

# ATTENDANCE

Attendance is **MANDATORY** at all rehearsals and performances. Occasionally a conflict will arise between a WSP activity and another academic or school sponsored activity. The Directors, prior to the event occurring, must clear any conflict of this nature. All absence requests must be turned in two weeks before the absence via an Absence Request Forms found in google drive. Please understand your absence has a direct effect on the entire program. If a student misses a rehearsal for any reason, it is the student's responsibility to learn what was missed outside of rehearsal hours with a captain, section leader, or veteran member. Failure to do so could result in the student not being allowed to perform. Any absences from all or part of a rehearsal, summer or fall, will require an absence request form. No student may occur more than 3 excused absences and 2 unexcused absences in the fall. No student may occur more than 4 excused absences and 3 unexcused absences in the summer. The fall count begins on the 1<sup>st</sup> day of August. The summer count begins on the 1<sup>st</sup> day of June. There is a separate form in the google drive for summer absences. If you know of an absence:

1. Fill out the online **ABSENCE REQUEST** form found in the Google Drive. If it is a summer absence fill out the summer form.
2. Please use the form! Absences will not be accepted via email or phone call, unless it is an emergency.
3. Absences are not approved until you receive a confirmation email from Dave Shinault.

## Excused Absences

All Excused absences must be submitted via the online Student Absence Request form prior to the absence. All forms are due two weeks before the absence. These forms are in the WSP google drive. Failure to fill out an absence request will result in an automatic unexcused absence. Serious illness, death in the family, marriage in the immediate family, religious obligations, or other events approved by the director are the only excused absences. **WORK** and **HOMEWORK** are not excused absences. Students may be required to complete make-up work following an **EXCUSED** absence. Please work to not schedule appointments or vacations during band rehearsal times. Please do not schedule the SAT or ACT on a Contest Day! This will not be counted as an excused absence and you will not perform that day. Emergencies will arise from time to time and we will be flexible with events that come up suddenly such as illness and death. The two-week window will be waived in such cases.

## Unexcused Absences

Unexcused absences include, but are not limited to, work, practice for other activities (unless *pre-approved* by the Director), professional concerts/plays, routine doctor appointments, vacations, lack of transportation, and homework. **ALL unexcused absences will be reflected in the student's allowance to perform, and repeat violations could lead to dismissal from the group.**

*If a student is unexcused from the rehearsal the day of a performance, the student will not be permitted to perform that day.*

If a student has one unexcused or two excused absences from a rehearsal within a one-week period, they may not be allowed to participate in that week's performances.

## Illness/Injury

If a member is absent from school due to illness, they will not be expected to attend rehearsal, but communication to the director is still required. Please use remind for this. More than two rehearsals missed due to illness will require a note from a doctor to be excused.

The Director should be notified of any health or physical ailment immediately. As with any physical activity, injuries can and probably will affect students. A doctor's note should always be obtained in the case of a physical injury. Ongoing or preexisting injuries may lead to reevaluation of the student's spot in the show. **Students will be required to attend rehearsal while injured to take notes on changes and other information being given by the staff.**

## Tardiness

**Being on time is being 15 minutes early. Being on time is late. Being late is unacceptable.** Please arrive to practice and be ready by the noted time. Lateness will result in 1 additional lap for every 15 minutes late. If you are prepared and ready to go, we can work efficiently and get out on time. That is up to you as a group. If you are going to be late to practice, you need to notify a director. Please fill out the absence request form if you know in advance you are going to be late. Repeat violations will be reflected in the student's allowance to perform and could lead to dismissal from the group.