

## ATTENDANCE POLICY

Consistent attendance at all QCSYE events—including retreats, rehearsals, dress rehearsals, and concerts—is one of the most important commitments a QCSYE member can make in support of the organization's success. Rehearsals and performances are central to the QCSYE program, and each member's experience is directly influenced by their colleagues' level of commitment. Attendance impacts musical quality and esprit de corps, thus QCSYE relies on everyone to help foster a culture of mutual support and individual commitment.

QCSYE musicians are permitted the following number of rehearsal absences:

- Two absences between August 17 and the November 10 concert
- Two absences between November 11 and the February 27 concert
- Two absences between March 1 and the April 19 concert

All absences are treated equally, regardless of nature, and will be added to your absence total. The only exception to this policy (conflicts with school music program events) is described below. Please plan ahead to avoid exceeding your permitted number of absences for each concert cycle.

### Reporting an Absence

If you are going to miss a regular weekly rehearsal, or a portion of the Fall Retreat, you should complete the online Rehearsal Absence/Tardiness Form at least two weeks in advance of your absence or tardiness. Forms for absence from dress rehearsals must be submitted at least one month in advance (see below for more details). If, as in the case of emergency or illness, you are unable to give advanced notice of an absence, please send an email to Chelsea Schwarzkopf ([cschwarzkopf@qco.org](mailto:cschwarzkopf@qco.org)) indicating that you will not be at rehearsal and giving a specific reason for your absence. In such instances, please also fill out the online form.

### Absence Policy Exception: School Music Program Conflicts

If you will miss a rehearsal due to participation in a school music program event, please indicate so in the description of your absence on the Rehearsal Absence/Tardiness Form below. At the discretion of the conductors and staff, these absences will not be counted toward your total number of permitted absences.

### Dress Rehearsals and Concerts

Rehearsals identified as dress rehearsals in the calendar for each ensemble are especially important for the success of a concert. Attendance at all dress rehearsals is mandatory. If an unavoidable conflict will make it impossible for you to attend a dress rehearsal, you are expected to submit the online Rehearsal Absence/Tardiness Form and notify your conductor in person as soon as possible and at least one month in advance of the QCSYE dress rehearsal. Absence from a dress rehearsal may result in a member not being permitted to perform the concert. Attendance at all concerts for your ensemble is mandatory. If you have a school music program event on the same date as a QCSYE concert, or if other extraordinary circumstances prevent you from performing a concert, submit the online Rehearsal Absence/Tardiness Form and notify your conductor in person as soon as possible and at least one month in advance of the QCSYE concert. Missing a concert without an excuse from your conductor may result in dismissal from the QCSYE program without a tuition refund.

### Late Arrival to and Early Departure from Rehearsal

QCSYE members are encouraged to begin developing the professional habit of arriving at least fifteen minutes early to rehearsal. If a member arrives late to rehearsal or must be excused more than ten minutes early from rehearsal, a half absence will be added to their total absence count.

### Attendance Consequences

If a member exceeds the maximum number of permitted absences for a given concert cycle, they may be asked to sit out all QCSYE activities (without a tuition refund) until the next concert cycle begins. A written petition for reconsideration may be submitted in the event of extraordinary circumstances.