



Official Peace Through Play Volunteer Attendance Policy

Absences

Three absences per semester:

1 Absence = No action

2 Absence = Email from Director of Administration

3 Absence = 2nd Email Reminder (and conversation with coordinator)

4+ Absence = Removed from Peace Through Play that semester and placed on the concern list

Extenuating Circumstances

Coordinators are responsible for determining whether a volunteer absence may be excused if extenuating circumstances arise. Absences that fall under “extenuating circumstances” do not count toward the maximum 3 absences for volunteers. Sickness, family emergencies, and other emergency-like situations may qualify as extenuating circumstances.

Dress Code Attendance Policy

In an effort to promote professionalism in the classroom and designed to present Peace Through Play as a unified volunteer body, it is of utmost importance that volunteers adhere to the PTP dress code policy whenever in the classroom. This policy requires that volunteers **dress in appropriate Northeastern- or PTP- aligned shirts/sweatshirts, and wear appropriate pants/bottoms** (no leggings, flowy pants, ripped jeans, etc.) To emphasize this commitment to professionalism, a policy has been enacted allowing coordinators to dismiss volunteers from programming if they fail to adhere to these guidelines, resulting in that volunteer receiving an unexcused absence for that week.

Note: This is at **the coordinator’s discretion** to determine if the volunteer is/isn’t adhering to the dress code, within reason.