

TAH Attendance Policy [Draft]

Participants are expected to attend all sessions.

As a TAH participant please reschedule or make arrangements for anticipated conflicts, such as coaching, rehearsals, routine doctor appointments, and child care obligations.

Participants should work with Jennifer Klein or Carol Hallman to resolve conflicts with district responsibilities of an academic nature, such as faculty meetings, curriculum development committee meetings, etc.

If an absence from a TAH seminar or field trip is unavoidable, the participant is expected to demonstrate learning of material missed.

Full-Day Absences

If a participant misses an entire day or the greater part of a day, he/she would need to submit the following to Michael Carrafiello within three weeks, or within two days if the absence occurred during the summer seminar.

1. Communicate a reason for the absence. Excusable reasons for absence include personal illness, illness by a family member for whom you have primary care, and emergency doctor appointments.
2. Submit all written work that was assigned for that day.
3. Complete the outside reading in preparation for the missed day. For that reading, write a personal reflection commenting on what he/she found to be interesting or significant in the reading, and a brief explanation of how the information or ideas in the reading could be useful in the classroom.

Short-Term Absences

Short-Term absences may occur for "important obligations" of a personal or professional nature. Communicate these absences to Jennifer Klein or Carol Hallman. Carol Hallman and Jennifer Klein will serve as the contact person for her district, and will report these short absences to LaDonna.

Alternative Make-Up

If an absence is predictable, the participant may request in advance a substitute make-up assignment, which would more effectively enable the individual to gain the main points of the presentation that was missed.