

The Ballet Academy Policy Number 00-0008

Policy Title: Student Attendance Policy

Approved: 5/6/2019

Last Modified: 4/14/2019

Purpose

The Ballet Academy (TBA) expects students to attend class on a regular basis in order to maintain progress in the program and meet individual goals. TBA understands that students may run late from time-to-time. This policy outlines the student attendance and late arriving student expectations in order to maintain high quality dance instruction and attendance reporting.

Policy

A. Student Class Absence Reporting

1. Dance students who are unable to attend their scheduled dance class should either themselves or have their parent/guardian call or e-mail the TBA Office Manager in order to notify TBA of the absence as soon as possible.
2. The Office Manager shall notify the class instructor of the student's absence from the scheduled class and mark the absence on the class attendance record.

B. Late Arriving Students to Class

1. Dance students who arrive late to class shall wait at the dance studio door to his or her class. The class instructor shall invite the dance student to join the class at an appropriate time as to not disrupt the dance instruction already taking place in the studio.
2. Depending on the late arriving dancer's arrival time and progress of the rest of the class, the dancer may be asked to participate as an observer, taking notes, rather than moving with the other dancers.

C. No Show Students

1. Students who fail to attend their scheduled dance class shall be marked absent on the class attendance roster. After two absences from class, the Office Manager shall contact the parent(s)/guardian(s) to reinforce the need for dance students to participate in their enrolled classes.

D. Attendance Policy Questions

1. Questions about the attendance policy shall be directed to the Executive Director or class instructor.