



### 1.3 Attendance and Participation

The nature of the Teacher Education Program is highly participatory. Regular attendance of all classes (including lectures, laboratories, tutorials, seminars, practicum, field experiences, etc.) and the timely completion of assignments are essential to success in the Teacher Education Program.

#### **ATTENDANCE POLICY**

It is important that teacher candidates understand and value the time commitments made by faculty and colleagues to their learning, especially given the highly participatory nature of the Teacher Education Program. Regular attendance in all classes and field experiences is a professional commitment that is expected of all teacher candidates and a requirement of professional practice.

- [UBC Calendar/Bachelor of Education/Academic Regulations](#)

Satisfactory attendance includes, but is not limited to, attending on time, staying in class throughout the entire lesson and participating in all scheduled coursework and field experiences. Poor attendance has a negative effect on morale, is considered unprofessional and can lead to candidates not achieving the required breadth and depth of experiences. Note that attendance is mandatory for all classes on days preceding and following holidays, long weekends, and ends of term.

Some absences are unanticipated (e.g., illness, injury, bereavement) while others may be anticipated. Examples of anticipated absences include religious holidays (in accordance with UBC policy, a teacher candidate wishing to be accommodated for religious reasons must notify the Teacher Education Office in writing, at least two weeks in advance of the day(s) s/he wishes to be absent), participation in major varsity team events, or rare occurrences (e.g., compassionate leave) that cannot reasonably be scheduled outside of class time.

When scheduling any personal appointments, including routine medical or dental care, or special events, such as weddings, travel, etc., teacher candidates are expected to make arrangements that do not conflict with scheduled classes or practicum/field experiences.

Regardless of the nature of the absence, teacher candidates are expected to follow the proper procedure in all cases when course or practicum time is going to be missed. This protocol aligns with the responsibilities and expectations of all teaching professionals when reporting absences. Teacher candidates are expected to be fully



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accountable for any absences that may occur over the course of the Teacher Education Program.

Please note that certain absences such as vacations, etc., are not considered to be appropriate reasons for missing course work or practicum/field experiences. Teacher candidates assume the responsibility for these types of absences, and understand that absences for these purposes may result in a Failing grade for a course or practicum/field experience.

### **PROCEDURE FOR REPORTING ABSENCES**

#### **Advance Notice:**

Occasionally, teacher candidates may need to be absent from classes due to illness or other unexpected reasons. In such cases it is expected that teacher candidates will, as a professional courtesy, inform all parties (see below) as early as possible of their impending absence from class, as well as state the reason(s) for the absence.

#### **Communication with the Teacher Education Office:**

Teacher candidates are expected to provide the reason(s) for their absence, as well as the classes being missed, on the official online [Absence Report Form](#). This communication should be provided as early as possible, but no later than 8:00 a.m. of the day of the absence.

Upon submission of this online form, teacher candidates will receive an email confirmation from the Teacher Education Office.

*In cases where prolonged absences are the result of medical or health reasons (i.e., surgery, accidents, illness), medical documentation may be required. This will be submitted to the Teacher Education Office in addition to completing the online form. Communication directly with a program coordinator in the TEO regarding Academic Accommodation may be necessary.*

#### **Communication with Course Instructor(s) or Faculty Advisors:**

In the case of course work, teacher candidates must contact the instructors of all classes that will be missed, by way of forwarding the aforementioned e-mail confirmation to the appropriate individuals. This communication should be provided as early as possible, but no later than 8:00 a.m. of the day of the absence.



It is understood that the teacher candidate bears the full responsibility to inquire about and make up for any assignments missed due to this absence. In certain cases, teacher candidates may be asked to complete alternate/additional assignments to fulfill course requirements.

In the case of practicum, teacher candidates must contact their practicum faculty advisor by way of forwarding the aforementioned e-mail confirmation to inform them of their absence from school that day.

Additionally, teacher candidates must follow the appropriate school protocol for reporting teacher absence (communication with the front office staff, etc.).

### **Communication with School Advisor(s):**

Teacher candidates are required to communicate with their school advisors as much in advance as possible to inform them of any absences.

It is understood that teacher candidates remain responsible for providing adequate planning for any classes that they are scheduled to teach on day(s) when they are going to be absent.

### **CONSEQUENCES OF EXCESSIVE AND/OR INAPPROPRIATE ABSENCES**

Attendance and participation are important aspects of professionalism, and poor attendance may lead to the inability to meet expectations in coursework or field experiences, resulting in a Fail.

To reiterate: **regular attendance in all classes and field experiences is a professional commitment that is expected of all teacher candidates.**

### **RESPECTFUL LEARNING CLIMATE**

To ensure a respectful learning climate, teacher candidates will:

- arrive on time for class,
- attend all classes registered for (see attendance policy),
- stay for the duration of the class unless prior approval has been obtained for early dismissal,
- restrict the use of digital devices to work related to the class in session,
- refrain from bringing children to class.

*Please note: This document uses the inclusive, non-binary "them/they/their".*