

## RULES & PROCEDURES

# ATTENDANCE POLICY

*"Five Minutes Early is"*

**ATTENDANCE** at all rehearsals, performances, etc. is **REQUIRED**. The minimum expectation is **100%attendance**. As a performance-based activity, the band/color guard works as a finely trained team and it is essential that every member be present for ALL functions which include rehearsals and competitions. Rehearsals are much more productive when everyone is present. Students missing from the back half of the season performances can result in the group receiving penalties and/or cause the group to score lower therefore it is essential and required that all students be present at performances. **Any student who is absent, whether excused or unexcused, is responsible for finding out what was missed.**

## PROCEDURE FOR AN ABSENCE

**PARENT** must notify the director at least (2) weeks in advance by emailing Mr. Broadbent at [DBroadbent@eagleregiment.com](mailto:DBroadbent@eagleregiment.com) with the date and reason for the absence.

**STUDENT** should also contact (call, text, or email) the Color Guard Captains as well as remind Mr. Broadbent & staff just prior of an absence that has been approved.

Absences will fall into one of two categories:

- **EXCUSED** -Email request was received and approved by the Director at least (2) weeks in advance.

Examples of an Excused Absence: Religious Holiday, MSD sanctioned activity

\* In the event of illness or family emergency, the Director Must be notified ASAP.

Please Note: An Excused absence may NOT BE GRANTED on a performance day.

- **UNEXCUSED** -Any absence which is not excused. Examples of an Unexcused Absence: Ride, Job, Homework, Doctor Appointment, Birthday, Concert, Lessons, etc...

## CONSEQUENCES FOR UNEXCUSED ABSENCE/TARDY

1. The First unexcused absence/tardy will result in a Verbal Counseling.
2. The Second unexcused absence/tardy will result in Written Counseling Statement for the record.
3. The Third unexcused absence/tardy will result in DISMISSAL from the program.