



# Attendance Policy

## GUIDELINES FOR PARTICIPATION IN PREPARATORY SCHOOL ENSEMBLES & CLASSES

NEC supports students' participation in their school orchestras, district and all-state opportunities, and community music groups. However, the students and parents are responsible to plan accordingly to minimize the number of absences from NEC.

- If a child must miss for school activities/sports or all-state orchestra, do not join elective activities that will require even infrequent Saturday participation
- Seniors please note that frequent college visits scheduled to conflict with Saturday rehearsals will be problematic
- SATs are a direct, unavoidable conflict with the morning ensembles, but you must consider them an absence, and follow the procedure below.
- If a rehearsal is missed, it is the responsibility of the student to inquire about any material covered and to request and prepare any new music prior to the next rehearsal.

## ABSENCE POLICY

Attendance is required at all regularly scheduled classes, rehearsals, dress rehearsals, and performances. Students are expected to be ready to begin on time. Attendance will be taken at the beginning of each rehearsal and class.

### **Please note:**

- Anyone arriving/logging-in more than 30 minutes late or leaving 30 minutes early will be considered absent from the entire rehearsal or class.
- For ensembles, no more than one excused absence per module will be allowed and notice must be given at least two weeks prior by submitting an Absence request Form.
- Absences from performances and dress rehearsals are not permitted. Failure to attend a concert is grounds for immediate dismissal from the ensemble, and may affect future ensemble placement.

## PROCEDURE FOR PROBATION AND DISMISSAL

Students may be placed on probation after three absences in a semester (concert period) at the discretion of the Music Director/Teacher and the Dean of the Preparatory School. If placed on probation, the student's certificate eligibility, scholarship, and ensemble assignments will be reconsidered. In some cases, a student may be excluded from the concert



# Absence Request Form

## PROCEDURE:

Students must submit an Absence Request Form to the ensemble manager/department assistant at least **two weeks** prior to a requested absence. The manager/assistant will discuss all requested absences for each rehearsal with the conductor/teacher. If a student is absent or late and has not submitted a form, he/she must submit a letter of explanation to the manager/assistant by the following rehearsal/class.

All absence requests will be reviewed. This form will remain on file in the Preparatory School Office. Students and parents will be notified if the request is not approved, or if the number of absences is excessive. **Excessive absences, even for legitimate reasons, may result in a review of your ensemble/class participation.**

In case of emergency, the Preparatory School Office (617-585-1130) should be notified immediately and a letter of explanation should be submitted to the manager/assistant of the ensemble within one week of the absence.

**Please note:** A letter of explanation **MUST** follow unanticipated absences such as illness from a parent/legal guardian/school nurse within one week of the absence.

Student Name: \_\_\_\_\_

Instrument: \_\_\_\_\_ Ensemble/Class: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Requested Absence: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Reason for Request of Absence (Please be specific):**

**Excessive absences, even for legitimate reasons, may result in a review of your ensemble/class participation.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For Office Use ONLY:

Date Rec'd: \_\_\_\_\_ Staff Initial: \_\_\_\_\_ Absence Approved: yes \_\_\_\_\_ no \_\_\_\_\_

Total # of absences this period: \_\_\_\_\_