



STAFF ATTENDANCE AND SUBSTITUTES

KEISHO HOURS

Full-time instructional staff are generally expected to be at Keisho from 8:45 a.m. - 12:45 p.m.; part-time staff hours may vary. Classes are held Saturdays, 9:00 a.m. - 12:30 p.m. Students assemble in the Common Room and teachers lead their classes upstairs to the classrooms at 9:00 a.m.; the Common Room may be entered around 8:45 a.m. Hours for special events may vary.

PLANNED ABSENCE

In the case of a planned absence, the teacher who will be absent should:

1. Contact the Curriculum Coordinator and cc the General Manager as soon as possible to inform them of the planned absence.
2. The Curriculum Coordinator will assist in identifying a substitute or making other plans. The Curriculum Coordinator will maintain a list of approved substitutes.
3. Contact the substitute and give him/her the lesson plan for the day.
4. The individual who makes the arrangements with the substitute tells the President so that s/he can adjust the payroll.
5. Inform the Core Group via a group email of the arrangements so that all are aware and can assist as necessary.

If a substitute is not available, a Teacher Assistant or Core Group member may be asked to substitute and/or the students may be placed in other classes. Core Group members who are not contracted to be on the Education Team are NOT paid for substitute teaching unless approved by the Board. Teacher Assistants that work as a substitute are paid the substitute rate, i.e. the teacher base rate for that given school year. If possible, all other teachers should be notified by email in advance so that they can prepare to assist whoever is substituting. The Core Group should be notified via email of all arrangements as soon as they are confirmed.

When using a substitute, the teacher should prepare a lesson and provide written and/or oral instructions to the substitute. In most cases, it will be best if the lesson follows the teacher's regular routine so as to provide consistency to the students. However, it is recognized that the substitute teacher will do things a little differently.



LAST MINUTE ABSENCE

In the case of last minute “emergency” absences, the teacher should:

1. Text/call, in this order:
 1. The Curriculum Coordinator
 2. The General Manager
 3. The Keisho Center phone
 4. The President
2. The Curriculum Coordinator, General Manager, or the President will notify the other teachers and either find a substitute, ask a Teacher Assistant or Core Group member to substitute, put the students with other teachers, or will substitute for the absent teacher.
3. The individual who makes the arrangements in #2 above tells the President so that s/he can adjust the payroll.

LATE ARRIVAL

1. Text/call, in this order:
 1. The Curriculum Coordinator
 2. The General Manager
 3. The Keisho Center phone
 4. The President
2. Inform whomever answers of your expected arrival time and suggestions for starting/teaching the class.
3. Whoever receives the notification will either ask one of the Teacher Assistants or Core Group members to start the class or start the class him/herself. If the teacher will be out the entire day, the individual receiving the call will make the necessary arrangements. If necessary, one or more Teacher Assistants or Core Group members will teach the entire class.
4. The individual who makes the arrangements in #3 above tells the President so that s/he can adjust the payroll.