

Missed Class Policy

The goal is to have a policy that encourages students to attend the classes in which they are enrolled, but which also provides an element of flexibility and fairness in responding to unexpected circumstances. Additionally, it is important that students and faculty be aware of—and prepared for—student absences and substitutions to facilitate the best possible outcome for all involved.

It is expected that students attend all classes in which they are enrolled. Our program of study is designed to provide students with as much consistency and cohesiveness as possible, so that steady progress is made by the class as a whole. It is not possible to truly “make-up” for practice that is missed. In other words, doing something different on a different day in a different class does not substitute for the work of the lesson that was missed.

On the other hand, there are some situations that arise which result in a student missing a class. This may be a family emergency or a scheduled academic school event that cannot be avoided. We will always be willing to consider extenuating circumstances on an individual basis. For example, we encourage students to stay home if they are suffering from a contagious illness. On the other hand, we encourage students to observe their own class if they do not feel “up to” taking the class fully for some reason. Your instructor will give guidance concerning these situations.

Most importantly, we want to make sure that the integrity of the daily training programs is supported by attendance policies.

Policy:

1. Students are expected to attend all classes in which they are enrolled.
2. Parents are expected to inform the Dancedesk of an absence from class **prior** to that absence, so the instructor may be notified in a timely manner.
3. Should the student wish to “make up” this class, or substitute another class for the missed class, the following procedure should be followed:
 - a) the substituted class must be at the same level or a level lower than the class which was missed (instructors have the option of recommending alternative classes);
 - b) the instructor of the **substituted** class must be contacted through the Dancedesk, given notification of the student’s request, and have the opportunity to give permission for said substitution;
 - c) the substituted class must be taken no later than two weeks following the missed class, or will be forfeited.
4. Make up or substituted classes may not be taken prior to an absence.
5. Substitution of another class for a missed class does not “erase” the initial absence in the class in which the student was enrolled.
6. Students are encouraged to observe and take notes in classes if they are feeling unwell or if they are tardy and/or have been asked to observe for some other reason. These observed classes are not considered absences (the student is marked “present” on the roster).