Attendance and Professional Policies

- Student teachers will complete 60 days on the assigned classroom campus.
- The student teacher’s daily schedule is the same as the classroom teacher’s schedule required by the assigned district.
- You are expected to be on campus on time and ready to begin teaching when the bell rings. The student teacher must be prompt in daily attendance.
- Each student teacher must remain in the school the number of hours per day required of teachers in the school in which he/she is student teaching.
- In most cases, you may not leave at lunch time. BE PREPARED!
- The student teacher will follow the district calendar for holidays instead of Lamar University’s holidays.
- Absences should be limited to emergencies. There is no provision for absence during student teaching. In case of unexpected absence (personal illness, death in immediate family, or other extreme circumstances), tardy, or leaving early, it is the responsibility of the candidate to, as early as possible, notify the
  - MaST Teacher,
  - Director of Field Experiences, (To notify the Director of Field Experiences of absences, tardies, or leaving campus early the student teacher must email the date of your absence and the reason of your absence to gayle.butaud@lamar.edu. The subject of the email should be formatted with first.last name absence.
  - Possibly school office.

  **ALL ABSENCES MUST BE MADE UP!**

- It is the student teacher’s responsibility in anticipation of absence to:
  1) Send their teaching plans and materials to the school or
  2) Have on file at the school alternate lesson plans already prepared.
- Leaving campus more than an hour early or arriving more than an hour late will require making up ½ day.
- Excessive absences may result in an extension of the student teaching experience or termination of the semester.
- Unexcused absences/tardies
  - The Director of Field Experiences evaluates each case individually and determines if the absence is excused or unexcused. The MaST Teacher cannot excuse your absence.
  - If the Director of Field Experiences is not notified of your absence, it will automatically be documented as unexcused.
  - No unexcused absences are required to get an A.
  - If student absences become habitual the Phase III (student teaching) Committee will determine if repeating the student teaching semester is warranted.
- All make-up days must be completed prior to the grading deadline.
- An additional student-teaching placement may be required before recommendation of certification/graduation is given.
- Student teachers should attend faculty meetings to which they are invited, PTA meetings, conferences, in-service workshops, duty assignments, and other appropriate meetings.
- The student teacher is not allowed to serve as a substitute teacher during the student teaching experience.
- Professional Seminars are MANDATORY! After one absence, the student’s grade will drop one grade level. Additional unexcused seminar absences will be reviewed by the Student Teacher Committee to determine if dismissal from the program will occur.
The Professional Seminar

There are many facets of student teaching providing knowledge and direction for students. There are specific topics for which you need to be prepared. Previous student teachers have assisted us in identifying some of the important issues we need to address during the student teaching semester. In an effort to better prepare our students for their “professional semester,” students will be **REQUIRED** to participate in the scheduled seminars.

The seminars will include topics such as:

- Professionalism and Ethics in the Workplace
- Legal Concerns in the Educational Setting
- Professional Development Appraisal System
- Parents and Parent Conferencing
- Classroom Management
- Getting Organized
- First Days of School
- Job Interviews

The scheduled seminars will be included on the student teaching calendar and will also allow time to share with each other and with the Director of Field Experiences. The seminars will be held on different days and times. Please refer to the calendar for dates and times. The seminars are considered mandatory meetings and your absence from any of the seminars will be reflected in the grading process.

By signing the Professionalism Agreement/dispositions, you are expected to exhibit professional behaviors. Use of cell phones in school classrooms and professional seminars is prohibited. In the event you use a cell phone (text messaging) during the professional seminar or in the classroom, you will be dismissed for the day and your grade will be reduced one grade level.
**ATTENDANCE LOG**

**STUDENT NAME:** ________________________________ (please print)

This student was absent _______ days during the semester.

This student was late to school _______ days and/or left early__________ days during the semester.

**Required Arrival Time**__________  **Required Departure Time**__________

**Student Signature**__________________  **MaST Teacher Signature**__________________

*Identify district holidays (not counted in 60 day requirement) and in-service days (counted in 60 day requirement)*

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