

# **Vocal Music Department Absence and Tardy Policy**

All students in vocal music classes are required to maintain excellent attendance. Because of the participatory nature of choir classes, students who miss a class will be required to make up participation points for excused absences. The following policy is intended to hold all students to a high standard of attendance.

## **Excused Absences**

1. Absences must be excused according to the East High school policy.
2. Students must present an official attendance office excuse slip in order to excuse an absence.
3. Students will be docked 3 participation points on days that have an excused absence. Students will be allowed to make up participation points for a maximum of 3 absences per semester.
4. Participation point make up must be arranged and completed within a week of the absence.
5. Students who accumulate a large number of "excused" absences will fall behind in class and jeopardize their musical progress. At the teachers discretion, students with attendance problems will not be allowed to perform and will ultimately be removed from their ensemble.

## **School related absences**

1. Student will not be docked participation points as long as they have presented a teacher/school issued pass prior to being absent.
2. Students who do not present a pass before the absence will need to make up points according to the guidelines listed above.

## **Extended Illness absences**

1. Extended illness absences are defined as medical or bereavement absences that last 3 days or more.
2. Students are required to present a doctor's note (medical absence) or parent contact (bereavement absence) in order to make up lost participation points from these absences.
3. Makeup tasks for these absences will be determined on a case by case basis.

## **Other Absences**

1. All other absences (college visits, family vacations) will fall under the category of general excused absences as outlined above. Students will be allowed to make up a maximum of 2 absences per semester, if needed.

## **Unexcused Absences**

1. Students are not allowed to make up points for unexcused absences.
2. Students who have unexcused absences will be required to participate in a parent –teacher conference to determine if the student should be in their ensemble.

## **Tardy Policy**

1. Students will be docked 2 participation points on days that they are tardy.
2. Students will not be allowed to make up participation points for tardies.