



Section: 400
Policy: 006
Approved: March 18, 2008

Block Teacher Sick Day/Emergency Policy

Rationale

Forest Charter School acknowledges that occasionally unforeseen circumstances arise that make it impossible for a block class teacher to attend class. In order to support its teachers working in the block classes, Forest Charter School has adopted the following policy.

Policy

- Each Block Class teacher can use a maximum of 2 personal days per class per semester and still be paid.
- A teacher who uses a personal day will still be paid for the classes that they normally would have taught.
- Teachers will be charged a personal day if they miss one class or an entire day of classes. There are no partial personal days.
- Teachers may not carry these personal days to subsequent semesters (i.e. teachers may not use more than 2 personal days in any semester).
- If a teacher needs to use a third personal day, he or she will not be paid for any missed classes.
- This policy is meant to financially support teachers when *unpredictable emergencies* arise.
- Teachers who take planned vacations or trips are not eligible to use these personal days.
- Teachers who are unable to teach their block class(es) due to attending professional development opportunities that have been approved by the Executive Director will be paid for the classes that they normally would have taught.