

## GK-12 POLICY STATEMENT 2013-2014

### GK-12 FELLOW CLASSROOM ATTENDANCE & PROCEDURES

1. Each MAVS Fellow should limit GK-12 activities to not more than 15 hours per week as follows:
  - 10 hours/week *mandatory* time in classroom on a regularly scheduled basis
  - 1-2 hours additional *planning time* with your mentor teacher preparing for classroom lessons (**this time is not considered as part of the 10 hours in the classroom**)
  - Up to 3 additional hours may be spent on other activities such as math club, UIL, tutoring, calculus bowl, field trips, Parent Night, etc. (this may not happen each week)
2. If both the Partner School and UT-Arlington are closed on your regularly scheduled day, you are not required to make up those hours. Otherwise, you are expected to make up any hours missed.
3. You are responsible for attending departmental colloquia as required by the mathematics department. When a required colloquium conflicts with your scheduled classroom time, you are expected to make up the classroom time within one week.
4. If you are unable to make it to your Partner School you **must** let your Mentor Teacher know as soon as possible that you will not be there regardless of the reason for your absence.
5. If you miss more than one day in your classroom, you must report your circumstance to one of the PI Team Members as well as to your Mentor Teacher
6. If you miss classroom hours for personal reasons, you must make up those hours.
7. If you miss hours in the classroom because you are presenting at a conference you do not need to make up the hours you missed. This refers only to the time attending the conference and does not apply to time preparing for the conference. You must communicate this time away from the classroom to your Mentor Teacher well in advance.
8. All GK-12 classroom weekly time sheets should be submitted on time with Mentor Teacher signatures and weekly logs must be submitted no later than Wednesday following the reporting week.
9. A GK-12 Fellow is not allowed to act as a substitute teacher and should be in the classroom with a Mentor Teacher or AISD assigned personnel.

\*Please see Cecelia Levings for clarification on individual cases not addressed.