

2020-2021 WCASD Teacher Absence Procedures
Virtual/Hybrid/Cyber

REMOTE 2.0 Teachers

1. Enter your absence in AESOP. Absence will reflect “No Sub Needed.” Due to the need for substitutes to have access to technology and systems we will not be using day to day subs and your absence will not be viewable for a sub to accept.
2. Create in your Schoology Course an “Emergency Substitute Module” that will cover 2 days of instruction. This should be extension, enrichment, connections to prior material, etc. that is not tied to a specific time in the curriculum. It should remain unpublished until you enter an absence in AESOP.
3. If absence is three or more days you must enter the absence in AESOP and then email your building administrator and Joanne Redden (jredden@wcasd.net) or Amelia Pumala (apumala@wcasd.net). The building administrators, HR and ITCs will work together to develop a plan for longer-term absence.
4. The activities in the “Emergency Substitute Module” must be asynchronous with support resources for students/parents/support staff. The Module must also contain a Schoology Activity (discussion, assurance, assignment, etc.) that will be used to count for “attendance” for that day/period/course
5. We will use our Building Subs as **SUPPORT** only for students completing those modules.
6. When a teacher is absent, the following information would need to be communicated to the students:
 - i. You will be absent that day.
 - ii. Information on who to direct any questions the students may have on the day of your absence. This should be a building administrator or building sub.
 - iii. Information on how you will work with the students upon return to “catch-up” and answer any questions.
7. You are encouraged to work with grade partners/PLC/Departments/Supervisors to put together these modules so you have support and guidance in creating the modules.

*****Elementary K-2 teachers, instead of creating an emergency sub plan in Schoology, you should upload in Seesaw:**

- In your Seesaw library, create an “Emergency Substitute Collection” that will cover 2 days of instructional activities. This should be extension, enrichment, connections to prior material, etc. that is not tied to a specific time in the curriculum. Schedule these activities to be posted within your Seesaw course after you enter an absence in AESOP.
- The activities in the “Emergency Substitute Collection” must be asynchronous with support resources for students/parents/support staff. The Seesaw activities assigned will be used to count for “attendance” for that day/period/course.

Secondary Cyber Teachers

1. Enter your absence in AESOP. Absence will reflect “No Sub Needed.” Due to the need for substitutes to have access to technology and systems we will not be using day to day subs and your absence will not be viewable for a sub to accept.
2. Notify building administrator of absence so building sub can be scheduled to cover the absence.

3. Post to Schoology that you are “absent” that day, cancel any synchronous sessions or support scheduled for that day.
4. Post information on who to contact (building sub or Cyber Coach) for support that day.
5. Plan for catch-up including feedback to ALL students for work completed during their “absence.”
6. If absence is three or more days you must enter the absence in AESOP and then email your building administrator and Joanne Redden (jredden@wcasd.net) or Amelia Pumala (apumala@wcasd.net). The building administrators, HR and ITCs will work together to develop a plan for longer-term absence.

Elementary Cyber

1. Enter your absence in AESOP. Absence will reflect “No Sub Needed.” Due to the need for substitutes to have access to technology and systems we will not be using day to day subs and your absence will not be viewable for a sub to accept.
2. Create in your Schoology Course an “Emergency Substitute Module” that will cover 2 days of instruction. This should be extension, enrichment, connections to prior material, etc. that is not tied to a specific time in the curriculum. It should remain unpublished until you enter an absence in AESOP.
3. If absence is three or more days you must enter the absence in AESOP and then email your building administrator and Joanne Redden (jredden@wcasd.net) or Amelia Pumala (apumala@wcasd.net). The building administrators, HR and ITCs will work together to develop a plan for longer-term absence.
4. The activities in the “Emergency Substitute Module” must be asynchronous with Support resources for students/parents/support staff. The Module must also contain a Schoology Activity (discussion, assurance, assignment, etc.) that will be used to count for “attendance” for that day/period/course
5. We will use our Building Subs as **SUPPORT** only for students completing those modules.
6. When a teacher is absent, the following information would need to be communicated to the students:
 - i. You will be absent that day.
 - ii. Information on who to direct any questions the students may have on the day of your absence. This should be a building administrator or building sub.
 - iii. Information on how you will work with the students upon return to “catch-up” and answer any questions.
7. You are encouraged to work with grade partners/PLC/Departments/Supervisors to put together these modules so you have support and guidance in creating the modules.
8. Students would still attend their “Special” for the day.
9. In your Seesaw library, create an “Emergency Substitute Collection” that will cover 2 days of instructional activities. This should be extension, enrichment, connections to prior material, etc. that is not tied to a specific time in the curriculum. Schedule these activities to be posted within your Seesaw course after you enter an absence in AESOP.
10. The activities in the “Emergency Substitute Collection” must be asynchronous with support resources for students/parents/support staff. The Seesaw activities assigned will be used to count for “attendance” for that day/period/course.

******Elementary K-2 teachers, instead of creating an emergency sub plan in Schoology, you should upload in Seesaw:**

- In your Seesaw library, create an “Emergency Substitute Collection” that will cover 2 days of instructional activities. This should be extension, enrichment, connections to prior material, etc.

that is not tied to a specific time in the curriculum. Schedule these activities to be posted within your Seesaw course after you enter an absence in AESOP.

- The activities in the “Emergency Substitute Collection” must be asynchronous with support resources for students/parents/support staff. The Seesaw activities assigned will be used to count for “attendance” for that day/period/course.

Special Education (In Person)

1. Enter your absence in AESOP. Absence will reflect “No Sub Needed.” Due to the need for substitutes to have access to technology and systems we will not be using day to day subs and your absence will not be viewable for a sub to accept.
2. Upload sub plan in AESOP and email to building administrator.
3. Notify building administrator and/or building secretary as soon as you are aware of your absence so the building sub can be notified they will be covering your classroom.
4. If absence is three or more days you must enter the absence in AESOP and then email your building administrator and Joanne Redden (jredden@wcasd.net) or Amelia Pumala (apumala@wcasd.net). The building administrators, HR and ITCs will work together to develop a plan for longer-term absence.

Special Education/ELD for REMOTE 2.0 & CYBER

1. Enter your absence in AESOP. Absence will reflect “No Sub Needed.” Due to the need for substitutes to have access to technology and systems we will not be using day to day subs and your absence will not be viewable for a sub to accept.
2. Create in your Schoology Course an “Emergency Substitute Module” that will cover 2 days of instruction. This should be extension, enrichment, connections to prior material, etc. that is not tied to a specific time in the curriculum. It should remain unpublished until you enter an absence in AESOP.
3. If absence is three or more days you must enter the absence in AESOP and then email your building administrator and Joanne Redden (jredden@wcasd.net) or Amelia Pumala (apumala@wcasd.net). The building administrators, HR and ITCs will work together to develop a plan for longer-term absence.
4. The activities in the “Emergency Substitute Module” must be asynchronous with Support resources for students/parents/support staff. The Module must also contain a Schoology Activity (discussion, assurance, assignment, etc.) that will be used to count for “attendance” for that day/period/course
5. We will use our Building Subs as **SUPPORT** only for students completing those modules.
6. When a teacher is absent, the following information would need to be communicated to the students:
 - i. You will be absent that day.
 - ii. Information on who to direct any questions the students may have on the day of your absence. This should be a building administrator or building sub.
 - iii. Information on how you will work with the students upon return to “catch-up” and answer any questions.
7. You are encouraged to work with grade partners/PLC/Departments/Supervisors to put together these modules so you have support and guidance in creating the modules.