

Attendance Policy

09-10

In order to ensure the most effective use of rehearsal time, it is extremely important for each ensemble to have one hundred percent attendance. **Students will be allowed only two unexcused absences per semester.** Tardiness or leaving rehearsal early, unless excused, will count as $\frac{1}{2}$ of an absence. Promptness at rehearsals is important. Students are to arrive **at least 15 minutes** before the beginning of rehearsal to tune and check their names off on the attendance sheet by the door to the rehearsal room. Arriving at the exact time rehearsal begins is not "on time." If a student must leave early or arrive late, it must be pre-arranged through the NYSO office. If you are leaving rehearsal early, you must inform the rehearsal assistant for your orchestra when you check in for attendance.

Attendance is mandatory for all rehearsals and enrichment days; attendance records will be kept. In cases of unavoidable absence, such as illness or other emergencies, families are expected to notify Sarah Perron, Office Manager, at 978-578-6353 or sperron.nyso@gmail.com, or Lisa Maxwell, Executive Director, at 617-335-1484 or lmaxwell.nyso@rcn.com as far in advance as possible. Please leave your name, ensemble, and reason for the absence in your voice mail or email. **Written** notices must be given to **both** the director of your ensemble and to the office at least two weeks prior to any upcoming absence that is unavoidable, such as a school trip.

School games and concerts policy: NYSO allows absences for school sports games (not practices) **if** the student has notified the office and the conductor. At the beginning of each semester, students must bring in their school game schedule and receive approval from the conductor for all necessary absences. The office also needs to have a copy of these approved absences. In addition, students will be excused for school music concerts. NYSO honors school music programs and recognizes the priority that school concerts must have. We do our best to avoid these conflicts, but occasionally we will need to make this exception.

ALL CONCERTS are mandatory. Students who cannot perform in a concert will not be allowed to participate in rehearsals for that concert. The reason for the absence is not the issue; the absence itself affects the musical performance of the entire group.

Any absence from the **two rehearsals preceding a performance, especially the final rehearsal just before the concert**, has a serious impact on the entire orchestra. Absences, for any reason other than a scheduled school musical commitment, illness or emergency are unacceptable. Should an unavoidable situation arise ahead of time, a written request must be given to and approved by the office and to the director of your ensemble.

Past NYSO experience has demonstrated that more than two absences from rehearsal within a semester, whatever the reason, are likely to have a negative impact on both the musician and his or her ensemble. Consequently, the Music Director and the Executive Director will review attendance with any orchestra member whose attendance falls below this standard. Decisions will be made on a case-by-case basis. Actions and remedies may include exploring a student's commitment with the conductor or Executive Director or in extreme cases, dismissal from NYSO.

Family vacations – Please try to plan family vacations or outings so they do not conflict with rehearsals. Avoid missing two rehearsals in a row. New and vital information is passed on to students at each rehearsal.