reason this is not done, the teacher must inform the principal and update plans first thing in the a.m.

NOTE: Substitute teachers are college graduates but are not certified teachers. Instructions for substitute must be detailed and must include worksheets and page numbers. Because substitutes may work other districts, it is difficult to get a sub for a half day. When making appointments or scheduling business please refrain from using Mondays and Fridays.

ANSWERING SERVICE NUMBER: 1-800-942-3767

AD-2
Revised 8/10