

## GTCYS Attendance Policy – NEW!

### ***\*PLEASE READ THE NEW POLICY CAREFULLY \****

Rehearsals are the heart of the GTCYS experience. Consistent attendance at rehearsals is essential to educational quality, performance quality, ensemble morale and membership retention. GTCYS can provide a high-quality program only if its members are committed and prepared.

#### **The number of permitted absences varies by orchestra. Philharmonia students are allotted:**

- TWO absences from September 15 through the December 5 Community Concert (1st concert period)
- THREE absences from January 5 through the April 12 Community Concert (2nd concert period)
- ONE absence from April 16 through the May 6 Spring Festival (3rd concert period)

Your GTCYS conductor will excuse, within reason, additional absences for school band and orchestra events; a signed note from the school teacher is required.

Any student reaching the permitted maximum within a concert period will receive a reminder notice from the GTCYS office.

Any student exceeding the permitted maximum within a concert period will receive a notice from the GTCYS office that s/he needs to sit out of GTCYS until the next concert period. No refunds will be issued in this situation.

S/he may petition the Artistic Director for reconsideration. The Artistic Director's decision, made after consulting with the student's conductor, is final.

The Artistic Director may give the student leniency if there are extraordinary circumstances. Students should note that over-scheduling makes it extremely difficult to fulfill your obligations to anybody-which hurts everybody. Also, in today's busy world, keeping track of your schedule is a vital skill. Being overscheduled or double-booking yourself are not acceptable excuses for missing a rehearsal or concert. Plan ahead and check your calendar regularly.

#### **Parents and students are urged to work together to schedule college interviews, SATs, vacations, etc. at times that do not conflict with GTCYS activities.**

**Promptness** All musicians should arrive at least 15 minutes before the beginning of each rehearsal. During that time, musicians set up instruments and stands, warm up, and should be ready to tune 5 minutes prior to the rehearsal start time.

**Tardiness** is considered a violation of the attendance policy and is recorded in each musicians' personal records. Please plan your travel so that you are at rehearsal 15 minutes before start time (see "Promptness" above). If a student is appealing a suspension, prompt arrival at rehearsal will be

taken into account. Tardiness or early departure by more than 10 minutes is considered a half absence.

**Retreat Attendance** The retreats are an integral part of the GTCYS program. Missing a retreat is considered one absence; missing part of a retreat is considered a half absence.

**Conflicts with school instrumental programs** School bands and orchestras are vital partners in GTCYS' success, and we urge our students to give 100 percent to their school programs. We make every effort to notify schools of our scheduled rehearsals and concerts and to avoid conflicts with District and All-State Festivals. In some cases, however, conflicts are unavoidable and absences due to school concerts will be excused.

**What should I do if I cannot attend a dress rehearsal or concert?** Attendance at every dress rehearsal and concert is mandatory. If you anticipate missing a dress rehearsal or concert, you must request a release from your conductor, personally and in writing, as soon as you know about the conflict, and at least one month in advance. Missing a dress rehearsal may result in not being permitted to perform in the concert. Missing a concert may lead to suspension or dismissal from GTCYS.

**What should I do if I must miss a rehearsal?** Your Rehearsal Assistant is your primary contact for absences. For every absence, you must do two things:

**1. Notify your Rehearsal Assistant at rehearsal** as soon as you know of an impending absence. For last minute situations, leave a message on GTCYS' Absence Line at 651.602.6801. Listen to the voicemail prompts and leave a message in Philharmonia East's mailbox before your rehearsal is scheduled to begin. Do not notify the GTCYS office about absences; your message will be forwarded.

**2. Submit an Absence Form to the RA** explaining the absence. It is your responsibility to get a form from your RA or download one at [www.gtcys.org](http://www.gtcys.org) and return it to your RA as soon as possible. Do not send absence forms to the office--forms must be submitted to your RA at rehearsal. These forms are recorded and kept in each student's file. After any absence, GTCYS members are responsible for practicing and learning the music rehearsed while they were absent. In the event of absences just prior to any concert, the GTCYS member's participation in the upcoming concert will be at the discretion of the conductor. If you are concerned about your attendance record, please speak with your RA.

**What if there is bad weather?** In the event of inclement weather which might result in dangerous conditions, announcements will be made on WCCO Radio 830 AM; TV Channel 4; and at [www.wcco.com](http://www.wcco.com). We may also send an email to GTCYS families for whom we have valid email addresses and will post the cancellation on [www.gtcys.org](http://www.gtcys.org). Decisions regarding cancellations will be made by 3:00pm. It is parents' responsibility to stay tuned to these broadcast systems for the announcement. Cancellations are very rare--please assume a GTCYS activity will continue unless you hear otherwise.