

Guidelines for Granting a Personal Leave Day for Cooperating Teachers

A cooperating teacher assigned to supervise a student teacher may be granted one personal day during the semester of the student teacher assignment. The student teacher may serve for one day if all of the following conditions are met:

1. The student teacher has been in the student teaching assignment* for a minimum of 50 school days or 100 half-days. The personal leave day will be taken during the last 20 days of the assignment.
2. The cooperating teacher, the student teacher, the university supervisor and the principal must agree, in writing, 3 days in advance of the leave.
3. A certified classroom teacher in an adjacent room, or a member of the same teaching team as the student teacher, is aware of the absence of the cooperating teacher.
4. The principal of the school is readily available in the building to assist when needed.

In cases where the student teacher is placed in a dual assignment, each cooperating teacher may be granted one personal leave day as long as all guidelines are satisfied. If the assignment is made on a half-day basis, the cooperating teacher may be granted two half-days of personal leave; however, the minimum number of days must be met.

In cases where the cooperating teacher has more than one student teacher in a semester, (one for the first placement, and another for the second placement) the cooperating teacher is allowed only one personal leave day in each semester as long as all guidelines are met.

The day of personal leave is not a part of the personal leave policy (DEC Local). Therefore, these days do not accumulate, and they must be requested and used during the semester the student teacher is assigned. Absences for this request shall not be charged against the teacher's current annual leave allotment. Therefore, when requesting this absence it should not be recorded in the Smart Find Express system. Rather, the absence should be requested by completing the Personal Day Request Form and submitted to the campus administrator and approved prior to the leave.

A cooperating teacher may not receive any stipends from the University or Alternative Certification Program.

**An assignment is defined as any 14-week period defined by the university and approved by the Human Resources Department, or any other time period as mutually agreed upon by both entities. However, the minimum number of days must be met as stated above. An assignment less than the minimum number of days will not qualify the cooperating teacher to be granted a personal leave day.*



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To be completed by the cooperating teacher:

Date _____

Name _____ Campus _____

Grade/Subject Assignment _____ Date of Requested Absence _____

Name of Student Teacher _____

University/Program _____

Period of Assignment _____

I am requesting one day of personal leave on the date indicated above. I understand this day will not be applied against my sick or personal leave allotment. I have read and understand the district guidelines for granting personal leave days for cooperating teachers. Furthermore, I understand my principal or supervisor has the final authority to consider this request.

Cooperating Teacher _____ **Date** _____

To be completed by the student teacher:

I agree to take full responsibility of the classroom as indicated above and have been informed of my duties and responsibilities.

Student Teacher _____ **Date** _____

To be completed by the university supervisor:

I affirm the student teacher named above is prepared to assume responsibility of this classroom on the date indicated above.

University Supervisor _____ **Date** _____

To be completed by the principal:

I affirm the student teacher named above is prepared to assume responsibility of this classroom on the date indicated above.

Principal _____ **Date** _____

THIS DOCUMENT IS TO BE KEPT IN THE PRINCIPAL'S FILE

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