

Attendance Policy

Student attendance at every Red Note Youth Orchestra class, lesson or rehearsal is mandatory.

In the event that a student must miss a class, lesson or rehearsal, their absence will either be EXCUSED or UNEXCUSED.

An absence is EXCUSED when it has been verbally communicated to the student's teacher and approved in advance of class. This communication can be either an in-person conversation or a phone call.

An absence is UNEXCUSED if it has not been communicated in advance.

Procedure for UNEXCUSED ABSENCES:

- **1st absence** – results in call home from teacher
- **2nd absence** - results in call home from Program Manager
- **3rd absence** - results in student being placed on probation and a letter sent home informing the student of the terms of their probation (see below paragraph regarding PROBATION).
- **4th absence** - results in student/parent meeting at Red Note Youth Orchestra office. The student is required to bring their instrument with them to the meeting.

Procedure for EXCUSED ABSENCES:

- **2 absences in a row** – results in call home from teacher
- **3 absences over a semester** – results in call home from Program Manager and possible suspension for the remainder of the semester.

PROBATION ATTENDANCE POLICY FOR THE NEXT CONSECUTIVE SEMESTER:

- **1st absence of any kind** – results in call from both teacher and Program Manager
- **2nd absence of any kind** – results in call home from Program Manager and possible dismissal from Red Note Youth Orchestra.

PROBATION

Probation is a warning. It is the step before a student is dismissed from Red Note Youth Orchestra. The terms of the students' probation will outline how they need to improve in order to remain enrolled in the program.

A student will be placed on probation if they have three unexcused absences over the course of a semester. Excessive absences of any kind are also grounds for probation.

A student may also be placed on probation for persistent poor behavior or disruptive classroom incidents. Teachers will evaluate classroom behavior as well as student preparation and attitude. Poor performance in any of these areas is grounds for probation at the discretion of the teacher and the Program Manager.

Once placed on probation, the student will be notified by mail of their probation status. If the student has another incident during their probation period, a mandatory student/parent meeting will be held at the Red Note Youth Orchestra office. At that time, either a plan of corrective action will be issued or an exit interview will be conducted. The student is required to bring their instrument with them to the meeting.

The student's teacher and Program Manager determine the length of the probation period.

PLEASE INITIAL AND SIGN THE RE-ENROLLMENT POLICY AND CONTRACT AGREEMENT FORM TO SHOW THAT YOU HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE ATTENDANCE POLICY.