

**St. Cecilia School Music Department
Make-up policy Year: 2011 - 2012**

Each student is entitled to a maximum of two make-up lessons per quarter.

The student is eligible for two make-up lessons per quarter if the lesson is missed for the following reasons:

- The classroom teacher is unable to release the student because:
 - the class is in Church
 - testing is in progress
 - the class is on a field trip
- The student is ill or absent:
 - (a) If the student has a music lesson early in the morning before classes begin at 8:10 a.m., the parent has notified the teacher on his or her home or cell phone by one hour before the music lesson is scheduled; or
 - (b) If the student has a music lesson during school hours, if the parent has called the teacher's home or cell phone by 8:00 am.
[Each music teacher will release his or her contact phone(s) to the music student's parents before the start of instruction.]

New this year: *You must contact the teacher directly;* voicemail messages left on the Music Department phone do not always reach the teacher in advance of the lesson."
- The student has sustained an injury
- The student has a doctor or dental appointment
- The teacher is ill or absent
- Emergency situations

The student is not eligible for a make-up lesson if the lesson is missed for the following reasons:

- The student forgets his/her instrument.
- The student has forgotten his/her books for the third time
- The lesson is missed because it is scheduled after early dismissal.
(Important note to parents: If you agree to a lesson time that falls after early dismissal, the student is still required to appear for his or her lesson.)
- **Exception:** If the student is in Extended Care, and Extended Care is on a field trip, the missed lesson qualifies for a make-up lesson.
- The classroom teacher releases the student later than the agreed-upon time for reasons other than Church attendance, testing or a field trip.
- The student is a "no show" (absent without calling to let the music teacher know by 8:00 A.M.)
- The student chooses to attend another event other than his or her music lesson (i.e., to attend a birthday party, to play at a friend's house, to enjoy a warm day at the beach, family vacations, etc.).

I have read and agreed to the make-up policy.

Parent's signature

Date

Music Student's Name (Please Print)

Name of Teacher (Please Print)