



**COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**  
**Center for Teacher Quality**

## **Attendance Policy**

Teacher candidates are not expected to be absent from teaching. Responsibilities over which teacher candidates have even the slightest bit of control should be completed after the normal school day for teachers. Responsibilities to be treated in this manner include appointments with doctors, lawyers, and perspective employers. Normal school hours for most teachers are from 7:45 a.m. to 4:00 p.m., Monday through Friday. Teacher candidates are expected to maintain the same hours as regular teachers in the school system. A more specific guide is to abide by the same hours as the cooperating teacher. These hours may vary slightly for each district.

When emergencies demand Teacher candidates' absence for any length of time, they must notify their cooperating teachers and principals. Where the potential for extended absences (more than one day at a time) exists, Teacher candidates should, without failure, discuss matters with the Director of Teacher Education. Teacher candidates who miss in excess of three days without an excuse will be subject to having extra days added to their minimum 12 week period which will likely involve days the following semester. The three days are for medical or other emergencies which will require a written excuse.

The teacher candidate is expected to attend regular scheduled staff functions. If functions such as PTA, FHA, etc., are a part of the cooperating teacher's activity, they are a part of the teacher candidate's activities. Committee meetings and special meetings are open to Teacher Candidates by invitation of their cooperating teachers and the local school administrators. If in doubt, an inquiry should be made to the cooperating teacher and/or the university supervisor.

Absences dictated by the Student Teaching Calendar have received prior approval and do not require Teacher Candidates to complete and return Absentee Forms. Copies of the Student Teaching Calendar for each semester are provided for cooperating teachers and principals.