

## SSPE CONTRACT OBLIGATIONS & ATTENDANCE POLICY

1. Students must attend 32 Activity Classes over 16 Weeks to gain ONE CREDIT
2. Only SSPE Adjunct Instructors who are certified (or equivalent) in their activity and are CURRENTLY certified in CPR and first aid may teach or substitute in the SSPE Department.
3. In the event of an illness please call the SSPE Department at 282-2657. We will post a notice of cancellation on your class door.
4. You are obligated by contract to teach all of your own classes. In the event of an EXTRAORDINARY planned absence, gain prior approval for a substitute by contacting the SSPE adjunct coordinator or administrative assistant at 282-2657. It is GREATLY preferred that any substitute come from the SSPE Adjunct Staff, due to liability implications.