Attendance And Behavior Policy

Student attendance at every Harmony Project 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 Harmony Project office. The student is required to bring their instrument with them to the meeting.

Procedure for EXCUSED ABSENCES:

- **2 absences in a row** – Teacher will contact via phone
- **3 absences over a semester** – Program Manager will contact via phone and possible suspension

Probation is a step before a student is dismissed from Harmony Project. The terms of the students’ probation will outline how they need to improve in order to remain enrolled. The student’s teacher and Program Manager determine the length of the probation period.

PROBATION ATTENDANCE POLICY FOR THE NEXT CONSECUTIVE SEMESTER:

- **1st absence of any kind** – Program Manager and Teacher will contact via phone
- **2nd absence of any kind** – Program Manager will contact via phone

BEHAVIOR

A student can also be placed on probation for behavioral matters as well. Harmony Projects strives to maintain a safe space for students to develop musical talents, while also understanding that some students might have challenges that will result in consequences as far as status in programming.

Any student that is involved in any unsafe practice that includes physical force, lack of respect of property, peers, staff or teachers and either is at risk to endanger him/herself or another, would possibly result in termination from programming. All matters will be reviewed thoroughly and a parent meeting, that can include teachers, staff, student, will occur and a decision will be made.

Any student that is involved in any matters that are low risk will have a 14 day follow up where a staff member from Harmony Project will check in with student post incident, with a minimum of 2 check ins.

Parents will be advised of any meetings, follow ups and status of student during process.

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