Participant Absentee Policy

**Updated 3/20/2024*

Expectation

The following is an excerpt from the *CASE PD Participant Expectations Agreement*. Starting in 2024, all participants sign this agreement digitally upon registering on the CASE 4 Learning website. LTs review this agreement at the beginning of CASE Institutes (CIs) and BriefCASEs.

CASE PD Expectations
I understand and agree to follow the participant expectations and professional behavior guidelines. I understand that failure to abide by the participant expectations or professional behavior guidelines may lead to appropriate sanctions up to removal from the CASE PD event. I understand that I forfeit the entire registration fee, will not be certified, must return the curriculum and materials, and am responsible for my lodging and transportation required to return home should I be removed from the CASE PD event due to not meeting participant expectations or professional behavior guidelines.

Participant Expectations

1. Arrive on time and actively participate in the duration of the CASE PD event.
2. Interact and communicate positively and safely with all parties.
3. Remain committed to the learning experience as outlined in the CASE PD event.
4. Maintain professional, legal, and ethical conduct at all times. Avoid inappropriate behavior or sexual harassment with participants, Lead Teachers, hosts, or guests.
5. Complete all deliverables specific to the course *Scope and Sequence*.

CASE Institute Absentee Policy

The *CI Absentee Policy* is a commonsense approach.

- **Length –** Participants may miss up to one PD day of a CI, but must make up check-offs missed during the PD. Due to the brevity of BriefCASEs, there is no absentee policy for BriefCASEs. The length of the PD day varies across platforms. Virtual days are six hours; full in-person days are eight hours.
- **Participant Responsibility –** Participants are responsible for their own PD. This responsibility includes making up all check-offs before the end of the CI. Participants not completing this or missing more than eight hours forfeit their certification, registration fee, and curriculum access. CASE will notify the fiscal party paying for the CI registration.
- **Lead Teacher Responsibility –** Lead Teachers should encourage participants not to miss. However, situations arise. In these situations, LTs explain to the participants the required check-off items they will miss. LTs communicate to the CASE Director (via email) when the participant does not complete the check-offs before the end of the CI or if the time goes beyond the length of one PD day. The CASE Director follows up with an application for deferment, if appropriate.
- **Host Site Coordinator Responsibility –** Hosts help encourage participants not to miss. During virtual CIs, hosts help LTs identify absent participants and reach out to them. Hosts help LTs communicate absent participants to the CASE Director.
- **Executive Board –** The CASE Director submits all emergency deferments for approval to the CASE Executive Board.
- **Scholarship –** Participants with scholarships that do not end in a CI certification are ineligible for future scholarships and grants.