

## **Student Attendance Policy – BOLD-BLHS-RCW Theatre Department**

### **Purpose:**

Theatre is a team activity that depends on every student's commitment, presence, and participation. Just like in sports, when one student is absent it affects the entire cast, crew, and the quality of our production. This policy ensures accountability, fosters respect for others' time, and helps maintain a high standard of excellence.

**Attendance Expectations:** Daily attendance will be taken by the director in the same manner as school attendance is taken.

**Mandatory Rehearsals** - All rehearsals listed on the official google calendar are mandatory unless otherwise noted as leads-only, ensemble only, or tech-only. We divide our cast into the following groups:

Leads- all rehearsals   Ensemble- mostly Tues/Sat   Tech/Crew- Start Oct 1.

**Note:** *The Bird Island School doors open about 20 minutes before Call Time.*

**Call Time** is when all cast and crew are expected to be present, signed in, and ready to begin warm-ups, notes, or rehearsal prep.

**Start Time** is when the group begins physical work (blocking, tech, rehearsal, etc.).

*\*For most regular rehearsals- Call time is 20 minutes before Start time unless otherwise noted!*

**Excused Absences** - Acceptable reasons for missing rehearsal include:

**Illness/Injury** (with parent/guardian confirming the issue.) Continued illness/injury will require a doctor's note if a student will miss 3 or more rehearsals and an expected "return to activity" date must be listed.)

**Family emergencies.**

**Pre-approved** school events or extracurricular conflicts like school sports.

*\*If you change your schedule after being cast in a show, the director has every right to do what is best for the show; which could be recasting a student's part(s) due to the number of absences they will need for the activity/sport.*

**Religious obligations-** We do not practice on holidays, religion class nights or during church hours.

**Unexcused Absences** - The following are **not** acceptable reasons to miss rehearsal and will be considered unexcused: "I forgot.", "I didn't have a ride.", "I needed a mental health day.", "I was tired.", "I had homework." (Time management is expected.), "I didn't feel like coming.", "My phone wasn't working.", "I needed a break."

- Skipping for any other reason- will not be tolerated.

### **Consequences for Unexcused Absences in the Theatre Department:**

**1st Offense:** Verbal warning and documentation

**2nd Offense:** Meeting with director and possible reassignment of part(s) if the director feels this is a pattern, parent/guardian contacted

**3rd Offense:** Removal from role and transferral to a lesser role if available

**4th Offense:** Dismissal from the production or crew; parent/guardian contacted

*Note: The directors reserve the right to bypass steps as needed. Attendance issues from previous shows is also a large factor in this decision.*

**MSHSL Extracurricular Participation Rules-** Students absent due to illness- any part of the school day- are not allowed to participate in afterschool/evening activities, including sports practices, fine arts rehearsals, or other events (school dance, pep fest, etc.)

### **Communication is Key**

If a student knows they will need to miss a rehearsal, the parent or guardian must notify the director, via a phone call or in person, **at least 24 hours in advance (or more)** or it is considered an unexcused absence. (A text is fine also, if it comes from a parent/guardian.)

Last-minute emergencies should be communicated to the director via a phone call or in person by a parent/guardian.

\* We will no longer accept texts from students as "excuses" to be absent. This includes late arrivals.

\* Students notifying other students of their absence and asking them to relay the message- is absolutely not acceptable, unless it is an emergency. In which case, we do expect a call/text from the parent as well.

### ***Note from the director:***

***The countless hours our directors, staff, volunteers, cast and crew dedicate to these productions is often taken for granted by those who do not "show up" and it is disheartening when our commitment is not reciprocated. When consistent effort and enthusiasm are met with disregard and lack of accountability, it becomes increasingly difficult to sustain the passion that drives the work. Therefore, we must hold students accountable and take action when expectations are not being met.***

***Thank you for understanding and for being responsible!***

***Debora 320-579-0330 - cell***