

Site Procedures and Priority for Covering Absences when Guest Teachers are Unavailable:

When a teacher's absence has not secured a Guest Teacher as coverage, refer to the following District guidelines to ensure coverage is provided and interruption to instruction is limited for students. Proceed in the following order, as applicable:

1. Assign Site Resident Guest Teacher to cover the classroom absences.
2. Assign Program Facilitator/ Resource Teacher/ Reduced Workload Teacher/ or Itinerary Teacher to cover the classroom absence (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly.)
3. Pull site teacher/s from “non- essential” absence/s ,training/s to cover his/ her classroom so a Guest Teacher can be assigned/ reassigned to cover a class with an “essential” absence (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)
ORDER- ex: 4 teachers out at training, all have Guest Teachers, but two “essential” absences are not covered... what is the priority/ order for requesting teachers to return to the site from training?
4. Pull site teacher/s from “ essential” absence/s (training/s and SBTA Business) to cover his/ her classroom so a Guest Teacher can be assigned/ reassigned to cover a class with an “essential” absence (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)
5. Assign other credentialed staff (teacher on conference period, TK teacher, Kindergarten teacher) to cover the classroom absence (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)
6. Site counselors to cover the classroom absence (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)
7. Assign assistant administrator to cover the classroom absence (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)

8. Reassign an intervention resident guest teacher assigned to alternative programs on site (K-3, CSI, Focus Schools) for no more than one day. Except when directed by the District during times of high teacher absenteeism.
9. Split students and assign them to other classrooms for the day (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)

Note:

*Splitting students and assigning them to other classrooms should only be considered as a last resort.

*RSP teachers should not be covering classrooms. They have a caseload of students to whom they are responsible for administering services.

Essential

Admin Leave w/ Pay
Admin Leave w/out Pay
Bereavement
Court Obligation/ Jury Duty
Critical Illness
Disability
Extended Illness
Industrial Accident
Light Duty
Military
Personal Necessity
SBTA Business
State Mandated District Business
• Textbook Adoption
• New Teacher Evaluation
AWOL
Unpaid Leave

Non- essential

Testing
School Business
RtI/ MTSS
LCAP
District/ School Business
District Business