

CANCELATION POLICY FOR DECAL-SPONSORED PROFESSIONAL LEARNING EVENTS (PARTICIPANTS)

Purpose: The purpose of the cancellation policy is to inform registered participants in a professional learning event of DECAL's cancellation policies and to provide steps to follow if they are concerned an event might be canceled.

Policy and Procedures for Participants: In the case of inclement weather, it is DECAL's policy to cancel any scheduled weekday face-to-face training if the school system in the county in which the training is to be held is closed. Evening trainings will be canceled if the school system in the county in which the training is to be held is closed on either the day of or the day following the training. Saturday trainings will be canceled if the county government cancels scheduled activities or services for the weekend. Decisions to cancel training events will be made and communicated to registered participants as early as possible. In order to ensure the safety of participants and trainers, members of DECAL's Executive Cabinet or Leadership Team may also use their professional discretion to cancel trainings. Likewise, participants are encouraged to use their best judgment when deciding whether to travel to a professional learning event. In the event a user decides not to attend a professional learning event, he or she should cancel the registration in the Georgia Professional Development System (GaPDS) as soon as possible.

Every attempt will be made to reschedule a canceled training; however, rescheduling is not guaranteed and is based upon space and trainer availability.

In order to get the most recent updates regarding training cancellations, participants are encouraged to keep their contact information up-to-date in GaPDS (www.gapds.decals.ga.gov) and to check their email frequently. Cancellation notices may be sent through GaPDS, email, and/or by phone. Information about cancellations can also be found on the GaPDS *Canceled Sessions* page.

This policy applies only to DECAL-sponsored professional learning events. Participants in events offered by independent trainers or training organizations should contact the trainers directly to learn of their policies regarding cancellation and rescheduling.