

ABSENCES, TARDIES and MAKE-UPS

CLASS AND REHEARSAL ATTENDANCE IS REQUIRED

The Academy recognizes that students may miss class on occasion for valid reasons. Otherwise, students are required to attend all classes and class-related activities, including scheduled rehearsals, arriving on time and prepared for the session. Attendance is monitored and reported daily. ***Students' parents must contact the Academy and the student's home school to excuse the student from school.*** Long term (more than two days) absences must be planned and approved in advance.

The student is responsible for any class work, examinations, homework or lessons missed as a result of an absence and the responsibility rests with the student to consult with the instructor about making up missed work. Attendance during each Academy production is required. It is very important for students to plan ahead and to clear planned absences in advance with instructors.

Unexcused absences (*absences not approved or communicated by parents*) may result in the following:

- ***Required conference with the instructor***
- ***Referral to Counseling and Psychological Services***
- ***Contact with family***
- ***Academy probation***
- ***Excess unexcused class absences and missed rehearsals may result in being replaced in a production***
- ***Zero participation grade for the day***

Students are required to attend scheduled rehearsals unless their absence is unexcused. If a student is unexcused on the day of a called rehearsal, that student will be prohibited from attending rehearsal that evening. They will also be required to extend apologies to all cast members put out by the absence.

S/He will receive a zero for the class and for the nighttime rehearsal. It is vital to the play and fellow cast members that students attend all rehearsals.

REPORTING AN ABSENCE

In order for an absence to be excused, parents or guardians are responsible for informing

The Academy for the Performing Arts and the student's Home School.

Parents or guardians should call

Chagrin Falls High School attendance line

440-247-2043

AND student's Home School attendance line before 8:00 a.m. on the day of the absence.

IMPORTANT! Any absence not reported by the parent or school prior to the absence will be UNEXCUSED and cannot be made up. The student will receive a zero for the day and a zero for rehearsal if they are in a play. An unexcused absence will prohibit the student from attending rehearsal that night. Unexcused absences cannot be made up!

If a student is tardy, they will lose points (up to 5) depending upon how late they arrive. Any time a student is absent without a call from parent or guardian, the parent or guardian will be called.

STUDENTS MAY NOT CALL THEMSELVES IN FOR ABSENCES OR TARDIES

I acknowledge that I have read and understood the above policies and procedures in its entirety and agree to abide by them.

Student's name: _____

Parent's name: _____

Parent's Signature: _____

Date: _____

