

P-CEP Bands

Attendance Policy and Procedures

Overview

Attendance is one of the most critical components of a positive experience and a successful performing ensemble. Absences, no matter the reason, have a negative impact on the achievement of the entire group. Every performing member contributes positively to the performing ensemble, and there is no better way to ensure a high quality experience than to do it as a team, together.

The purpose of this attendance policy is to:

1. Promote a high attendance rate to ensure the success of the entire ensemble.
2. Promote communication from students and parents.
3. Ensure student safety by logging their whereabouts when the ensemble is responsible.

Season Categories

While each performance season varies in length, they all follow a similar structure. All Ensemble calendars will indicate the following 3 attendance categories:

1. Training Season

The start of the performance season, focusing on fundamentals and learning/enhancing technical skills to be applied to the performances. This portion of the season is centered around building individual skills and fundamentals.

During this part of the season, skills and exercises learned in rehearsal *could* be learned outside of rehearsal.

2. Preparation Season

The period of the season in which students are learning performance specific material such as drill, choreography, or performance specific music. These rehearsals focus on ensemble development and learning materials together as a performance group.

Because this part of the season is group-performance oriented, it becomes much more impactful to be absent, and more difficult to make up missed rehearsal material, though not impossible.

3. Performance/Competition Season

The period of the season in which students are performing and/or competing. Rehearsals are spent in preparation for upcoming performances and attendance is critical.

During this part of the season, performance materials are being adjusted, students are rehearsing in full group settings that rely on every individual to contribute. For these reasons, it is not possible to duplicate the rehearsal material outside of a rehearsal setting.

Within the season categories outlined above, it is important to note that attendance is important in all three categories. While nothing can truly replace the instruction and information students receive in a single

rehearsal, based on the point in the season, students may be able to make-up some of the material that is covered. Typically this will include individual components of a show such as show music, individual choreography, and individual exercises. As students start preparing for performances, most components are not able to be made up. This includes learning spots in drill, full ensemble rehearsals, and full ensemble choreography/staging. When a student is absent during these parts of the season, it doesn't affect just them, but others around them as well.

During the performance portion of the season, there is nothing that can make up for the rehearsal time and the learning and adjustments being made in preparation for performances. Missing rehearsals puts other ensemble members in a very difficult position to try and prepare for the performance themselves.

Types of Absences

<u>Excused Absences</u>	<u>Unexcused absences:</u>
<ul style="list-style-type: none"> • Death in the Family • Student not in school due to Illness • Wedding of Immediate Family Member • Religious Holidays • School Required Events for Class (Such as a Choir Concert) • Urgent Medical Procedures • Music Camps (Blue Lake, Interlochen, Etc.) 	<ul style="list-style-type: none"> • Work Conflicts (including babysitting) • Special Events (such as parties, dinners for birthdays, etc) • Concert Attendance • Visiting Relatives • Routine appointments (dentist appointments, etc) • Transportation • Vacation • Homework/Studying

Students that are either anticipating an absence/tardy must communicate as far in advance with the ensemble director(s) as possible. This communication must be completed using the written form at the end of this document. In the event of an unexpected/unplanned absence, an email must come with a parent included.

Vacations

Returning members are expected to avoid scheduling vacations during any designated summer camps. Absences due to vacation during these times may be considered unexcused and could impact a student's role or eligibility for certain opportunities within the ensemble (such as leadership team or solo opportunities).

We recognize that new members and their families may not yet be familiar with our traditional rehearsal calendar. For this reason, we will review vacation-related absences for new members on a case-by-case basis. We ask that families communicate potential conflicts as early as possible so we can work together to find a solution that supports each student's experience in the band program.

Illness

Students that attend school throughout the day are expected to be at rehearsal. If a student is at school but does not attend rehearsal, it will be considered an unexcused absence. This includes students that may wish to "rest up" for a competition or practice.

If a student is in attendance at a rehearsal, but is unable to participate for longer than 15 minutes due to sickness or injury, the directors and staff will communicate with parents about how best to handle the situation.

No-Questions-Asked Absences

We understand that there are once-a-season opportunities and/or important events that students will miss a rehearsal for. For this reason, all members are granted two rehearsal blocks of "no questions asked" absences. This absence must be communicated ahead of time, and can not be used during the Performance/Competition Season

Excused Absences

An absence will be considered excused if the following criteria are met:

- 1) Communication (in writing) by the conflict communication deadline. (1 week after registration)
- 2) Communication from a parent in the event of an unexpected absence, from the list above. (As far in advance as possible)

All absences will be considered unexcused until or unless the above criteria are met.

If a student is requesting to be excused for a rehearsal prior to the conflict communication deadline, this must be submitted at the time of registration.

Students that are missing a rehearsal for an excused absence will be required to learn the missed rehearsal materials by the next rehearsal. Section leaders will work with the student to develop a plan to assist and ensure that this material is learned. If this material is not made up, the absence will change to an unexcused absence.

Unexcused Absences

All absences will be considered unexcused until or unless the above criteria for an excused absence is met.

An unexcused absence will result in the following based on the season category:

Training Season

Students with one unexcused absence will be required to learn the missed rehearsal materials by the next rehearsal, as well as complete make-up work within one week of the absence.

Students with two unexcused absences will be required to learn the missed rehearsal materials by the next rehearsal, complete make-up work within one week of the absence, and meet with parents and a director prior to the next rehearsal.

Students with three unexcused absences will be subject to removal from the ensemble.

Preparation Season

Students with one unexcused absence will be required to learn the missed rehearsal materials, (including performance material) by the next rehearsal, as well as complete make-up work.

Students with two unexcused absences will be required to learn the missed rehearsal materials, (including performance material) by the next rehearsal, complete make-up work, and meet with parents and a director prior to the next rehearsal.

Students with three unexcused absences will be subject to removal from the ensemble.

Performance/Competition Season

Students with an unexcused absence at rehearsal will be required to learn the missed rehearsal materials by the next rehearsal, and will be removed from the next "uniformed" performance.

Students with an unexcused absence at a performance (including one in which they are not performing) will be subject to removal from the ensemble.

Tardies/Leaving Early

Students are expected to be on time for all rehearsals. The below policy will take effect based on the portion of the season:

Training Season, Performance Preparation Season, and Performance/Competition Season

Students with two tardies will be required to complete make-up work. This includes making up the time outside of rehearsal, completing tasks and/or responsibilities that assist the ensemble as assigned by the directors.

Students with three tardies will be required to complete make-up work, and meet with their section leader and a director prior to the next rehearsal.

Students with three tardies during Performance/Competition Season will be removed from the next "uniformed" performance.

Make-Up Work

Students requiring make-up work due to an absence will be able to select an appropriate task(s) from a predetermined list that will be made available by the ensemble directors, with the assistance of students. These make-up tasks will be selected for the greater benefit of the ensemble. Because section leaders will be spending additional time outside of rehearsal assisting and re-teaching work to the absent student, these make-up work tasks are a way to give back the time and energy that section leaders will be giving. Examples of these tasks include:

Setting up for Rehearsal Leading a Sectional Giving a Lesson Copying Music Organizing Equipment	Organizing Tuners/Metronomes Cleaning Practice Rooms Assisting with Inventory Organizing Music Library Organizing Equipment Drawers	Organizing Lost and Found Assist with MS Concert Assist with Maintenance of Instruments Organize Performances
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A student that needs make-up work may select from the list above, or can work with a Director on other tasks that they may determine to be appropriate and/or beneficial for the band program. A Make-Up Work form must be submitted by the student after the task is completed.

Communication/Attendance Tracking

Ensemble Directors will keep an accurate record of attendance, including tardies and early departures. These will be defined as follows:

1. **Unexcused Tardy:** Not being in the defined starting location at the start of rehearsal and/or missing required rehearsal materials. - This will be communicated in advance by the directors. After 15 minutes, members who are late will receive an unexcused absence.
2. **Unexcused Left Early:** leaving rehearsal before dismissal, will be counted the same as a tardy.
3. **Unexcused Performance Day Tardy:** Members who are fifteen minutes late for rehearsal on the day of a performance will be considered absent and will not participate in the performance.
4. **Performance Absence:** An unexcused absence from a performance will result in removal from the ensemble.

Throughout the season, ensemble members will have a log of where they stand with attendance and the ensemble directors will keep a log as well.

Athletic Commitments

Students are able to simultaneously participate in both athletic activities as well as P-CEP Bands ensembles. However, attendance must be communicated in advance, once both the athletic and P-CEP Bands ensemble schedules are confirmed. Attendance for students participating in an athletic activity will be handled on a case by case basis, which will be submitted via a signed calendar from the students parents and directors. All absences communicated and agreed upon between the student, parents, and directors will be considered excused. All deviations from the agreed upon calendar will be considered unexcused and will be handled according to the above policies.

In some circumstances, students may participate in a different and/or lesser role to ensure that they are able to contribute positively to the ensemble.

P-CEP Bands Absence Form

Student Name _____

Student Section _____

Date(s) of Absence _____

(Note: If you are requesting multiple dates not in succession such as March 1st and August 12th, a form needs to be filled out for each)

Reason for Absence

Student Signature _____ Parent Signature _____

Section Leader Initials _____

Band Office Use Only

Director Initials _____ Date form was received _____

Season Category (Circle One) Training Season Preparation Season Performance/Competition Season

Absence Type (Circle One) EXCUSED UNEXCUSED

Additional Notes

