

NHS Department of Bands Rehearsal/Performance Attendance & Grading Policy

This document should serve as an informational tool to help Band and Auxiliary families with issues related to attendance at band/color guard functions and how this connects to a student's successful completion of any class in the department of bands, including Eurhythmics (color guard class). Please feel free to set up an appointment to discuss any questions you have concerning this policy (850.936.6080 ext. 1151).

It is expected that members of any performing ensemble in the department of bands will attend every rehearsal and performance in its entirety. Students who have genuine conflicts with a rehearsal or performance should observe the procedures outlined below. After reaching high school, students must be aware of the commitment to after-school rehearsals and performances. The Band is a performance class. Unexcused absences, lack of cooperation, and continued discipline infractions can result in a lowered or failing grade, denial of participation, or even dismissal from the performing group. Students ARE REQUIRED TO FILL OUT A BAND ABSENCE FORM for an absence, including requests to miss a future rehearsal or performance. These forms are available in the wall files by the main entrance of the band hall or online at the band's website (www.theraiderband.com). ***During the fall semester especially, we are very, very serious about attendance because of its impact on quality. A performer's presence at these rehearsals cannot be inconsistent if they expect to remain performance-ready and ultimately in the performance line-up.***

Attendance Philosophy/Policy

Attendance at practices and performances is mandatory. Any exception to this policy will be at the discretion of the director. If an emergency should arise which would cause tardiness or absence from a rehearsal or performance, you should make every attempt to notify the director of the situation as soon as possible. (*Notifying a staff member, section leader, or any other student will not suffice.*) If you have a personal conflict of importance on a rehearsal or performance date, you will need to **notify the director in writing at least four weeks in advance** of the time you want your request to be considered (***considered does not necessarily mean granted***). You should attach this note to the **Absence Request Form***. This will allow time for an alternate to learn your assignment or the director to make adjustments adequately. If your request is considered valid, it will be excused. However, to be fair to the alternate who is learning your drill assignment, you will lose performance privileges for a minimum of one additional week even if the absence is excused in making your request ***give the director enough information to assess the situation adequately. "I have a family thing" is not enough information.*** We have families, too, and we all have "family things", so we know things can spring up! If it is an emergency, we will be glad to help. In general, we are **very** judicious (stingy!) about allowing students to miss performances – for any reason. Because Band is a performance-oriented class, it is virtually impossible to "make up" a missed performance. If a student's absence is given "excused" status, they will be required to complete an alternate assignment to make up the missed time. It is the responsibility of the absent performer to contact the band director for that assignment.

Remember, any student who misses any portion of a rehearsal is subject to replacement for an indeterminate length of time if a qualified alternate is available. That means, if you skip practice, an alternate will get your spot, and you will go to the back of the alternate line. You will be mainstreamed back into the lineup as a position becomes available. You will need to fill out an Absence Request Form when you return.

Excused Absence Criteria

1. Personal illness
2. Death of a relative
3. Observance of a religious holiday
4. College Visits – *ONLY* for rehearsals **IF** prior arrangements have been made with the Director.
5. Emergency circumstances that, in the band director's judgment, constitute good and sufficient cause for absence from the band.

WORK IS NOT a valid excuse to miss school; therefore, it is invalid for missing rehearsals or performances.

There are only two excuses that **do not need prior approval**:

1. Death in the family
2. Sickness which will cause the student to miss a rehearsal or performance (please call the Band Office to inform us of your sick day 850.936.6080 ext. 1151)

If a student leaves school early due to illness, he/she should call the band office and inform the director or a staff member so rehearsal adjustments can be made. Students will need to fill out a Band Absence form the first day they return to school. Failure to complete the Absence Form can result in the absence becoming unexcused. Remember, unexcused absences can lead to replacement in the performance line-up.

Any unexcused absence from a rehearsal will lead to the performer being held out of that week's performance. Any unexcused absence from a performance will lead to a performer being pulled from the performance line-up for an indeterminate length of time – possibly for the remainder of the season. We will not divert teaching time from those who have been in attendance to mainstream those who have not been in attendance back into the performance lineup.

Students who miss Thursday rehearsals will not march on Friday nights.

Also, any unexcused absence will disqualify a student from receiving a band letter for the year.

A student who misses half of the practice will be counted absent unless the time is pre-arranged and split with another school activity. i.e., In season sport, Academic Competition, etc.

Grading

Because any performing arts class is considered "co-curricular," a portion of the course is held during the school day while the remainder of the class is held outside the traditional school day. The State of Florida Department of Education stipulates "this course generally requires students to participate in extra rehearsals and performances beyond the school day." As such, a student's grade is directly linked to attendance at these functions. Listed here is an explanation of students grading criteria for these performing arts classes in the Department of Bands.

Each student will start the 1st quarter with 100 points. The following is a breakdown of point deductions for each infraction:

Unexcused absence from practice.....	12 pts
Unexcused absence from performance.....	32 pts
Tardy to practice.....	3 pts
Tardy to performance	6 pts
Unprepared for rehearsal (no instrument, music, no practice uniform, etc.)	5 pts

Any student excused from a performance will be required to complete a “make-up” assignment when they return to school. The Band Office will distribute these assignments before an absence if prior notice is given. Otherwise, the student will be given the assignment upon their return to school. NOTE: All school policies regarding the amount of time a student has to complete their make-up work are applicable here. Please refer to the Navarre High School Student Handbook for these criteria.

Please remember to follow up on the status of your request and do not assume that completing the form means your request has been approved. We must stress that a completed form that has been turned in DOES NOT automatically mean the absence has been excused – EVEN IF you have met the necessary time required for the notification (four (4) weeks for Marching Band, eight (8) weeks for concert band). We will evaluate the total number of absence requests for that particular rehearsal/performance when determining which/how many absence requests we can grant.

As a re-cap, although this policy may appear to be laden with stipulations and requirements, it is important to remember that attendance is the cornerstone of quality in any fine arts performing group. To continue to build our outstanding local and regional reputation the Navarre Raider Band program enjoys, we must all serve as a sentry against allowing unnecessary conflicts to erode the total band attendance at these rehearsals and performances! Your help and understanding in this endeavor are GREATLY appreciated.

Thanks,

DEAN BARROW-

Attendance Policy

Signature Page

My signature below indicates that I have received and read the NHS Band Department Rehearsal/Performance Attendance Policy. I understand that I am expected to attend all rehearsals and performances associated with membership in the Navarre High School Band. Further, I agree to adhere to these policies while registered for Department of Bands classes/performing ensembles.

Student Name (Printed)

Student Signature

_____ **Date** _____

Parent Signature

_____ **Date** _____