Class Coverage Process and Formula

Secondary Formula:

- Actual minutes of period covered bell-to-bell – based on bell schedule on file
    - Teacher providing coverage must email building principal, HR, and cert payroll (Barb Kvapil) any schedule differences (e.g., assembly during 4th period) the day of the absence/coverage.

Please note: In order to be taken into consideration, schedule changes must be communicated on the day of the absence/coverage.

Secondary Process:

- Absence and coverage must be reflected in Red Rover

Elementary Formula:

- Bell-to-bell (based on starting and dismissal times for students, which may vary from school to school, as determined by the district)
- Less when students are at:
    - Recesses*
    - Specials (PE, library, music)*
    - Student breakfast/lunch*/**

*Extenuating circumstances may be considered (e.g., student behaviors)
**Outside of extenuating circumstances, this applies only to non-classroom teachers providing coverage; except in the case of covering a self-contained classroom in the absence of other supervision.

Elementary Process:

- Absence and coverage must be reflected in Red Rover
    - Teacher providing coverage must email building principal, HR, and cert payroll (Barb Kvapil) any schedule differences, including start/end times of the change(s) (e.g., assembly scheduled or missed specials) the day of the absence/coverage.*

Please note: In order to be taken into consideration, schedule changes must be communicated on the day of the absence/coverage.

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