

Dear Parents of 2024-25 Students,

Welcome to the Troy High School Band Program! As you will soon see, this experience is not limited to the playing or exploration of music; it intrinsically fulfills, and changes lives forever. It is with great enthusiasm and anticipation that we embark on this musical journey together.

A course handbook is provided to inform parents and students of the policies, procedures, opportunities, and expectations established for high school band membership. The handbook may be found on the Troy High School Band website at www.troycoltbands.org, under “File Cabinet” / “Class Syllabus”. It contains information for students enrolled in marching band, color guard, cadet band, campus band, concert band, percussion, symphonic band, and jazz ensemble. Please review this information with your child. It will enhance the education and development of each student, guaranteeing a satisfying and stimulating music experience.

During the school year, information will be made available on private lesson teachers, concerts, festivals, workshops, clinics, outside performances, summer camp programs, scholarships, opportunities in college for both music and non-music majors, and more. Any inquiry related to enhancing your child’s musical experience will gladly be answered.

Please take time to become involved with your child’s musical experience by monitoring progress and encouraging practice. You have provided your child a very valuable opportunity, that of being a performer, which allows a unique avenue of expression through music experiences. Your attendance at culminating performances is the greatest show of support you have to offer.

Mr. Greenwood and I encourage you to maintain communication with us regarding your student’s participation in band. A phone call or email will eliminate a potential misunderstanding or confusion in most situations. Please leave a message on our voice mail if we’re not available at 248-823-2794 or email us at bnutting@troy.k12.mi.us or jgreenwood@troy.k12.mi.us.

Towards Musical Excellence,

Brian P. Nutting
Director of Bands
Troy High School

Jacob A. Greenwood
Associate Director
Troy High School

Troy High School Bands Performing Ensembles Course Syllabus 2024-25

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TROY HIGH SCHOOL BANDS

Brian P. Nutting, Director
Jacob A. Greenwood, Associate Director

Marching Band

The Troy Colt Marching Band (TCMB) is comprised of *all members* of the Cadet, Concert, and Symphonic Bands during the first ten weeks or so of school. Because the band learns all music and drill at band camp, attendance is mandatory. Season performances include varsity football games, parades, marching invitationals, Colt Spectacular, and the MSBOA Marching Band Festival in October. The marching band rehearses during class and Mondays after school, 2:30-5pm.

Summer Sectionals

Summer sectionals run weekly (beginning in mid-June) and are held as designated by student section leaders. A schedule of these times is printed and distributed yearly prior to the close of the school year. It is understood that families often schedule vacations during these months and students are excused for this purpose. ***Students are responsible, however, to communicate all absences to section leaders in advance.*** When a student is *not* on vacation, it is expected that they attend all sectionals. In addition, each instrument section will have two sectionals with the directors the week immediately preceding camp.

Band Camp

Each year during the month of August, band members assemble for a week-long band camp. This is necessary and essential to adequately prepare for the marching season. ***Attendance is critical for the duration of camp.*** Dates for band camp are announced at the start of each school year so that families can plan to clear these summer dates.

Following the marching band season, each student (including percussionists) will continue as a member of the Cadet, Concert, or Symphonic Band. Chair placement auditions will be held toward the end of the marching band season. The grade from this audition comprises 20% of the first marking period grade.

Symphonic Band

The Symphonic Band is comprised of students in grades 9–12. It is a balanced instrumental ensemble providing students the opportunity to perform advanced repertoire exploring various idioms and periods of music. *Private instruction is recommended for all students in the ensemble.* Performances include a Winter Concert, Festival Concert, MSBOA District and State Band Festivals, Showcase of Bands, Spring Concert, Spring Trip, and other performances at community and school functions. All students are members of the Marching Band.

In addition, all Symphonic Band students are *highly encouraged to participate in district solo and ensemble festival.* Extra credit will be given for participation in community youth bands (such as Detroit Civic Ensembles, Metropolitan Youth Orchestras, etc.) and attendance at other university or professional band concerts. The director may remove Symphonic Band members who do not fulfill musical or rehearsal/performance obligations of the ensemble.

Symphony Orchestra

Director-appointed principal players from the Symphonic Band rehearse with the Symphony Orchestra during band class on Tuesdays and Thursdays. They perform on designated concerts, MSBOA District Festival, and frequent Spring Trip performances.

Cadet and Concert Band

The Cadet and Concert Bands are comprised of students in grades 9–12. Class lessons include daily warm-up/scale drills, technical exercises, sight-reading drills, theory work and rehearsal of appropriate level band literature. Performances include the Winter Concert, Festival Concert, MSBOA District and State Band Festivals, and the Spring Concert. All students are members of the Marching Band. All students are *highly encouraged to participate in district solo and ensemble festival.*

Campus Band

The Campus Band is comprised of students in grades 9–12. Class instruction includes the development of rhythmic reading skills, optimal tone production and musicianship skills. Upper classmen may elect to play a secondary instrument in this ensemble. Performances include the Winter Concert, Festival Concert, Spring Concert, and potentially MSBOA District Band Festival.

Color Guard

Color Guard is a first semester course comprised of students in grades 9–12. Color guard members interpret the music of the Marching Band via synchronized movements via flags, other equipment, and dance.

Jazz Ensemble

Jazz Ensemble is available to interested students who play saxophone, trumpet, trombone, or rhythm section instruments and is taken for credit. *Membership is by audition.* In addition to learning and performing in the jazz idiom, improvisation is also explored and developed. Performances include (but are not limited to) the Winter Concert, Festival Concert, Colt Celebration, State Jazz Festival, and the Spring Concert.

Percussion

Percussion, a performance ensemble for the new and developing band student is comprised of all percussionists in grades 9–12 during the 1st semester. Students in percussion will study, practice, and perform a wide variety of percussion literature with emphasis on the continual development of technical facility, precision movement and musical notation reading skills. Performances include all TCMB performances and the Winter Concert.

Challenges

There are no challenges. However, periodic, unannounced performance examinations may affect the chair placement of student musicians within an ensemble.

AP Music Theory

Advanced Placement Music Theory focuses on the building blocks of music. Elements of pitch, rhythm, musical form and design are studied at length. The development of a student's ability to recognize, understand, and describe the materials and processes of music presented in a score are achieved through aural, analytical, and compositional exercises. Building on this foundation, the course progresses to include more creative tasks, such as creating a well-crafted melody, harmonizing a melody selecting appropriate chords and many more compositional techniques.

Intro to Music Technology and Recording

In a technology-driven world, this course is designed to allow interested student hands-on experiences in producing and recording music. With access to state-of-the-art recording studio gear, students learn professional recording techniques and compositional methods while mixing and editing with industry standard software (ProTools). This course will offer authentic field experiences, provide an advantage to students entering a college-level program, and develop essential skills required to pursue a recording career post high school.

Guiding Operational Principles

I. Attendance

Attendance records are kept for all sectionals, rehearsals, and performances. Each unexcused absence from a sectional or rehearsal will result in a lessening of the student's grade (A to A-, B+ to B, etc.). An unexcused absence from a performance is a more serious offense that will result in a lessening of the student's grade (A to B, B to C, etc.) and could lead to suspension from future activities or performances. **Absences will be determined "excused" at the discretion of the director and should be submitted for approval in the season performance contract. NOTE: Submitting a request for an excused absence does *not* guarantee approval.**

STUDENTS SHOULD NOT EXPECT TO BE EXCUSED FROM PERFORMANCES.

Since band is a performance-oriented class, and most concerts and performances occur in the evening or weekends, time outside the school day is required. By enrolling in band, you have committed to a team and have a responsibility to be in attendance. The band can only rehearse or perform at its best when all members are present. **There will be no circumstance under which students will be excused from a performance for work or extracurricular activity.** Attendance at all rehearsals and performances is vitally important. The band functions together as a unit, and any time a given student is absent, it diminishes the results obtained by all other band members. All members are equally important.

II. Grading

Band grades are not given; they are earned. Whether in Campus Band, Cadet Band, Concert Band, Symphonic Band, Color Guard, Percussion, or Jazz Ensemble, the grade reflects your level of preparation. This includes evidence of practice and improvement, participation in performances, rehearsal discipline, effort, care and respect for equipment and instruments, written and playing tests, attendance, and achievement of musical performance goals.

III. Grading Rubric

Students who receive a high grade, or an "A", will have displayed the following:

- a. Perfect attendance (at out-of-school rehearsals and performances)
- b. Evidence of consistent and regular practice
- c. Exemplary rehearsal discipline and participation
- d. Consistent preparedness for class
- e. Punctuality
- f. Demonstration of improved playing and marching skills
- g. Knowledge of instrument and music studied/marching drills and positions

Students receiving a "B" will have satisfied the above expectations but with minor deficiencies in classroom preparedness, discipline, and /or playing skills or playing tests.

Students receiving a "C" will have displayed the following:

- a. Shown evidence of occasional practice
- b. Shown minimal improvement in playing and marching skills
- c. Submitted incomplete assignments
- d. Demonstrate inconsistency in classroom preparedness, punctuality, discipline, or exhibit disruptive behavior

Students receiving a “D” or “E” will have demonstrated a lack of interest in or understanding of the procedures and requirements of the class as stated above. They may have been absent from performances or not completed playing tests. These students may also have exhibited rehearsal discipline that is disruptive or apathetic, preventing the band from being successful.

The success of a performing ensemble is dependent upon participation, dedication and commitment by all members. Band is more than just music! Practice is the “homework”, rehearsals are tests, and performances are final exams. More importantly, whereas individual test scores in an academic class have no bearing on the outcome of other students in that class, missing rehearsals or performances in band lessens the overall success of the entire band performance.

IV. Transportation

For all performances outside the city of Troy, transportation will be provided. Students should notify parents in advance as to our expected return time to Troy High School.

V. Rehearsals

Punctuality and preparedness are critical to the success of all ensembles. All students are expected to have a pencil, music, Pyware marching drill app, and supplies (i.e., mutes, mallets, etc.) at rehearsal. Woodwind players should always have a minimum of two spare reeds; brass players should always have valve or slide oil and appropriate mutes.

During rehearsals, cell phones are to be stored in backpacks or pockets.

Students will be assigned an instrument storage locker – please keep instruments secured at all times. Locks are available upon student request. Avoid leaving personal possessions or valuables in the music room and secure what must be brought to class. Folders are not to be left on music stands, chairs, on the floor, etc. Please use the music folio storage cabinets for concert and jazz music. It is sometimes necessary to access your music folder in your absence. As the folders and music are the responsibility of the individual, students will be charged for lost music.

VI. General Conduct

We believe that positive, respectful relationships are the key to our success. The following qualities characterize the model band member:

- R** esponsibility, Resilience
- E** mpathy
- S** elf-Discipline
- P** ositive Attitude, Pride and Passion
- E** nthusiasm, Energy
- C** ooperation, Compassion
- T** rustworthiness

VII. Academic Misconduct

All policies and procedures outlined in the Troy High School Code of Conduct apply to band students at all times. In addition, all guidelines and expectations established for travel will be strictly enforced with violations resulting in dismissal from the band program.

VIII. Disciplinary Procedures

For any band to run smoothly and efficiently, discipline must be both strict and fair. The interest of the organization must come first. To ensure fair treatment, the following discipline policy will apply to all individuals:

Any act of misconduct or violation of band policies will result in a director-student conference. The director will point out the violation to the student, explaining this point of view and statements from this handbook relative to the incident. It would be possible here to successfully resolve the problem.

If the same student commits a second offense (not necessarily the same offense), a conference with the students' parents, the director and the student will result. It would be possible here to resolve the problem.

If problems persist, dismissal from the band may occur.

IX. Uniforms

Each band member is issued a marching and/or concert uniform by the Troy School District. The uniforms have been professionally dry cleaned prior to distribution. The complete uniform must be worn at all performances.

Concert Uniform:

Men - Concert black tuxedo jacket
Concert black tuxedo trousers
Concert black cummerbund
Concert black tie

Students must supply:

Black dress socks
Black dress shoes

Purchased through Band Boosters:

White, wing-tip tux shirt

Women - Concert Dress

Student must supply:

Black dress shoes (closed toe, no flats)
Black nylons

Marching Uniform:

Fall - Marching jacket with baldric
Black marching pant
Marching hat
Gauntlets
Plume
Beret (sousaphone players only)
Raincoat
Garment bag

Students must supply:

Solid black, crew length socks

Purchased through Band Boosters:

Black marching shoe
White marching gloves
TCMB Compression Shirt
TCMB Athletic shorts

Summer - Summer shirt

TCMB Athletic shorts (provided for a fee)

Color Guard*- Pregame jacket and pants

Flag bag

Purchased through Band Boosters:

Halftime costume

Color Guard shoes

**There are additional costs for the halftime/competition uniform*

Jazz Ensemble:

Uniforms change on a yearly basis for both men and women. More information will be communicated at the start of the school year.

Each uniform is assigned for the year. It should be worn properly and with dignity. A yearly dry-cleaning fee is assessed for the uniforms. The music department is responsible for providing each student with a proper fitting uniform, in performance condition and dry-cleaned.

Students are financially responsible for the issued uniform(s) and for return items in the same condition issued. Minor repairs needed during the year are the responsibility of the parent and student (i.e., broken zippers, buttons, hems, and seams). The repairs are to be completed by a qualified seamstress. **All uniforms are stored at school in assigned uniform cabinets.** All uniforms must be properly hung and stored. The Troy School District will assess fees for all damaged ruined, torn, or missing parts. Dry cleaning during the school year may be necessary, although it is not necessary to return the uniform freshly cleaned at the end of the school year.

X. School Owned Instruments

Any member using school owned equipment is expected to care for and properly maintain the equipment. If the instrument has a case, it should be completely latched. **PLEASE NOTE:** The student must pay for any damage incurred other than normal wear. This includes, but is not limited to dents, scratches, chipped mouthpieces, lost parts, or screws, broken drumheads, bent rims and other hardware, and bent ligatures. **Any student using a school owned instrument must complete an Instrument Loan Agreement (including marching percussion).**

Percussionists are expected to maintain and care for all school owned percussion instruments and mallets. All percussionists should practice preventative maintenance. If you see something wrong with an instrument, please point it out to the director. **Campus, Cadet, Concert and Symphonic Band percussionists must supply their own stick bag complete with one pair of concert snare sticks, timpani mallets, marimba mallets, bell mallets and drum key. These items may be purchased as a discounted bundle through Marshall Music.**

Percussionists must properly store all school-owned equipment at the end of every rehearsal. If a piece of equipment (including drums, heads, mallets, etc.) is damaged as a result of student negligence; the student(s) responsible must pay for the repair or replacement. At the end of each quarter, the director will indicate any fines the student owes.

XI. Practice Room

Our practice rooms are designed for practicing only. They should be kept clean for use by all students. These rooms will be monitored and students using them will be held accountable for their condition. Any damage should be reported immediately. Failure to adhere to these rules will result in revoked practice room privileges.

XII. Required Volunteer Hour

All band students are required to contribute 1.5 service hours to the band program on a yearly basis. It is recommended that student's seek opportunities to complete service hours during the first semester. Student service hours are logged and in affect final year grades. NOTE: It is impossible to receive a final grade of "A" without having completed the service hour by the end of the school year.

XIII. Music Awards

A chenille music letter is earned after one full year in band or two seasons of marching. It is available for purchase through the band boosters. Various band awards are presented to students who volunteer services to the school music program in addition to fulfilling those requirements of the daily ensemble class. Awards include (but are not limited to) the following:

John Philip Sousa Band Award

This award is presented each year to an outstanding senior band member who displays superior musicianship, merit, leadership, dependability, loyalty, cooperation, and other positive qualities of conduct. The senior band member receives a lapel pin, a certificate, and a marble desk piece with medallion. The student's name is placed on a plaque permanently displayed in the band room.

Patrick Gilmore Band Award

This award is a runner-up to the John Philip Sousa Award honoring the same qualities of musicianship and dedication. The recipient receives a plaque and the student's name is placed on a plaque permanently displayed in the band room.

Louis Armstrong Jazz Band Award

This award is presented to the outstanding senior jazz musician. The recipient receives a marble desk piece with medallion, a lapel pin, and a certificate. The student's name is placed on a wall plaque permanently displayed in the band room.

Woody Herman Jazz Band Award

This award recognizes an additional outstanding individual of the jazz ensemble. This award is the runner-up to the Lois Armstrong Award. The recipient receives a plaque and the student's name is placed on a separate plaque permanently displayed in the band room.

Leonard Bernstein Musicianship Award

In his long career Bernstein made an indelible mark on the musical world as a conductor, composer, and teacher. This award honors students whose musical contributions, dedication, and creativity set them apart as deserving of the highest recognition for their achievements. The recipient receives a plaque and the student's name is placed on a separate plaque permanently displayed in the band room.

Quincy Jones Musicianship Award

In his long musical career Quincy Jones has done it all as a composer, arranger, performer, producer, and teacher. Every music program has those students who share this boundless energy and musical versatility. With his approval we initiate this award to encourage students in their pursuit of music. The recipient receives a plaque and the student's name is placed on a separate plaque permanently displayed in the band room.

National School Marching Award

This award recognizes outstanding contributions on the field. It honors the musical contributions and dedication of student leaders whose example inspires others. The recipient receives a plaque and the student's name is placed on a separate plaque permanently displayed in the band room.

National School Color Guard Award

This award recognizes a color guard member's outstanding contributions on the field. It honors the musical contributions and dedication of student leaders whose example inspires others. The recipient receives a plaque and the student's name is placed on a separate plaque permanently displayed in the band room.

Colt of the Year Award

This award is presented to an outstanding marching band student who exemplifies the highest qualities of leadership and loyalty represented in the Troy Colt Marching Band.

Most Improved Musician Award

This award is issued to recognize the student who made the most significant progress as an aspiring musician.

Outstanding Musician Award

This award recognizes an exceptional, dynamic musician who sets a brilliant example for conduct and commitment.

Libby Reynolds Spirit Award

This award recognizes individuals who contribute abundant spirit to the band notable spirit to the band as exemplified in various ways.

XIV. MSBOA Performance Opportunities

The Michigan School Band and Orchestra Association (MSBOA) sponsors all district and state festivals. These festivals allow students the opportunity to perform for professional music adjudicators. The adjudicators listen, comment verbally on tape and critique in writing. These adjudications are later returned to the director and shared with students who review areas of strength and weakness in performance.

The performance is issued a rating on a scale of “I” or First Division, through a “V” or Fifth Division. A Division I rating represents an excellent level of performance and musicianship for the event being judged. A Division V rating represents an unsatisfactory performance.

MSBOA rehearsal and performance dates are communicated via the Troy Colt Bands Newsletter and the Troy High School Band website at www.troycoltbands.org.

MSBOA Marching Band Festival

The Troy Colt Marching Band participates in the MSBOA District Marching Band Festival hosted at Troy High School. This is an adjudicated event with each band receiving an overall rating.

MSBOA District Solo and Ensemble Festival

This is highly encouraged for all students. A student may enter as a soloist, as an ensemble player (up to eight), or both (no more than three total events). Those who enter as soloists *must have* the piano part played by a hired accompanist (a list will be made available). By entering the festival, you are committing yourself to preparing a solo or ensemble and accepting musical critique to enhance personal musical development. Students who study privately should participate. If you do not study privately, please consult with the director regarding musical selection. A special “mock” festival or practice performance may be held for participants to perform their solo & ensemble event(s) for adjudication and comments prior to the actual festival. Students who receive an “I” at district level qualify for State Solo and Ensemble Festival.

Chamber ensembles (flute, clarinet, double reed, saxophone, trumpet, French horn, trombone, and percussion) are formed yearly, by director invitation, to participate in District and State festivals.

MSBOA State Solo and Ensemble Festival

In addition to the solo performance (50%), students must also sight read (25%) and perform assigned scales (25%). Students who enter Proficiency II or III and achieve a high rating (usually in the 90’s) may be nominated for Youth Arts Festival Honors Band or State Concerto candidacy. Chamber ensembles who earn a first division rating at district festival will advance to state festival.

MSBOA District Band Festival

All members of the Cadet, Campus, Concert, and Symphonic Bands are required to participate in the district band festival. The band prepares three musical selections, one selected from a required music list and two of choice, as well as sight-reading. In addition to receiving adjudicated comments, students are provided the opportunity to listen to other high school bands.

MSBOA State Band Festival

Upon receiving a Division I rating at District Festival, the band is eligible for MSBOA State Festival. The requirements for this festival are the same as those at district festival, with higher adjudication standards.

MSBOA District Honors Band

Each year, directors are asked to *nominate* up to twenty-students (10 underclassmen, 10 upperclassmen) for participation in District Honors Band. Selected students are mailed music and an information packet. The bands rehearse on a Saturday with a final rehearsal and performance on the following Monday (evening) and Tuesday (all day).

MSBOA All-State Honors Band and Full Orchestra

Students may elect to prepare required etudes and scales and submit a recorded audition for State Honors Band. Select students are chosen to participate in an elite statewide honors band. In January, a nationally recognized conductor prepares students over the course of two days of rigorous rehearsals to present a culminating performance on the DeVos Hall stage (Grand Rapids).

XV. Music Festival Trips

The Symphonic Band participates in an out-of-state music festival performance yearly. These experiences provide exceptional opportunity to perform for the world's most renowned adjudicators and clinicians. The band has participated in music festivals in Atlanta, Boston, Chattanooga, Chicago, Cincinnati, Gatlinburg, London, New York, Orlando, San Antonio, St. Louis, and Virginia Beach.

XVI. Duties of Leadership

Color Guard

- 1) Comprised of members who have successfully completed an audition (need *not* be a playing member of the band)
- 2) Function with the band at all marching events
- 3) Attend band camp
- 4) Follow all rules and regulations of the band
- 5) Directly responsible to the coach and band director
- 6) Captain(s) attend leadership meetings

Drum Majors and Assistant Drum Majors

- 1) Appointed by the directors (must be a playing member of the band)
- 2) Report to directors ½ hour early
- 3) Guide members in stands and at the start of marching rehearsals
- 4) Disseminate instructions to student leaders
- 5) Take attendance in class and at marching events (through section leaders)
- 6) Run rookie clinics
- 7) Set up/take down field equipment with help of assigned members
- 8) Teach marching drill
- 9) Organize pep band for away games
- 10) Report daily to band director at the start of class
- 11) Maintain discipline in the band
- 12) Conduct marching band uniform inspection
- 13) Distribute and oversee bus sign-up

Section Leader (marching season)

- 1) Usually, but not necessarily, first chair – appointed by the directors
- 2) Schedule music rehearsals
- 3) Instruct in areas of technique and musicality
- 4) Rehearse marching music
- 5) Test memorization requirements
- 6) Monitor individual's progress
- 7) Maintain section discipline reporting conflict when necessary
- 8) See that the band room and auditorium are left as found
- 9) Not responsible for marching and maneuvering instruction
- 10) Attend leadership training and meetings

Squad Leader (marching season)

- 1) Appointed by directors
- 2) Prepare squad by instructing drill, movement and choreography
- 3) Maintain squad discipline reporting conflict when necessary
- 4) Work with individuals on marching to maintain squad proficiency
- 5) Inspect squad uniforms prior to final inspection by drum majors
- 6) Not responsible for music instruction
- 7) Attend leadership training meetings

XVII. Addendum: TSD Universal Supports and Attendance Policy

Universal Supports

In the TSD, our mission is to ensure learning for all members of our school community. Below are building level supports and strategies that promote a positive, effective learning environment. Universal Supports can foster greater inclusion and engagement in the classroom. These supports are available to all students. Parents and students should work with classroom teachers to access any of the supports below:

- 1) Preferential seating
- 2) Large projects will be chunked with an opportunity for feedback in between
- 3) Copy of teacher or peer notes (PowerPoint, agenda/outline for the day, etc.)
- 4) Academic Support Center drop-in support available to all students
- 5) Study guides/review process to help all students prepare for summative assessments.
- 6) Use of assistive technology for student work (iPad/Laptop).
- 7) Teacher clarification of assignments and/or repeating directions.
- 8) Supplemental organizational support for students upon request: Graphic organizers, rubrics, checklists, guided notes, etc.
- 9) Extended time, as outlined by the department, in their late work and retake procedures.

In addition to the support listed above, we believe that all students need regular access to all support services, including school counselors. Students also need regular access to restrooms and water fountains. Students will be provided with the ability to move and be active throughout a class session.

Attendance

There is a direct correlation between academic success and regular attendance. We follow the THS/TSD attendance policy.

Tardiness: Students are expected to arrive on time for all classes. Students who arrive within five minutes after the start of class will be marked tardy. Students who arrive more than five minutes late must report to the main office and will receive an unexcused tardy. Students are afforded three tardies per class per secondary marking period without penalty. Subsequent tardies in any class will prompt the assignment of a detention. Ongoing tardiness shall cause additional disciplinary action.

Absences: Students are expected to attend class on a regular basis. Excused absences include mandatory court appearances, chronic/serious illness, religious observances, family bereavement, school-sponsored field trips/activities, school suspensions, or other reasons approved by a building administrator. For an absence to be excused, a parent must call the attendance office to notify the school within 24 hours of the absence.

If an absence is unexcused, students may not be permitted to make up the work missed or due during that period (this includes missed assessments/tests, labs, presentations, or other assignments). Any absence that is not excused within 24 hours of the absence will remain an unexcused absence.

Long-term absences, more than five days, must be prearranged and approved one week in advance through the submission of an Extended Absence form available in each school's main office. Long-term absences and chronic absences have a negative impact on student achievement. Many classroom experiences are not able to be recreated (discussions, lab work, group assignments) and can negatively impact a student's grade.