



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 FLUTE CHOIR (FC) 2007-08

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. FC has the following two (2) Concert Periods during the 2007-2008 season:

- CP I September 19 – December 9, 2007
- CP II December 10, 2007 – May 18, 2008

Note: The annual Play-a-thon is a mandatory Pops Concert scheduled (April 6, 2008) 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.

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.