

# ATTENDANCE POLICY

All GTCYS members are expected to attend all rehearsals and concerts. Consistent attendance at rehearsals, dress rehearsals, retreats, and concerts is essential to GTCYS' orchestras' educational and musical success. **Remember, consistent rehearsal attendance benefits not only individual students, but also the entire orchestra**, since practicing at home is about learning your part, and rehearsals are about learning everyone else's part. **GTCYS members are all responsible for knowing the time commitment for their orchestra. Subscribe to your orchestra's calendar here:**

- [Philharmonia East Calendar](#)
- [Philharmonia West Calendar](#)
- [Sinfonia East Calendar](#)
- [Sinfonia West Calendar](#)
- [Concertino Calendar](#)
- [Camerata Calendar](#)
- [Concert Orchestra Calendar](#)
- [Philharmonic Calendar](#)
- [Symphony Calendar](#)

**Students are allowed two rehearsal absences per concert cycle:**

- **2 ABSENCES** from the first rehearsal in September through your orchestra's December concert
- **2 ABSENCES** from the first rehearsal in January through your orchestra's February/March concert
- **2 ABSENCES** from the first rehearsal after your orchestra's February/March concert to the May 3 Spring Festival Concert
- Please note that these absences are NOT allowed for retreats, dress rehearsals, or concerts.

**Special circumstances:**

- In the event that a school band or orchestra concert conflicts with a GTCYS activity, students should prioritize their school ensemble commitment. Students must carefully cross-check their school ensemble calendars with their GTCYS calendars and **report any conflicts to GTCYS at the beginning of each semester. (September and January)** Although absences from GTCYS for school band or orchestra concerts will not count toward the total if reported at the beginning of the semester, students should still make every effort not to exceed two rehearsal absences per concert cycle.
- In the event of injuries which prevent GTCYS musicians from playing their instruments, it is still beneficial to attend rehearsals to observe and learn even if they cannot play.

**Sectionals**

- Because of the individualized instruction provided, students should make every effort to be present on sectional nights. Sectional dates will be added to orchestra calendars by September 2019.

**Seating Auditions (Concertino, Camerata, Concert Orchestra, Philharmonic, and Symphony):**

- Because seating auditions take place on designated rehearsal nights, attendance is especially important on those evenings. See the seating policy specific to your orchestra for details regarding missed seating auditions.

**How to report an absence:**

Complete the online absence form as soon as you are aware of any absence. Absences not related to illness or emergency must be reported at the beginning of the semester whenever possible. Absence forms are listed below and are also posted on the "Member Resources" section of GTCYS' orchestra webpages.

- [Philharmonia East Absence Form](#)

- [Philharmonia West Absence Form](#)
- [Sinfonia East Absence Form](#)
- [Sinfonia West Absence Form](#)
- [Concertino Absence Form](#)
- [Camerata Absence Form](#)
- [Concert Orchestra Absence Form](#)
- [Philharmonic Absence Form](#)
- [Symphony Absence Form](#)

**Consequences for exceeding rehearsal absence limit:**

- If you reach the absence limit for your concert period, you will receive an email reminder from the GTCYS office informing you that you have reached the limit and are not allowed any more absences for that concert period.
- If you then exceed the excused absence limit, you will receive a notice from the GTCYS office informing you that you are now ineligible for GTCYS activities until the beginning of the next concert period. No refunds will be issued in this situation. In special circumstances, conductors may make exceptions to the attendance policy, and may require students who have exceeded their allowed absences to perform excerpts from the current concert repertoire to demonstrate their preparedness despite their absences. Please contact GTCYS Program Director Miranda Bryan at [miranda@gtcys.org](mailto:miranda@gtcys.org) with questions.

**Required dates: Dress Rehearsals, Concerts, and Retreats:**

- **Dress rehearsals are required.** Missing a dress rehearsal may result in not being permitted to perform in the concert and suspension or dismissal from GTCYS without refund.
- **Attendance at every concert is required.** If you anticipate missing a concert, you must notify GTCYS as soon as you are aware of the conflict. Missing a concert may lead to suspension or dismissal from GTCYS without refund.
- **The fall and winter retreats are required,** and the retreat fee is non-refundable. Missing a retreat may lead to suspension or dismissal from GTCYS without refund.

**Promptness:**

- To ensure adequate time for set-up, warm-up, and tuning, all students must be present and seated at least 15 minutes before the beginning of each rehearsal.
- GTCYS' conductors will begin rehearsal promptly by the listed event start time.
- Three tardies or early departures will count as one absence.

**What if there is bad weather?** Cancellations are very rare—please assume a GTCYS activity will continue unless you hear otherwise. In the event of weather which might result in unsafe conditions, GTCYS will email families and post the notification on [www.gtcys.org](http://www.gtcys.org). Decisions regarding cancellations will be made by noon. It is parents' responsibility to check their email and GTCYS' website for an announcement.

Students' health and safety is always our highest priority at GTCYS. We are aware that families drive from all over the Twin Cities (and beyond) to reach their students' weekly rehearsals, so if you determine that travel to rehearsal from your home will not be safe given current weather conditions, please complete an absence form in advance of rehearsal. Instead of selecting "Absence 1" or "Absence 2," please select "other" and list "weather" for weather-related absences to be excused.