

Student Attendance Policy

Tucson Youth Music

I. Purpose

The purpose of this policy is to clarify the circumstances under which a TYM instructor may be reimbursed, even when the student is not present for class. determine the parameters of regular attendance for students of Tucson Youth Music. The administration, teachers, and members of the Tucson Youth Music Board of Directors will work closely with TYM parents and/or guardians to establish regular attendance for all students. Regular participation in music education fosters critical thinking, communication skills, and responsibility, all of which are essential skills for future academic success. Good attendance at Tucson Youth Music is also part of the self-discipline that we try to instill in our students to help them learn to be responsible members of the community.

II. Definitions:

- **Attendance:** The presence of each student in scheduled instruction.
- **Absence:** An absence is defined as a student's nonattendance in the assigned in-person class or online space for a music lesson.
- **Excused Absence:** Absences that the parents/guardians have documented/authorized with time and reason.
- **Unexcused Absence:** Absence without approval of parents/guardians.
- **Excessive Absence:** 10% or more of the available attendance days.
- **Tardy:** Not in the classroom or online by the time a lesson is scheduled to begin.
- **No-Show:** With no notice or a late notice (less than 24 hours in advance of class) a student is not present for scheduled instruction.
- **Register of Attendance:** Any written or electronic record maintained for the purpose of recording the attendance, absence, tardiness, or early departure of a student.
- **Scheduled Instruction:** Every music lesson that a student is scheduled to attend.

III. Policy Notification and Communication

Tucson Youth Music will employ the following strategies to effectively implement the attendance policy.

- Increase awareness of policy among staff by:
 - Sharing a copy of the policy with Teachers and Staff.
 - The Board of Directors may add other methods of notification.
- Increase awareness of policy among parents and students by:
 - Including the Policy on the TYM website.
 - The Board of Directors may add other methods of notification.

IV. Procedures When Absent from School

- **Excused Absence:** The parents/guardians call, send a note or an email to the school on or before the day(s) of the absence.
- **Excused Absence:** Any absence due to illness, vacation, death in the family, religious observance, accident, or other unusual personal circumstances may be excused, provided a message is received from the parents/guardians stating the day, time, and reason for the absence.
- **Unexcused Absences:** Can affect assessments and future enrollment in Tucson Youth Music.
 - Parents of students with three or more unexcused absences will be expected to meet with the teacher.
 - Parents of students with excessive absences will be expected to meet with a member of the TYM administration.
 - Students shall not be considered absent when school officials authorize them to be somewhere other than in their regularly scheduled lesson. (For example, if school personnel expect a student to report elsewhere during his or her regularly scheduled class time for such activities as a musical performance.)

V. Recording Attendance

- Teachers are asked to check and if possible, record attendance for all students assigned to them.
- Any absence, lateness, or early dismissal must be accounted for.
- Students who are absent shall be reported.

VI. Procedures When No-Shows become Habitual

- At their discretion, instructors may choose to schedule a meeting with parents of no-show students, to establish corrective action.
- After three or more no-shows, the instructor may take the issue to the TYMC administration.

VII. Make-up Work

- Teachers may provide students who are absent (excused and unexcused) from each lesson with make-up work. This is up to the teacher's discretion.
- Students will have a reasonable time to turn in the work. Teachers determine "a reasonable time" and may make special exceptions based on circumstances.

VIII. Notification Sequence

- Parents/Guardians will be contacted when absences are excessive and/or are getting in the way of the student's progress in music education.
- At the first sign the student is deficient in his/her work possibly due to the number of absences, a plan will be established between the teacher and the parents/guardians.

This Policy is an adaptation of the Tucson Unified School District Student Attendance Policy and was adopted by Tucson Youth Music Board action on January 6, 2021.