

ATTENDANCE POLICY



ATTENDANCE at all rehearsals, performances, etc. is **REQUIRED**. The minimum expectation is 100% attendance. As a performance-based activity, the band works as a finely trained team and it is essential that every member be present for ALL functions which include rehearsals, concerts, competitions, music performance assessments (MPAs), football games, parades, and out-of-town trips. Rehearsals are much more productive when everyone is present. Any student who is absent, whether excused or unexcused, is responsible for finding out what was missed.

PROCEDURE FOR AN ABSENCE

PARENT must complete the Student Absence Form at least (2) weeks in advance with the date and reason for the Absence

STUDENT should also contact (text or email) the Office Manager AND his/her Section Leader.

ABSENCES will fall into one of two categories:

- **EXCUSED** - Student Absence Form is completed and an APPROVAL EMAIL was received from the Director. IT IS THE STUDENTS RESPONSIBILITY TO MAKE SURE BEFORE MISSING REHEARSAL THAT IT IS EXCUSED. All request must be 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.

- **UNEXCUSED** - Any absence which is not Excused.

- *Examples of an Unexcused Absence:*

- Ride, Job, Homework, Doctor Appointment, Birthday, Concert, Lessons, etc...

PROCEDURE FOR A TARDY

PARENT must complete the STUDENT ABSENCE FORM at least (2) weeks in advance with the date and reason for the Tardy

STUDENTS should also contact (text or email) the Captain AND Color Guard Caption Head

TARDIES will fall into one of two categories:

- **EXCUSED** - The **STUDENT ABSENCE FORM** was received and approved by the Director at least (2) weeks in advance. In the event of illness, the Captains/Color Guard Caption Head receive text/notification with valid reason.

- *Examples of an Excused Tardy:*

- Religious Holiday, MSD sanctioned activity, Written Pass, Unavoidable Experience
- In the event of illness or family emergency, the Director Must be notified ASAP.

- **UNEXCUSED** - Any tardy which is not excused.

- *Examples of an Unexcused Tardy:*

- Ride, Job, Homework, Doctor Appointment, Birthday, Concert, Lessons, etc...

CONSEQUENCES FOR UNEXCUSED ABSENCE/TARDY

- 3 absence or 6 tardies/early dismissals will result in a mandatory parent conference.
- 4th absence or 7th tardies/early dismissals will result in an email to parent/guardian regarding Color Guard membership.
- Further absences or tardies will result in removal from the Stoneman Douglas Color Guard.