Internship II Inclement Weather Guidelines (revised 1/22/16)

If the public school in which you are placed is:

1) Closed for staff and students, ECU Interns do not report. The Intern will make up the day when the school makes up the day (even if that is a Saturday) as long as the internship is still in progress when the make-up day is designated, i.e. during the same semester as the internship.

2) Closed for students, but staff are required to report on time, ECU Interns should report as long as conditions are safe. ECU Interns do not have “leave” or “optional workdays”.

3) Closed for students but staff are required to report on a delay, ECU Interns report at the same time teachers are required to report. ECU Interns do not have “leave” or “optional workdays”.

4) Closed for students, but staff are on an “optional workday,” ECU Interns are required to report to the internship site regardless if their CT is there or not. ECU Interns do not have “leave” or “optional workdays”. On optional workdays, interns follow the school hours designated for that school day. In some circumstances, a principal within a district may close their school based on conditions. In this case, the intern does not have the opportunity to report and will be allowed to log make up time from their home. This is the only situation where make up time is allowed to be logged from an intern’s home.

For conditions 2, 3, and 4 above:

a. If the ECU intern, using their best judgment, determines that they can safely report to the Internship site, they should report for the required workday hours, regardless if the CT is there or not.

b. If the ECU intern, using their best judgment, determines that they cannot safely report to the Internship site, they should not report.

If condition “B” above is used:

1. Interns shall be required to make-up the missed day (8 hours/day), in no less than 30 minute increments during the two weeks immediately following the missed day(s).

2. Allowable activities for make-up time are: working on lesson plans/unit plans; grading papers; entering and/or analyzing student achievement or assessment data; assisting with before school or after school care; assisting with bus duty; working the gate at an athletic event; assisting with any school programs, such as prom preparations, choral or band events, athletic events, parent nights, fund raisers, etc.

3. Time spent working shall be recorded on the approved spreadsheet (see reverse for sample form, downloadable form can be found on the OCE website). Only time spent working on classroom duties (planning, grading, analyzing data, etc.) or time spent assisting with activities (keeping the gate receipts, assisting at rehearsals, etc.) shall be used for make-up. Time spent “watching events” shall not be used.

Interns shall notify, in writing via email, their Clinical Teachers, University Supervisors, and copy the Office of Clinical Experiences, oce@ecu.edu, when they choose condition B above. All documentation of make-up time (the required spreadsheet) shall be forwarded to the US for verification of completion. Failure to notify all three parties or to submit documentation of make-up time is a dispositional issue and will affect this portion of the Intern’s internship grade.