

## **PROFESSIONAL LEARNING ABSENCE**

WFPS believes that educators are continuously learning and building collective efficacy throughout the organization. It is critical that all educators maintain their professional responsibilities, knowledge and skills for the instructional framework for our learners' benefit.

When an educator on contract is absent for professional learning, the expectation is that they adhere to their professional responsibilities and find an avenue to gain the information or training that they have missed. This is the expectation regardless of the reason for the absence.

The educator, as part of their professional responsibilities, will initiate a plan with their building administrator, and/or assigned designee to create a process. This may include, but is not limited to:

- An annotated review of the agenda, guiding documents, and notes provided.
- Completion of asynchronous learning modules.
- Scheduled time with an instructional coach, team lead, or content coordinator.
- Completion of tasks assigned to be completed during the professional learning time.

If an educator fails to adhere to the plan in place with the building administrator, it may be reflected in their final evaluation as part of their professional responsibilities.

Professional responsibilities are outlined in the Teacher Handbook aligned to the negotiated agreement:

- Adhering to school and district policies and procedures
- Maintaining expertise in content and pedagogy
- Promoting teacher leadership and collaboration

If an educator fails to complete the requirements for a trade-out day by the deadline, they must be at work on that trade-out day to complete the requirements.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.