

Attendance policy

When schools are open, pre-service teachers are expected to be in school, and are expected to attend all days of the practicum. Absences interfere with the continuity of the teaching and learning experience.

- Normally absences must be made up and the only recognized need for absences would be illness or urgent family reasons.
- Except for emergencies, all medical and dental appointments are to be scheduled outside of practicum time.
- Pre-service teachers who miss days may be **required** to make up the time (as determined in consultation with the Associate Teacher, University Practicum Advisor and Practicum Co-ordinator.).
- If a pre-service teacher is deemed to have unsatisfactory attendance, he/she may receive a failure for Field Experience.
- It is important for pre-service teachers to understand the importance of getting to work and they should make every reasonable attempt to do so.

What are “reasonable attempts”?

- Being aware of weather forecasts and having plans in place.
- Getting up early to shovel themselves out.
- Leaving plenty of time to get to school.
- Creating an “emergency back- up” on the first day of practicum:
 - Having a transportation plan with other students at the same school, or neighbouring schools.
 - Finding out if any staff in your placement school lives near to you and asking if you could travel with them in such a circumstance.
 - Exploring public transportation or taxi options.

Partial Closures: Please listen carefully regarding school closures as Centres of Education may close certain geographical locations or specific schools and not others. It is your responsibility to know whether your school is open or closed.

Communication: If Pre-service Teachers must be absent from school for any reasons, they are expected to inform (in advance) the Associate Teacher and the University Advisor. Depending on your responsibilities to the students, you may be responsible to provide lesson plans for the Associate Teacher.