

# JENISON BANDS ATTENDANCE POLICIES

(from the Jenison Bands Handbook, available online at [www.jenisonbands.org](http://www.jenisonbands.org))

## NOTIFICATION OF ABSENCES FOR A PERFORMANCE

All concerts, festivals and marching band performances are required. These performances are equivalent to major tests in band. An absence from a performance requires a phone call or email to the band director(s) **FROM THE PARENT(S)**. A calendar of all known events for the school year has been made available to students and parents, and is ALWAYS available on our website, [jenisonbands.org](http://jenisonbands.org). Any changes to the schedule will always be announced in class, posted in the band room, and published on the website. It is the responsibility of both the student and parents not to schedule other events that conflict with band performances or rehearsals. Any known conflicts with these performances require a phone call or email from a parent to Mr. Zamborsky and/or Mr. Justice **at least** two weeks before the event, but preferably as soon as a conflict is found. Any emergency situation also requires a phone call or email. When leaving a message regarding an absence on the Band Office phone (616-667-3369), **the reason for the absence must be given**. A director will call or email back if there is a question.

**EXCUSED ABSENCES** will not receive a penalty; the student will receive full credit. Excused absences will be granted as follows:

1. Death in the Immediate Family - Parents contact the director by phone, by email, or in person as soon as possible **before** the absence.
2. Student Illness - Parents contact the director by phone, by email, or in person **before** the absence. Even if a student is sick during the school day, the parent must call or email the band directors.
3. Other reasons for absence will be handled on an individual basis. Parents, please contact the directors when problems arise. The band directors will decide if any conflict will be excused or unexcused.

*Students and/or parents should communicate with directors and coaches well in advance when there is a conflict between a performance and a Jenison High School sporting event. All persons involved i.e. coach, director, and administrator (as well as parent and/or student if necessary), will reach a decision that will be in the best interest of the student, performing ensemble, and athletic team.*

**UNEXCUSED ABSENCES** will be counted as a "0" in the performance category of a student's grade. Unexcused absences from performances include the following:

1. Work conflicts – Students with jobs MUST communicate with their employers in advance so proper scheduling can take place. (This includes babysitting.)
2. Special events such as parties, dinners for birthdays, etc.
3. Visiting relatives

***In ALL circumstances, a phone call or email from a parent to a band director is required.***

## NOTIFICATION OF ABSENCES FOR A REHEARSAL OR SECTIONAL

Parents must call or email the **band directors** to **state the specific reason** for any absences (or tardies) from a rehearsal or sectional. Illness, school functions or special problems may be excused. Excessive absences or tardies from rehearsals and sectionals will affect the student's grade. Work, babysitting, or heavy homework/studying loads will NOT be excused absences.

## TARDINESS

Be on time for all rehearsals and other commitments. Students are expected to be in their seats (or standing at attention in the basics block for Marching Band), ready to play and with all necessary materials at the designated time. Students will be allowed two unexcused tardies per semester. The third offense will result in an hour detention after school. The fourth offense will result in a phone call to the parents. A fifth offense will result in the student's grade being lowered by one letter. Repeated tardiness thereafter will result in a conference with the student, parent and administrator.