

APPENDIX C

QUICK REFERENCE

WHAT TO DO IN CASE OF:

SITUATION: Illness, family emergency, funeral, etc.

ACTION: Notify your Mentor Teacher and University Supervisor

SITUATION: Running late (transportation/car issues, overslept, etc.)

ACTION: Notify School

Notify Mentor Teacher

Notify University Supervisor

SITUATION: In-service Day, Back-To-School Night, Parent Conferences, Field trips

ACTION: Attend with Mentor Teacher if principal permits

Notify University Supervisor

SITUATION: Inclement Weather

ACTION: Refer to District website for information regarding change in school schedule due to inclement weather

Notify University Supervisor

SITUATION: Teacher Candidate is asked to teach/supervise students without certified teacher supervision (i.e. lunch, hall or bus duty, study halls, or supervision of a field trip without presence of Mentor Teacher)

ACTION: Refer Administration/Mentor Teacher to WCU policy

Notify University Supervisor

SITUATION: Covid Related Changes (e.g. Teacher candidate contracts COVID or tests positive, Teacher Candidate is exposed to someone who tests positive, your classroom/school status changes (quarantine, closing, etc.)

ACTION: Notify Building Principal

Notify University Supervisor

Follow Building/District Protocols