

# Course Participant Expectations

## Attendance Policy

As professional educators and support personnel attending District-sponsored inservice, 100% attendance is expected to ensure successful course completion. Absence from a class should be for illness or emergency reasons only. Attendance at the first session of a course is mandatory. Prior approval from the Curriculum & Staff Development Center Director is required for exceptions to this policy.

Full inservice points are awarded when a participant is in attendance a minimum of 80% of the in-class time and meets a minimum of 80% of the course objectives. Inservice points will not be pro-rated for partial attendance or partial completion of course objectives.

If a stipend is offered for a class, payment will be pro-rated for the actual amount of time in attendance.

## Course Check-in

When a course has a waiting list, participants that are enrolled/confirmed for the course must arrive on-time to ensure a seat in the course. Participants more than 15 minutes late to class will be considered a "no-show." Waiting list participants will be given the "no-show" seats in the course, based on their waiting list number, 15 minutes after the posted start time.

## Online Course Check-in

Participants in online courses are enrolled by late afternoon on the start date of the course, and an email from the facilitator will be sent at the end of the school day with instructions for logging in and getting started with the course.

## Children/Guests

Only registered participants may attend courses. Participants may not bring children, spouses, or visitors to course sessions.

## Cell Phones

If you receive a phone call during class, please take calls outside the classroom to prevent classroom interruptions.

## Course Details

Please review the dates, times, and location of your training *prior* to the course start date. Instructions for viewing this information is available in the [PeopleSoft ELM Self Service User Guide](#).

## Cancel Course Registration

Course cancellation must be submitted one day prior to the start date for a course. Instructions for dropping a course in ELM are available in the [PeopleSoft ELM Self Service User Guide](#).