***Dependability Grade***

An important characteristic of a good employee is *dependability*. It is vital that the student realize the importance of being dependable on the job and in the classroom. To reinforce this, a “DEPENDABILITY GRADE” has been created. It is treated as a MAJOR TEST GRADE and is averaged in with the other major test scores.

When a student is absent from school for **ANY REASON**, he/she must telephone his/her Practicum (co-op) teacher before **NOON** that day. If the teacher’s phone rings to voice mail, the student should leave the following information:

**Name, date, time, reason for absence, and phone number**

It is the student’s responsibility to phone his/her employer to report the absence *in a timely manner* from work. Practicum students are also required to sign in each day on the **Practicum Dependability Log**, located in the classroom.

***Practicum students are required to sign in each day on the Practicum Dependability Log!***

Failure to phone the teacher in the event of an absence or to sign in when present will result in points being deducted from the “Dependability Grade” in the following manner:

**PRESENT EVERY DAY………………………………………………………..…………100%**

|  |  |  |
| --- | --- | --- |
| ABSENT | CALLED IN | FAILED TO CALL or SIGN IN |
|  |  |  |
| 1 DAY | 97% | 87% |
| 2 DAYS | 93% | 78% |
| 3 DAYS\*\*\* | 90% | 65% |
| 4 DAYS | 87% | 37% |
| 5 DAYS | 83% | 0 |

***\*\*\*If you are absent 3 or more continuous days, and you have a doctor’s note, you will be exempt from this system for the period of time in which you were absent.***

As you can see, it is critical that you become a dependable, responsible, young adult!

Practicum Teacher’s Phone Number**:** **(xxx) xxx-xxxx**