



# EISENHOWER HIGH SCHOOL INSTRUMENTAL MUSIC DEPARTMENT

MR. CHRISTOPHER TRASKAL, DIRECTOR

MRS. LAWANDA PARKER, ASSISTANT DIRECTOR

## MARCHING EAGLES: ATTENDANCE POLICY

Thank you for your participation in the Marching Eagles! Your commitment to the success of the ensemble will be directly reflected by your attendance and preparation for each and every rehearsal and performance. The attendance policy will go into effect upon the first day of New Marcher Orientation/Home Camp in June and will remain in effect for the entire year. Success is a group endeavor!

**It is mandatory for each member to attend every rehearsal and performance on time, prepared and ready to work the *entire* scheduled time. There are six acceptable and excused reasons for missing a rehearsal or performance:**

1. **Personal Illness** (please inform Mr. Traskal if student misses school on rehearsal/event days)
2. **Death in the family**
3. **Day of religious conviction**
4. **Emergency\*** (Medical emergencies must be accompanied by a physician's note/documentation)
5. **Approved School Events** (Field Trips, School Meetings, etc.)
6. **Pre-Arranged Absences:** (Must be approved ahead of time using the criteria below)

*\*If an emergency occurs the day or night of an event, call/email Mr. Traskal and let your child's student leader know as well. Please bring any excusal documentation to the next band event or to Mr. Traskal as soon as possible.*

Unacceptable and unexcused reasons for absence include hair appointments, doctor appointments, drivers training, and work of any kind including babysitting. **Work is never** viewed as an excused or acceptable reason for an absence in the Band or at Eisenhower in general.

## CALENDAR

- Please be conscious and aware of the calendar. We work hard to have it completed before any student registers for the Marching Eagles. It is available on the Instrumental Music website ([www.ikebands.com](http://www.ikebands.com)) and a printed version is always available in the band room.
- Every effort will be made to avoid calendar changes. In the event a change must be made, every effort to give at least two weeks notification will be made.
- The calendar is given early each season so that all appointments may be made outside of the band schedule and if there are conflicts there is plenty of time for review to be made by the band staff.
- Please be prepared for the event of playoff games. We will be expected to participate in all Home Playoff and "Neutral Site" games if our team participates.

## EXCUSES/APPROVAL

- Sometimes situations cannot be avoided but are justified. These must be cleared in advance with the Director at least two weeks in advance for rehearsal and 4 weeks for performances, home/mini-camps. Away camp absences must be approved before joining the ensemble. A conflict that is submitted less than the above timeline from a schedule event will be left to the discretion of the director.
- *\*Please Note: Only excuses for emergency situations will be accepted after an event. Excuses must be turned in to the director by the start of the next band event that the member attends.*
- All Absences must be submitted on an "Absence Form" and given/emailed (PDF) to Mr. Traskal.



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## LATE/EARLY DISMISSALS

- Late arrivals and early dismissals must be approved through the Director. The same steps and timeline must be taken as listed under the EXCUSES/APPROVAL section.
- Consistent tardiness to rehearsals and performances impedes the flow of the Band's progress and negatively affects the morale of the organization.
- Beginning with the second unexcused tardy, you will be charged with an unexcused absence.

## UNEXCUSED ABSENCES

The following procedure will be followed for absences from **rehearsals**:

- After the **first unexcused absence** from a rehearsal, parent(s)/guardian(s) will be contacted. The student may be suspended from the next pre-game and/or show performance. They are still required to attend other rehearsals and the performance with the intent of performing.
- After the **second unexcused absence** from a rehearsal, parent(s)/guardian(s) will be contacted and a formal meeting will be called with the student, parent/guardian, and staff members. The student *will not* receive their "year award" at the banquet, and could be dismissed from the ensemble.

The following procedure will be followed for absences from **performances**:

- After the **first unexcused absence** from a performance, parent(s)/guardian(s) will be contacted. The student will not be given their "year award" at the banquet. Skipping a performance hurts the entire ensemble and could result in the dismissal from the Marching Eagles. The student will be subject to further disciplinary action at the discretion of the Directors.
- After the **second unexcused absence** from a performance the directors will determine the future status of the student's Marching Band membership, which will likely result in dismissal.

## MEDICAL

- If you are medically unable to perform at a rehearsal or performance, you are still expected to attend if cleared to do so; this must be discussed with director in advance. You will benefit from listening and watching the performance!
- If you miss a rehearsal or performance because of a *medical emergency*, please bring a doctor's excuse with you to give to the director for files. This will verify an excused absence.

## APPOINTMENTS

- Please plan any *appointments* to avoid rehearsal and performance conflicts. The calendar is presented at the beginning of the season for this very reason.
- **Any conflict that does not fall in the six acceptable reasons for missing must be approved by the director 4 weeks prior to missing the performance or 2 weeks for rehearsal.** Students who neglect to take this step will be subject to penalties as listed under unexcused absences.

## WORK

- Work, of any kind (including babysitting), is not considered an excused absence from any rehearsals or performances. **Be sure to schedule your work schedule around band rehearsal/performances.** The calendar is given out early for this reason!
- Any student who misses a rehearsal or performance due to work will be charged with an unexcused absence and could be subject to dismissal from the Marching Eagles.



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## HOME CAMP

Home Camp is the first step in what is bound to be a wonderful band season! In addition to learning the basics of being a "Marching Eagle", many organization/paperwork steps are completed at this Camp (Band Camp rooms, Drill Assignments, Music Distribution, etc.). Students are expected to attend unless the excuse falls in one of the excused absences reasons.

## BAND CAMP

- **Marching Band Camp should be considered mandatory for all members of the Marching Eagles.** Students missing formal band camp without permission or approval from the director will not be permitted to perform with the band during the season.
- Students who have conflicts must be given permission to miss band camp before they sign up for the Marching Eagles, unless it is an emergency.
- Even with approval (which is rare), if a student misses camp, they are responsible for learning drill and music. Students missing camp *may not* be permitted to perform at any event until they are deemed ready and fit by the Director.

## FALL MINI CAMP

Fall Mini Camp is a critical part in the preparation for our biggest performances. This time serves as the foundation for improvement and is second biggest block of instruction for our organization. Students are expected to attend unless the excuse falls in one of the excused absences reason.

Please Note: Family Vacations will be excused if excuses are given the minimum of 4 weeks prior to the start of Mini-Camp, however we ask to try and plan around this important weekend.

## CONFLICTING ACTIVITIES

*All activities must be discussed and agreed upon prior to the start of the season.*

- A calendar must be provided to each organization before the start of Home Camp.
- Students participating in other Eisenhower HS activities **MUST** split time evenly. This will be at the discretion of the director and coach/advisor.
- Students making this decision should discuss this decision thoroughly with their parents and/or guardian.
- If the student belongs to a non-Eisenhower organization, which may be occurring, rehearsing, or meeting during the same time, the Marching Eagles will take preference.
- Another Eisenhower HS group event that is a game/match/meet will take preference over a marching band rehearsal; a marching band performance will take preference over any other Eisenhower practice, game, or meeting.
- In the event that an Eisenhower game or event is scheduled opposite a marching band performance, the student must inform the Director at least four weeks in advance of the conflict, so that a solution may be reached between the coach and director. The Band Director's decision will be final, and subject to the above attendance policies.
- If a student's involvement in two organizations begins to jeopardize one or both groups, a parent/guardian meeting may be called to discuss student involvement. If this is detrimental to one or both organization students may be asked to re-consider their level of involvement.

***Final decisions are left to the discretion of the band director and/or school district. Please understand that decisions are made to first and foremost preserve the education and success of the program and are made in the best interest to the entire group.***