

Millbury High School Marching Band **Attendance/Behavior Policy 07-08**

Student participants and parents are required to sign and return the last sheet of the policy. Please read carefully and completely, and keep this form for your records.

The success of the Marching Band is dependent upon the dedication, attendance, and appropriate behavior of all members of the group. Absences and tardiness from rehearsals have a significant effect on the band's ability to move ahead, as do negative or inappropriate behaviors. When you step outside of the school you are representing not only yourself; but your parents, town, community, school, administration, teachers, reputation, and me. Everyone has worked really hard to get where they are in life, and it is important that that is not threatened by behavior that should not even need to be discussed. This policy is aimed at providing a positive working and learning environment for all students in order to attain the highest level of achievement and performance. All rehearsals, performances, and activities listed in the calendar are **Mandatory**, and the following guidelines apply:

Expectations:

- All students are required to attend ALL practices, sectionals, games, competitions, events and activities as listed on the Calendar. When joining the Marching Band, you accept the rehearsal/performance calendar as your personal responsibility. Realize that successful performances can only be achieved through effective rehearsals. Absences from rehearsals have a significant effect on the band's ability to move ahead. Since we must perform as a complete group, it is therefore imperative that we rehearse as one.
- It is expected that every student will behave in a manner which is respectful to other students, staff, and chaperones, from our school and others. All school rules and expectations remain in place during all rehearsals, performances, and events.
- Please allow at least 15 minutes at the end of everything to any tasks before being picked up. No one is to leave until a member of the staff gives the word, and then it is up to the individual section leaders and/or drum major.
- Uniforms are to be treated with respect in accordance to the uniform etiquette sheet that will be coming out with uniforms.
- Preparation for rehearsals is imperative and necessary for the success of the ensemble. In order to be prepared you must have all the music memorized as soon as needed and continue to practice outside of rehearsal time to improve on what was addressed in rehearsal.
- Preparation also means that you are at the field or rehearsal spot, with all the materials you need at least 5 minutes before the scheduled rehearsal time. This is something we still struggle with. I do not want to be alone with 4 people a half hour before we start. We need to start exactly when rehearsal says so, that means you are here and ready before then. Not showing up at that time, or after.
- At NO time is any student allowed to leave school grounds during scheduled time for NO reason including something forgotten, food, equipment, etc.

-All information will be given to you as soon as possible. If you do not see me on a regular basis, it is YOUR responsibility to seek out the information. Please refer to the Music Department Website frequently as that is an easy and sometimes the only way to get information to everybody. A lot of time has been put into the website to use as a communication tool, please take advantage of it.

<http://www.millburyhsmusic.com>

-By signing this contract you know that you will receive a grade and 1 credit for participating. You are NOT allowed to drop out of Marching Band once this paper is signed and returned. You are committed to all Marching Band Events until the season ends in June 2008.

Absences:

-You have regularly scheduled rehearsals and performances that have been given to you long in advance. Please do not schedule college visits, medical visits, private music instruction, or any other activity during these specified times.

-Excused absences are limited to the following:

-Death in the family, Religious Holiday (please notify band director far in Advance), personal illness which confines you at home.

-Extenuating circumstances will be considered on a case by case basis with at least two weeks notice.

-Unexcused absences include reasons not listed above. Absences due to illness must be followed up with a note from home confirming the validity of the absence.

-If you miss a rehearsal for any reason the staff reserves the right to prohibit you from marching in the following performance if they feel that you are not adequately ready due to changes incurred during rehearsal.

-Unexcused absences will result in the following disciplinary action:

-First Offence - Student conference with the Band Director, phone call to parent.

-After First Offence – Possible suspension from the next performance, student is expected to attend.

**I DO NOT expect that we will reach this point with anyone in the group. Please know that this is only here as policy, and hopefully we will not have to resort to it.*

Tardiness:

-Unexcused tardiness will not be tolerated and will result in the following disciplinary action:

-Tardy for more than 15 minutes:

-1st Offence: student conference

-2nd Offence: phone call to parent

-3rd Offence: possible suspension from the next performance

-Tardy for less than 15 minutes:

-1st Offence: student conference

-2nd Offence: phone call to parent

-3rd Offence: student will be required to make the time up

Appeals:

-Students wishing to appeal decisions regarding attendance must inform the Director in writing to arrange for a conference to include the Director, student, parent, and additional staff or administration as necessary.

Flexibility:

-If you feel that a conflict which may cause you to either miss or be late to a rehearsal is unavoidable, see the Director as far in advance as possible. Options can often be worked out if there is communication in advance.

Communication:

-Communication of absences must be done directly through the Band Director only with a follow up with the section leader. For example: you cannot tell someone to tell the Director that you will be absent. This will be considered an unexcused absence even if it is legitimate.

-All absent requests due to extenuating circumstances must be provided in writing from a parent with at least two weeks advance notice.

-If you are sick at home, please have a parent call prior to the end of the school to inform the Director that you will be missing from rehearsal. Missing the bus in the morning or being too tired to wake up is not an option.

-Remember that absences due to illness must be followed up with a note from home confirming the validity of the absence.

-NOTES are extremely important, as I will not remember everything people tell me. I keep a folder of notes arranged in order, and when I forget, I will look at that.

Show Days:

-All Band Members are required to travel to and from the events on buses, under the supervision of the staff, since the school is responsible for the safety and well being of the students. While at events, the students must also remain under the supervision of the staff. At no time are they allowed to leave the school premises. If a parent wishes to pick up a student at a performance there is an appropriate form that needs to be filled out and signed by the parent, teacher, and principal. These forms are available in the High School Office.

-Any special requests for late arrival to an event or early departure from an event must be done and cleared in writing at least one week in advanced again following the proper procedure.

This document has been read and approved by:

Principal: Mrs. Swenson

High School Music Director: Mr. Ferreira

Contract

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Student Agreement:

I, _____, have read the Millbury Marching Band Attendance/Behavior Policy. I have also read the calendar, and I am aware of the dates to which I am committing. I realize the importance that my attendance plays in the success of the marching band, and I agree to abide by the guidelines stated in this policy.

Student Signature: _____ Date: _____

Please fill out the rest in neat handwriting:

Instrument: _____

Grade: _____

Current Address: _____

Telephone: _____

Email Address: _____

Parental/Guardian Agreement:

I/We, the parent(s) of _____, have read the Millbury Marching Band Attendance/Behavior Policy. I/We have also read the calendar, and am/are aware of the dates to which my/our son or daughter is committing. I/We agree to help our son/daughter to fulfill his/her obligation.

This form needs to be signed by whatever parents the student lives with. One or two.

Signature: _____ Date: _____

Signature: _____ Date: _____