



New Jersey Youth Symphony  
570 Central Avenue Murray Hill, NJ 07974  
(908) 771-5544 Telephone  
(908) 771-9839 Fax  
www.njys.org

## ATTENDANCE POLICY FOR REHEARSALS AND PERFORMANCES PHILHARMONIA (PHIL) 2009-10

### INSTRUCTIONS

**STUDENTS: Read the entire document, initial where indicated, and sign the last page.**

**PARENTS: Read the entire document and sign the last page.**

**All pages should be returned with your Acceptance Materials.**

### OVERVIEW

NJYS is committed to providing superior music education and performance experience to all NJYS students. Absence, lateness or early departure detracts from the student-learning environment, disrupts the individual student's learning process and impacts the performance level of the entire orchestra. Each student musician is strongly urged to attend all rehearsals, to arrive promptly, and to remain throughout. Perfect attendance is the recommended goal for each NJYS student to attain.

NJYS recognizes, however, that occasional absences may be necessary due to unavoidable situations, although they are acceptable only in extenuating circumstances. Therefore, NJYS has adopted this Attendance Policy. Detailed below is a set of definitions followed by specific attendance requirements and procedures that makeup the NJYS Attendance Policy.

### DEFINITIONS

#### Concert Period

A Concert Period (CP) is the time frame during which a concert program is rehearsed in preparation for a performance. It begins with the first rehearsal and culminates with the performance. PHIL has the following two (2) Concert Periods during the 2009-2010 season:

CP I September 10, 2009 – January 20, 2010

CP II January 21 – May 16, 2010

Note: The annual Play-a-thon is a mandatory Pops Concert scheduled within CP II.

#### Rehearsal

A rehearsal is any scheduled session, including a full ensemble rehearsal, a sectional coaching session, or a seating audition.

#### Mandatory Rehearsals

The last two rehearsals immediately preceding a concert are mandatory. Mandatory means you must attend. This includes the Dress Rehearsal, which customarily takes place a day or two before the concert.

### **Absence Notification Form**

The Absence Notification Form captures the reason for a student's intended absence from a rehearsal necessitated by an **unavoidable situation** (such as a scheduled school concert on his/her major instrument) that conflicts with any NJYS rehearsal. This form must be completed and signed by a parent and submitted to the Attendance Coordinator as soon as possible, but at least two weeks prior to any scheduled absence. The purpose of the notification form is to assist NJYS staff with rehearsal planning and student record keeping.

### **Attendance Coordinator**

The Key NJYS Volunteer responsible for maintaining the attendance records of all NJYS students is the Attendance Coordinator.

## **ATTENDANCE REQUIREMENTS AND PROCEDURES**

### **Concert Period (CP) Attendance**

Each student is allowed **2 absences** from non-mandatory rehearsals during each CP. They are to be used only for **unavoidable situations, such as schedule conflicts, serious illness or other emergency situations**. More than 2 absences for non-mandatory rehearsals by a student within a CP is a **violation** of the Attendance Policy and may result in disciplinary action, including a seating demotion for the concert, not being allowed to perform in the concert or other enforcement action at the discretion of the Conductor and the Artistic Director. Late arrivals or early departure of 15 minutes or more will be recorded as a half-absence.

*Initial:* \_\_\_\_\_

### **Notification**

Students **are required** to submit an **Absence Notification Form** signed by a parent as soon as possible, but at least 2-weeks in advance, for any scheduled absence, including lateness or early departure exceeding 15 minutes. For last minute, unavoidable situations that arise the parent must call the Attendance Coordinator (phone number to be provided) to notify the Coordinator of the absence. If the unavoidable situation occurs after 4:00 PM and before the scheduled time on the day of the rehearsal, the parent must also call the NJYS Office at 908-771-5544; in such a case the parent must submit a signed Absence Notification Form immediately after the absence occurs. Failure to submit the Absence Notification Form at least two weeks prior to any scheduled absence is a serious breach of each student's responsibility to the NJYS and his or her fellow musicians and may result in disciplinary action. Absence Notification Forms for long-planned absences, such as for family vacations and school concerts, should be submitted as soon as the student and parents become aware of the conflict.

*Initial:* \_\_\_\_\_

### **Mandatory Rehearsals**

Absence from either of the 2 mandatory rehearsals (which includes the Dress Rehearsal) is a **violation** of the Attendance Policy and may result in being disallowed from performing the concert or other enforcement action at the discretion of the Conductor and the Artistic Director.

*Initial:* \_\_\_\_\_

**Concert Performance**

Attendance at all scheduled concerts is mandatory. Absence from a scheduled concert (including Play-a-thon) is a **violation** of the Attendance Policy and will result in disciplinary action, up to and including dismissal from NJYS, and ineligibility to re-audition for the subsequent season.

*Initial:* \_\_\_\_\_

**Rehearsal Arrival/Sign-in Procedure**

Students are required to arrive for rehearsals at least 15 minutes before the scheduled start time of their first scheduled activity. Upon arrival, students are instructed to check in with the Attendance Coordinator and check the bulletin board for announcements. Students must be in their seats, ready to play their instruments, 5 minutes before the rehearsal begins. (Note: prompt return from rehearsal breaks is also essential.) Students who routinely arrive after the required arrival time (15 minutes before the rehearsal begins) will be subject to disciplinary action at the discretion of the Conductor and the Artistic Director. It is a special responsibility of the members of the percussion section to arrive sufficiently early that rehearsals may begin on time; it is each percussionist's responsibility to insure that the instruments are set up at least 5 minutes before the rehearsal begins.

*Initial:* \_\_\_\_\_

**Exceptions to the Attendance Requirements**

The allowance (with written notification) for 2 absences from non-mandatory rehearsals per Concert Period is intended to virtually eliminate the need to authorize an exception. Therefore, it is envisioned that the need for a student to request such an exception to the Attendance Policy will be rare. If a serious crisis or an unavoidable situation arises, the student may request that an exception to the Attendance Policy be made. The procedure for requesting such an exception requires completing an **Attendance Notification Form** and submitting it to the Attendance Coordinator at the earliest possible date. The student's pattern of attendance will be one factor considered in determining whether to issue the exception, and in determining the nature of any conditions that NJYS might require regarding the student's continued participation. The decision of the Conductor and Artistic Director will be final. An example of a situation that may warrant an exception to the Attendance Requirements may include an illness requiring hospitalization of an immediate family member.

*Initial:* \_\_\_\_\_

**By signing below, we acknowledge that we have read, understand, and agree to abide by the NJYS Youth Symphony Attendance Policy for Rehearsals and Performances.**

Student Name: \_\_\_\_\_ Instrument: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Please return this entire document with your Acceptance Materials.